

10/02/26
10:06

SAN MIGUEL COUNTY SHERIFF'S OFFICE
Law Total Incident Report, by Location, Nature

147
Page: 1

Nature of Incident	Total Incidents

Location: DISTRICT 4	
CITIZEN CONTACT	1
DUI AND DUID	2
VEHICLE IMPOUND	1
Mental Subject	1
THEFT	1
TRAFFIC ACCIDENT	2
VIN INSPECTION	1
WARRANT ARREST	1

Total Incidents for This Location:	10

Total Incidents for This Report: 10

Report includes:

All dates between `00:00:01 09/01/26` and `11:59:59 09/30/26`
All agencies
All natures
All locations matching `DIS4`
All responsible officers
All dispositions
All clearance codes
All observed offenses
All reported offenses
All offense codes
All circumstance codes

*** End of Report /tmp/rptzrpwVH-rplwtir.r5_1 ***

Citations - 6
Traffic Stops - 7

NORWOOD TOWN BOARD OF TRUSTEES - MINUTES

Meeting on: Wednesday August 12, 2026

Regular Session starting at: 7:00 p.m.

Meeting at: 1670 Naturita Street, Norwood CO 81423 at Norwood Town Hall and Zoom option.

Call Regular Meeting To Order

The regular meeting of the Town of Norwood Board of Trustees was called to order by Mayor Candy Meehan at 7:00 pm.

Board Attendance:

Mayor – Candy Meehan - Present

Mayor Pro-Tem – Shawn Fallon – Present

Trustee – Bernice White - Present

Trustee – Micheal Grady – Present

Trustee – Liza Tanguay – Present

Staff Attendance:

Town Manager – Sara Owens – Present

Public Works Director – Randy Harris – Absent

Town Clerk – Sidney Ross - Present

Other Attendance:

Becky Hannigan – Norwood Chamber of Commerce. Alex Shelly – SMPA. Emma Gerona – Eco Action Partners, via Zoom. Siobhan Montaya Lavenda – Eco Action Partners. Reagan Tuttle – San Miguel Basin Forum, via Zoom.

Public Comment for Items Not on the Agenda

None

Special District and Stakeholder Reports or Announcements

- **San Miguel Sheriff's Office – written report**
- **Norwood Parks and Recreation District**

Liza Tanguay shared updates included upcoming events like Dark Sky Disc Golf, Pioneer Day Dance, and the Wild Roots Revival, along with plans for a pump track dedication with Colby Brown and potential skate park development.

Consent Agenda

1. Minutes of August 12, 2026
2. August Town of Norwood Financials
3. Budget to Actuals

Shawn Fallon motioned to approve the Consent Agenda. Bernice White seconded the motion. All motioned, motion approved.

Executive Session

None

Board Business Agenda

Micheal Grady motioned to move board business agenda number 11(**Amendment** of RESOLUTION NO. 2026-0812) to number 5. Liza Tanguay seconded the motion. All voted, motion approved.

1. **Suicide Prevention Proclamation**

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Mayor Candy Meehan read into record the Suicide Prevention Proclamation designating September 2026 as Suicide Prevention Month in Norwood.

2. Eco Action Partners – Presentation

Emma Jerome and Siobhan Montaya Lavenda from Eco Action Partners presented updates on their programs, including the CARE program for income-qualified residents, the Green Grants program for home improvements, and an energy workforce development program. The program asks the Town Board for donation of \$2,000 in the 2027 upcoming budget.

3. San Miguel Power Association – Presentation

Alex Shelley from San Miguel Power Association presented an annual update, highlighting the completion of the Norwood tie line project which allows the Nucla and Norwood substations to back each other up, improving power reliability and resiliency. The company also removed "one-shot" settings from their system following reduced fire restrictions, which will reduce outage duration and frequency.

Alex Shelly informed the meeting attendees that the cooperative is expecting a 7-8% increase in wholesale power costs, which will likely result in higher rates than seen in recent years. The board will discuss options at their October meeting, considering whether to borrow funds or implement rate increases. Town addressed questions about borrowing versus rate increases, explaining that borrowing would further reduce the cooperative's equity position.

4. Splash Pad Cover – Norwood Chamber of Commerce

Becky Hannigan from the Norwood Chamber of Commerce proposed offering the town a \$2,000 grant to build shade structures at their discretion, with the specific location planned between the pickleball court and splash pad.

Staff was given direction to continue this discussion.

5. Amendment of RESOLUTION NO. 2026-0812: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF NORWOOD, COLORADO, SETTING A PUBLIC HEARING TO CONSIDER THE REMOVAL FOR CAUSE OF A MEMBER OF THE TOWN PLANNING COMMISSION, PROVIDING NOTICE OF THE GROUNDS FOR REMOVAL, AND ESTABLISHING HEARING PROCEDURES

The board also an amendment to Resolution 2026-08-12 regarding a public hearing for planning commission member removal, deciding to schedule the hearing on a date to be determined after the regular meeting.

Liza Tanguay motioned to adopt the amendment of RESOLUTION NO. 2026-0812: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF NORWOOD, COLORADO, SETTING A PUBLIC HEARING TO CONSIDER THE REMOVAL FOR CAUSE OF A MEMBER OF THE TOWN PLANNING COMMISSION, PROVIDING NOTICE OF THE GROUNDS FOR REMOVAL, AND ESTABLISHING HEARING PROCEDURES with the date to be determined. Bernice White seconded the motion. All voted, motion approved.

6. Grant Update

Sara Owens provided an update on town grants, clarifying that the \$450,000 for the pocket park came from grants and not taxpayer dollars. However \$27,000 was paid "out-of-pocket" by the town for the design phase. She reported progress on several projects, including the land use code update nearing completion in Phase 1 and the pocket park nearing completion with only minor components remaining.

7. Safer Sidewalks to School

The board discussed the Summit Street School sidewalk project, which was scaled back due to budget constraints and the school's relocation, with bids coming in around \$700,000 to \$1 million. The group agreed this discussion deserved a separate work session to make strategic decisions about funding allocation.

Sara Owens discussing funding for property improvements, with the board expressing concerns about spending money without a clear vision and suggesting drainage improvements as a priority. The group agreed to postpone decisions until

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after a planned brownfield development project is completed, and they decided to schedule a community work session in January or February to evaluate options

8. Norwood Hill – HSIP MOU

Regarding the Norwood Hills project, Sara Owens reported that CDOT offered to incorporate their \$1.25M in safety improvement funds into an upcoming overlay project, which would eliminate the need for separate engineering and management.

Shawn Fallon motioned to give staff direction to proceed with the CDOT grant arrangement for the Norwood Hills project. Micheal Grady seconded the motion. All voted, motion approved.

9. CDOT Upcoming Projects Update

Sara Owens discussed upcoming CDOT projects including multimodal improvements at Cedar and Pine, sidewalk extensions, and nine ADA ramps with construction planned for 2028. A significant discussion centered on school traffic concerns where CDOT's requirements for bus access and crosswalks might impact Main Street parking, requiring further discussion between the school and CDOT. The meeting also addressed illegal sandwich boards in the center lane which were removed after complaints, and questions about Market Street upgrades for potential school traffic, though no specific plans were required at this time.

10. Dedication of the Pocket Park

Candy Meehan discussed the dedication of the Pocket Park to the "Wells-Olson Pocket Park".

Micheal Grady motioned to give staff the direction to proceed with the dedication of the Pocket Park to the "Wells-Olson Pocket Park". Shawn Fallon seconded the motion. All voted, motion approved.

Liza Tanguay addressed concerns about the kiosk in the pocket park, noting that the stone additions would need treatment with linseed oil to prevent deterioration. Candy Meehan discussed the possibility of adding a second charging port to the existing charging station.

11. Discussion of Short-Term Rentals

The meeting discussed short-term rental regulations, with participants agreeing to remove the owner-on-site requirement and 90-day limit restrictions while keeping a cap of 5 units town-wide at the October Board of Trustees Regular Meeting.

Staff Reports

- a. **Public Works Director, Randy Harris**
- b. **Town Manager, Sara Owens**
- c. **Town Clerk, Cidney Ross**

Cidney Ross provided an administrative assistant report covering emergency training, permit processing, and calendar updates.

Mayor // Trustee Reports and Announcements

- d. **Mayors Report – written report**
- e. **Trustee Reports**

Liza Tanguay shared her continued participation in the WE Vision meetings.

Adjourn

Micheal Grady motioned to adjourn the Board of Trustees Regular Meeting at 9:21. Bernice White seconded the motion. All voted, meeting adjourned.



APPROVED



APPROVED AS CORRECTED

DATE APPROVED:

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Meeting at: 1670 Naturita Street, Norwood CO 81423 at Norwood Town Hall and Zoom option.

Minutes Taken by: Cidney Ross, Town Clerk

TOWN OF NORWOOD						
ACCOUNTS PAYABLE - September 2026						
				TOWN PAID	NWC Portion	NSD Portion
PD	10-22-250	AFLAC	Employee Insurance	\$ 1,010.04	\$ 325.15	\$ 129.09
PD	10-60-250	All Mountain Motors	PW Vehicle Maintaince	\$ 522.66		
PD	10-36-120	Amilya Brown	Community Center Rental - Refund	\$ 55.00		
PD	10-51-275	Black Hills Energy	Town Hall - Gas	\$ 50.04		
PD	10-52-495	Bruin Waste	2096 County Rd Y43 Trash Pickup	\$ 127.85	\$ 42.62	\$ 42.62
PD	10-52-495	Bruin Waste Management	Trash Pick Up - Town Hall // PW Shop	\$ 321.82		
PD	10-60-480	Capital One Trade Credit	TON Credit Card	\$ 1,357.46		
PD	10-60-250	Capital One Trade Credit	TON CC	\$ 770.19		
PD	10-43-132	CEBT	Employee Insurance	\$ 8,804.40	\$ 2,826.18	\$ 1,039.72
PDCC	10-43-270	Clearnetwork	Utilities - Fiber	\$ 202.34		
PD	10-41-230	Colorado Department of Agriculture	Meehan - Leadership Training	\$ 250.00		
PD	10-60-250	Farmers Daughter Car and Dog Wash	PW Vehicle Washes	\$ 60.00		
PD	10-43-250	FP Mailing Solutions	Postage Machine Rental	\$ 156.00	\$ 52.00	\$ 52.00
PD	10-43-250	ImageNet Consulting	Canon Printer Rental	\$ 323.34	\$ 107.78	\$ 107.78
PD	10-43-250	ImageNet Consulting	Canon Printer Rental	\$ 78.35	\$ 26.12	\$ 26.12
PD	10-60-134	J&T Service	TON - PW Fuel	\$ 8.02		
PD	10-60-480	JET Trucking	Asphalt	\$ 875.00		
PD	10-43-132	Kansas City Life Insurance	Employee Life Insurance	\$ 30.86		
PD	10-43-132	Kansas City Life Insurance	Employee Life Insurance	\$ 30.86		
PD	10-35-100	Kaylen Blie	Court Fine - Refund	\$ 220.50		
PD	10-43-310	KLJ Engineering	General On-Call Services	\$ 516.00		
PD	10-80-606	KLJ Engineering	Land Use Code Update	\$ 9,895.08		
PD	10-41-240	MASA	Insurance	\$ 160.00		
PDCC	10-43-250	Microsoft	Online Services	\$ 100.00		
PDCC	10-43-490	Montrose Auto Glass	Windsheild Repair - Antista	\$ 400.00		
PD	10-43-285	Norwood Water Commission	1475 S Pine Utility	\$ 53.21		
PD	10-43-430	Nucla Elementary School	Employee Child Care Benefit	\$ 416.00		
PD	10-60-480	Oldcastle SW Group	PW Supplies	\$ 5,123.52		
PD	10-60-134	Parish Oil Company	TON - PW Fuel	\$ 3,940.90		
PD	10-43-760	Pershing	Randy Harris - IRA Contribution	\$ 3,000.00		
PD	1043610	Pinnacol Assurance	Workers Comp Insurance	\$ 831.00	\$ 277.00	\$ 277.00
PDCC	10-43-420	Postage	Reimbursment - February through September 2026	\$ 3,538.41	\$ 2,478.86	\$ 758.56
PD	10-43-230	San Miguel Basin Forum	Printing and Publishing - Notice	\$ 392.70	\$ 141.26	
PD	10-60-270	San Miguel Power Assoc	1670 Naturita St	\$ 312.10		

PD	10-60-270	San Miguel Power Assoc	Lights and Flashers	\$	10.46			
PD	10-60-270	San Miguel Power Assoc	Lights and Flashers	\$	10.46			
PD	10-60-270	San Miguel Power Assoc	Lights and Flashers	\$	616.29			
PD	10-60-270	San Miguel Power Assoc	1130 Lucerne St	\$	33.00			
PD	10-43-285	San Miguel Power Assoc	1475 S Pine	\$	127.00			
PD	10-60-270	San Miguel Power Assoc	Pocket Park	\$	38.23			
PD	10-80-602	SGM	Water Drainage Study and System Design	\$	9,333.75			
PD	10-60-480	United Companies	Road Supplies	\$	5,123.52			
PD	10-43-132	United Life Insurance	Employee Insurance	\$	18.68	\$	6.54	\$ 5.60
		US Bank	Emp. Med 9/9	\$	570.62			
		US Bank	Town SS 9/9	\$	2,439.90			
		US Bank	Emp. FWT 9/9	\$	1,422.48			
		US Bank	Emp. Med 9/23	\$	578.34			
		US Bank	Town SS 9/23	\$	2,472.84			
		US Bank	Emp. FWT 9/23	\$	1,423.60			
PD	10-43-250	Vyanet Security	Town Hall Security System	\$	283.68			
PD	10-42-310	Zemke and Associates	TON Municipal Court	\$	400.00			

Total Bills Paid

\$ 68,836.50	\$ 6,283.50	\$ 2,438.48
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Raw Water Account

San Miguel Power Raw Water Palace

\$ 43.21

Report Criteria:

Includes only accounts with balances and activity

Includes grand totals

Account Number	Account Title	2026-26 Current year Actual	2026-26 Current year Budget	Earned Expended Percent
GENERAL FUND				
TAXES				
10-31-100	CURRENT YEAR PROPERTY TAXES	106,805.03	125,579.00	85.05
10-31-300	SALES TAX	412,984.10	513,384.00	80.44
10-31-350	MARIJUANA SPECIAL TAX	2,875.70	15,000.00	19.17
10-31-400	FRANCHISE TAXES-BH Energy	4,340.43	5,497.00	78.96
10-31-500	CIGARETTE TAX	625.48	912.00	68.58
10-31-600	HIGHWAY USERS TAX	20,551.66	24,000.00	85.63
Total TAXES:		548,182.40	684,372.00	80.10
LICENSES AND PERMITS				
10-32-100	DOG LICENSES/MISCELLANEOUS	250.00	500.00	50.00
10-32-210	SPECIAL CONSTRUCTION PERMIT	335.00	200.00	167.50
10-32-250	MARIJUANA APPLICATION/LIC.	750.00	500.00	150.00
10-32-300	LIQUOR LICENSES	1,125.00	1,372.00	82.00
Total LICENSES AND PERMITS:		2,460.00	2,572.00	95.65
INTERGOVERNMENTAL REVENUE				
10-33-540	COUNTY APPROP. - ROAD & BRIDGE	7,743.16	6,000.00	129.05
10-33-550	SALARY REIMBURSEMENT-NSD	82,507.26	126,959.00	64.99
10-33-560	SALARY REIMBURSEMENT-NWC	141,997.67	202,515.00	70.12
Total INTERGOVERNMENTAL REVENUE:		232,248.09	335,474.00	69.23
CHARGES FOR SERVICES				
10-34-240	ANNEXATION & SUBDIVISION FEES	1,950.00	2,000.00	97.50
Total CHARGES FOR SERVICES:		1,950.00	2,000.00	97.50
FINES AND FORFEITURES				
10-35-100	COURT FINES	1,757.50	3,000.00	58.58
Total FINES AND FORFEITURES:		1,757.50	3,000.00	58.58
MISCELLANEOUS REVENUE				
10-36-120	COMMUNITY CENTER - USER FEES	642.40	500.00	128.48
10-36-250	Checking Acct. Interest	185.53	250.00	74.21
10-36-300	RENTAL INCOME	20,251.00	25,200.00	80.36
10-36-500	SPECIFIC OWNERSHIP	2,133.65	1,000.00	213.37
10-36-700	AUTO REGISTRATION	1,508.79	2,000.00	75.44
10-36-800	Mineral Leaseing/Sev Tax	294.54	.00	.00
10-36-900	SUNDRY REVENUES	6,593.04	20,000.00	32.97
Total MISCELLANEOUS REVENUE:		31,608.95	48,950.00	64.57
CONTRIBUTIONS AND TRANSFERS				
10-39-105	Grant Matching	500,042.15	566,537.00	88.26
10-39-200	Summit Sidewalk Project	11,334.79	527,785.00	2.15
10-39-201	LPC Grant	16,943.21	101,250.00	16.73

Account Number	Account Title	2026-26 Current year Actual	2026-26 Current year Budget	Earned Expended Percent
10-39-300	CONTINGENCY FUND - TRANSFER	577,161.58	150,000.00	384.77
10-39-500	CARRY OVER - GENERAL FUND	.00	36,660.00	.00
Total CONTRIBUTIONS AND TRANSFERS:		1,105,481.73	1,382,232.00	79.98
LEGISLATIVE				
10-41-230	TRAVEL/TRAINING BOARD	1,372.68	4,500.00	30.50
10-41-240	MASA	160.00	800.00	20.00
Total LEGISLATIVE:		1,532.68	5,300.00	28.92
COURT				
10-42-310	PROF & TECHNICAL - MAGISTRATE	3,600.00	6,000.00	60.00
10-42-320	POSTAGE/COURT	.00	50.00	.00
10-42-330	OFFICE SUPPLIES/FORMS/COURT	.00	50.00	.00
Total COURT:		3,600.00	6,100.00	59.02
ADMINISTRATIVE - TOWN HALL				
10-43-110	WAGES - TOWN MANAGER	67,336.92	85,000.00	79.22
10-43-120	WAGES-TOWN CLERK	47,874.13	60,000.00	79.79
10-43-125	WAGES- DEPUTY TOWN CLERK	4,668.75	29,000.00	16.10
10-43-127	WAGES-CODE ENFORCEMENT OFFICE	.00	24,000.00	.00
10-43-131	BENEFITS/FICA/TOWN SHARE	59,435.10	35,000.00	169.81
10-43-132	BENEFITS/HEALTH INSURANCE	36,288.91	35,000.00	103.68
10-43-134	BENEFITS/UNEMPLOYMENT INS	318.05	1,500.00	21.20
10-43-210	BOOKS, SUBSCRIPTIONS & MEMBERS	3,060.25	4,000.00	76.51
10-43-220	PRINTING & PUBLISHING	497.64	400.00	124.41
10-43-230	TRAVEL/TRAINING	4,712.36	5,500.00	85.68
10-43-240	OFFICE SUPPLIES AND EXPENSE	397.58	2,000.00	19.88
10-43-250	EQUIPMENT - SERVICE CONTRACT	8,934.85	7,000.00	127.64
10-43-251	Iworks Annual Contract	3,666.67	4,500.00	81.48
10-43-270	UTILITIES - ELECTRICITY	190.10	1,000.00	19.01
10-43-280	TELEPHONE	3,475.69	3,720.00	93.43
10-43-285	UTILITIES - EMPLOYEES	1,965.83	2,000.00	98.29
10-43-290	Professional/Contract	1,986.84	5,000.00	39.74
10-43-310	PROFESSIONAL/TECHNICAL/PLANNER	6,546.00	5,000.00	130.92
10-43-315	Office/Billing Clerk	29,015.47	44,000.00	65.94
10-43-360	ELECTIONS	30.00	4,000.00	.75
10-43-410	ASAP Payroll	3,105.00	2,500.00	124.20
10-43-420	POSTAGE	1,950.54	2,500.00	78.02
10-43-421	SPRING CLEANUP	4,000.00	4,000.00	100.00
10-43-422	DONATION - MENTAL HEALTH	500.00	500.00	100.00
10-43-423	DONATION - JUVENILE DIVERSION	2,500.00	2,500.00	100.00
10-43-424	Fireworks	2,200.00	2,200.00	100.00
10-43-425	Baskets, Banners, Beautificati	1,588.96	2,200.00	72.23
10-43-426	Unaweeep Tabeguache Byway	500.00	500.00	100.00
10-43-427	DONATION - SAN MIGUEL RESOURCE	500.00	500.00	100.00
10-43-428	Norwood Roping Club	500.00	500.00	100.00
10-43-429	DONATION - WRIGHT STUFF	9,000.00	9,000.00	100.00
10-43-430	Child Care Employee Benefit	3,328.67	5,000.00	66.57
10-43-431	Donation-EcoAction Partners	1,700.00	1,700.00	100.00

Account Number	Account Title	2026-26 Current year Actual	2026-26 Current year Budget	Earned Expended Percent
10-43-435	High School Scholarship	.00	1,000.00	.00
10-43-440	Hoof and Paw	1,000.00	1,000.00	100.00
10-43-445	Local Food Bank	4,000.00	4,000.00	100.00
10-43-450	Local Celebrations	209.36	500.00	41.87
10-43-455	Norwood Cemetary	4,000.00	4,000.00	100.00
10-43-460	Music on the Mesa	5,000.00	5,000.00	100.00
10-43-480	SPECIAL DEPARTMENT SUPPLIES	4,261.32	1,500.00	284.09
10-43-490	PUBLIC RELATIONS	943.01	2,000.00	47.15
10-43-510	INSURANCE AND SURETY BONDS	14,713.72	13,000.00	113.18
10-43-610	Team Building	1,407.99	2,000.00	70.40
10-43-630	Bank Service Charges	365.21	800.00	45.65
10-43-740	CAPITAL OUTLAY/EQUIPMENT/BUILD	.00	2,000.00	.00
10-43-760	401K-RETIREMENT ALLOCATION	6,000.00	24,000.00	25.00
10-43-770	COMPUTER SOFTWARE UPGRADE	1,431.78	5,000.00	28.64
Total ADMINISTRATIVE - TOWN HALL:		236,236.50	457,020.00	51.69
NON-DEPARTMENTAL				
10-50-310	PROFESSIONAL SERVICES - LEGAL	48,922.00	25,000.00	195.69
10-50-320	PROFESSIONAL SERVICES - AUDIT	6,000.00	7,000.00	85.71
Total NON-DEPARTMENTAL:		54,922.00	32,000.00	171.63
COMMUNITY CENTER				
10-52-260	MAINTENANCE & CLEANING	3,217.68	8,000.00	40.22
10-52-270	UTILITIES - POWER	722.69	3,400.00	21.26
10-52-275	UTILITIES - HEAT	993.94	2,000.00	49.70
10-52-485	SPECIAL SUPPLIES/LANDSCAPING	2,701.84	3,500.00	77.20
10-52-495	TRASH SERVICE	1,811.18	2,500.00	72.45
Total COMMUNITY CENTER:		9,447.33	19,400.00	48.70
MISCELLANEOUS IMPROVEMENTS				
10-53-260	MISCELLANEOUS IMPROVEMENTS	.00	2,000.00	.00
10-53-270	Lease Property Expenditures	.00	3,000.00	.00
Total MISCELLANEOUS IMPROVEMENTS:		.00	5,000.00	.00
POLICE DEPARTMENT				
10-54-300	CONTRACT - SMSO	110,240.00	114,480.00	96.30
Total POLICE DEPARTMENT:		110,240.00	114,480.00	96.30
BUILDING INSPECTION				
10-58-310	PROF SERVICES/BUILDING INSPECT	1,050.00	1,200.00	87.50
Total BUILDING INSPECTION:		1,050.00	1,200.00	87.50
STREETS/PUBLIC WORKS				
10-60-110	PUBLIC WORKS II	50,957.91	66,000.00	77.21
10-60-130	PUBLIC WORKS I	40,791.23	61,667.00	66.15
10-60-131	PUBLIC WORKS III	45,716.85	63,820.00	71.63

Account Number	Account Title	2026-26 Current year Actual	2026-26 Current year Budget	Earned Expended Percent
10-60-132	PUBLIC WORKS DIRECTOR	86,203.33	109,840.00	78.48
10-60-134	Public Works Fuel	14,043.13	7,000.00	200.62
10-60-220	CLOTHING ALLOWANCE/PW SHIRTS	585.00	700.00	83.57
10-60-230	TRAVEL	158.94	2,500.00	6.36
10-60-240	SAFETY/TRAINING	.00	1,000.00	.00
10-60-250	EQUIPMENT/REPAIRS & MAINT.	22,919.77	20,000.00	114.60
10-60-260	ADA IMPROVEMENTS	.00	500.00	.00
10-60-270	UTILITIES - ELECTRICITY	10,485.20	15,000.00	69.90
10-60-280	PHONES	95.02	1,500.00	6.33
10-60-310	PROF SERVICES - CONTRACT LABOR	1,430.75	7,000.00	20.44
10-60-460	SNOW REMOVAL & STREET CLEANING	.00	6,000.00	.00
10-60-470	Street & Alley Drainage	.00	3,500.00	.00
10-60-480	MATERIALS/SUPPLIES/STREETS	22,075.43	45,474.00	48.55
10-60-490	PW INFRASTRUCTURES	377.97	4,000.00	9.45
Total STREETS/PUBLIC WORKS:		295,840.53	415,501.00	71.20
EMPLOYEE TAXES				
10-80-601	Future Projects Matching	12,527.00	30,000.00	41.76
10-80-602	Drainage Study/JTF	103,178.18	313,000.00	32.96
10-80-603	CDOT Safer Sidewalks to School	34,246.25	689,966.00	4.96
10-80-604	POCKET PARK	462,910.56	252,591.00	183.26
10-80-605	Capital Outlay	10,929.88	15,792.00	69.21
10-80-606	LAND USE CODE UPDATE	71,752.47	202,500.00	35.43
Total EMPLOYEE TAXES:		695,544.34	1,503,849.00	46.25
TRANSFERS				
10-90-200	TRANSFER TO CONTINGENCY FUND	100,000.00	.00	.00
Total TRANSFERS:		100,000.00	.00	.00
GENERAL FUND Revenue Total:		1,923,688.67	2,458,600.00	78.24
GENERAL FUND Expenditure Total:		1,508,413.38	2,559,850.00	58.93
Total GENERAL FUND:		415,275.29	101,250.00-	410.15-

Account Number	Account Title	2026-26 Current year Actual	2026-26 Current year Budget	Earned Expended Percent
CONSERVATION TRUST FUND				
REVENUE				
20-30-100	LOTTERY PROCEEDS	.00	3,250.00	.00
20-30-200	INTEREST-CONSERVATION TRUST	.00	192.00	.00
Total REVENUE:		.00	3,442.00	.00
EXPENDITURES				
20-40-560	RECREATION	.00	3,100.00	.00
20-40-740	CAPITAL OUTLAY/BUILDING	.00	75,000.00	.00
Total EXPENDITURES:		.00	78,100.00	.00
CONSERVATION TRUST FUND Revenue Total:		.00	3,442.00	.00
CONSERVATION TRUST FUND Expenditure Total:		.00	78,100.00	.00
Total CONSERVATION TRUST FUND:		.00	74,658.00-	.00

Account Number	Account Title	2026-26 Current year Actual	2026-26 Current year Budget	Earned Expended Percent
CONTINGENCY FUND				
REVENUE				
22-30-200	INTERGOVERNMENTAL INTEREST	336.88	.00	.00
Total REVENUE:		336.88	.00	.00
EXPENDITURES				
22-40-550	GENERAL GOVERNMENT	358,403.00	150,000.00	238.94
Total EXPENDITURES:		358,403.00	150,000.00	238.94
CONTINGENCY FUND Revenue Total:		336.88	.00	.00
CONTINGENCY FUND Expenditure Total:		358,403.00	150,000.00	238.94
Total CONTINGENCY FUND:		358,066.12-	150,000.00-	238.71
Grand Totals:		57,209.17	325,908.00-	17.55-

Report Criteria:

Includes only accounts with balances and activity

Includes grand totals

Application for a Special Events Permit

Liquor Permit Number (Do Not Fill Out)

In order to qualify for a Special Events Permit, You **Must Be a Qualifying Organization Per 44-5-102 C.R.S. and One of the Following (See back for details.)**

- | | | |
|---------------------------------|--|---|
| ☐ Social | ☐ Athletic | ☐ Philanthropic Institution |
| ☐ Fraternal | ☐ Chartered Branch, Lodge or Chapter | ☐ Political Candidate |
| ☐ Patriotic | ☐ National Organization or Society | ☒ Municipality Owned Arts Facilities |
| ☐ Political | ☐ Religious Institution | ☐ Chamber of Commerce |

LIAB Type of Special Event Applicant is Applying for:

- | | | |
|------|--|-----------------|
| 2110 | ☒ Malt, Vinous And Spirituous Liquor | \$25.00 Per Day |
| 2170 | ☐ Fermented Malt Beverage | \$10.00 Per Day |

Name of Applicant Organization or Political Candidate

State Sales Tax Number (Required)

Norwood Park and Recreation District

Mailing Address of Organization or Political Candidate

P.O. Box 645

City

State ZIP Code

Norwood

CO 81423

Address of Place to Have Special Event

1555 Summit St.

City

State ZIP Code

Norwood

CO 81423

Authorized Representative of Qualifying Organization or Political Candidate

Liza Tanguay

Date of Birth (MM/DD/YY)

Phone Number

4/8/62

970 708 8042

Authorized Representative's Mailing Address (if different than address provided in Question 2.)

P.O. Box 531

City

State ZIP Code

Norwood

CO 81423

List Below the Exact Date(s) for Which Application is Being Made for Permit

Date

11/13/21

From:

5:30 PM

To:

11:30 PM

Date

From:

To:

Date

From:

To:

Date

From:

To:

Date

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Date

From:

To:

Colorado Documentary Fee
\$20.00



State Documentary Fee
Date: October 29, 2018
\$20.00

Warranty Deed
(Pursuant to 38-30-113 C.R.S.)

THIS DEED, made on October 29th, 2018 by CKO ENTERPRISES, LLC, A NEVADA LIMITED LIABILITY COMPANY Grantor(s), of the County of Clark and State of Nevada for the consideration of (\$200,000.00) ***Two Hundred Thousand and 00/100*** dollars in hand paid, hereby sells and conveys to NORWOOD PARK AND RECREATION DISTRICT, a Colorado Special District, whose street address is PO BOX 645, NORWOOD, CO 81423-0645, County of San Miguel, and State of Colorado, the following real property in the County of San Miguel, and State of Colorado, to wit:

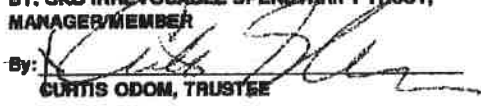
See attached "Exhibit A"

also known by street and number as: 1555B SUMMIT STREET, NORWOOD, CO 81423

with all its appurtenances and warrants the title to the same, subject to TAXES AND ASSESSMENTS FOR THE YEAR 2018 AND SUBSEQUENT AND THOSE MATTERS SET FORTH ON EXHIBIT B2 ATTACHED HERETO AND MADE A PART HEREOF.

CKO ENTERPRISES, LLC, A NEVADA LIMITED
LIABILITY COMPANY

BY: CKO IRREVOCABLE SPENDTHRIFT TRUST,
MANAGER/MEMBER

By: 
CURTIS ODOM, TRUSTEE

State of Colorado

County of Gasfield

The foregoing instrument was acknowledged before me on this day of October 29, 2018 by CURTIS ODOM AS TRUSTEE OF CKO IRREVOCABLE SPENDTHRIFT TRUST, MANAGER/MEMBER OF CKO ENTERPRISES, LLC, A NEVADA LIMITED LIABILITY COMPANY.

Witness my hand and official seal

My Commission expires: 11/13/2019


Notary Public

JAIRO ISAI GARCIA
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID 2015404469
MY COMMISSION EXPIRES NOVEMBER 13, 2019

When recorded return to: **NORWOOD PARK AND RECREATION DISTRICT**
PO BOX 645, NORWOOD, CO 81423-0645



ALLEY

Existing Fence

CONCRETE PAD WITH
METAL STEP AND LANDING ABOVE

DECK

WOOD FENCE

Livery

CONCRETE

TREE
PLANTER

CONCRETE
PAD

DECK

DECK

Oliver
House

ENTRY

PLANTER

PLANTER

CONCRETE WALKWAY

WOOD FENCE

WIRE FENCE

CONCRETE SIDEWALK

WIRE FENCE

EDGE OF PAVEMENT

LUCERNE STREET

SUMMIT STREET

Fence

12'2" x 6'
Media Storage

11'1" x 6'10"
Storage

11'6" x 6'10"
Dressing Room

23'

85"

18'

36"

+2'

+5'

+0'

French Doors:
To Be Installed 7/12/21

6.5'

35.75'

51'5"

Support Beam

Support Beam

11.5'

8.5'

Service Bar

Men's Bathroom

Women's Bathroom

Support Beam

Hall up to Booth

Utility Closet

93"

Barn Doors Remain Closed
During Business Hours

Main
Entrance

36"

The Livery Dimensional Drawing

Prepared By Erika Bush

July 2021

Not to Scale

Version 1

Application Information and Checklist

The following supporting documents must be attached to this application for a permit to be issued:

- ☒ Appropriate fee.
 - ☒ Diagram of the area to be licensed (not larger than 8 1/2" X 11" reflecting bars, walls, partitions, ingress, egress and dimensions. **Note:** If the event is to be held outside, please submit evidence of intended control, i.e., fencing, ropes, barriers, etc.
 - ☒ Copy of deed, lease, or written permission of owner for use of the premises.
 - ☒ *NA* Certificate of good corporate standing (NONPROFIT) issued by Secretary of State within last two years; **or**
 - ☐ If not incorporated, a NONPROFIT charter; **or**
 - ☐ If a political Candidate, attach copies of reports and statements that were filed with the Secretary of State.
-
- ☐ Application must first be submitted to the Local Licensing Authority (city or county) at least thirty (30) days prior to the event.
 - ☐ Public notice of the proposed event and procedure for protesting issuance of the permit shall be conspicuously posted at the proposed location for at least (10) days before approval of the permit by Local Licensing Authority. (44-5-106 C.R.S.)
 - ☐ State Licensing Authority must be notified of approved applications by Local Licensing Authorities within ten (10) days of approval.
 - ☐ Check payable to the Colorado Department Of Revenue

Qualifications for Special Events Permit

(44-5-102 C.R.S.)

A Special Event Permit issued under this article may be issued to an organization, whether or not presently licensed under Articles 4 and 3 of this title, which has been incorporated under the laws of this state for the purpose of a social, fraternal, patriotic, political or athletic nature, and not for pecuniary gain or which is a regularly chartered branch, lodge or chapter of a national organization or society organized for such purposes and being non profit in nature, or which is a regularly established religious or philanthropic institution, and to any political candidate who has filed the necessary reports and statements with the Secretary of State pursuant to Article 45 of Title 1, C.R.S. A Special Event permit may be issued to any municipality owning arts facilities at which productions or performances of an artistic or cultural nature are presented for use at such facilities.



APPLICATION FOR BOARD OR COMMISSION

PO Box 528; 1670 Naturita St, Norwood, CO 81423 Phone: 970-327-4288 - Fax: 970-327-0451

Once application is complete, please either deliver or mail to the above address by the deadline.

Application for: ☐ Board of Trustees ☐ Norwood Planning and Zoning Commission
☐ Norwood Sanitation District ☐ Alternate or Regular Member
☒ Norwood Water Commission ☐ Ex-Officio Member

Full Name: Raymond M. Cossey Phone: 970-729-0017

Current Physical Address: 21 HAZEL ST Norwood CO 81423

Mailing Address (if different): PO Box 681 Norwood CO 81423

Length of Residency at Physical Address: 22 Years 0 Months

Are you a registered voter? If Yes, what county: SAN JUAN Registered Town Voter? ☐ Yes ☒ No

Employer: SELF Occupation: BUSINESS OWNER

Please list any specific skills, education or occupations that would be helpful as a board member:

CURRENT WATER BOARD MEMBER, BUSINESS OWNER

Please list any civic activities you participate in:

WATER BOARD, SEWER BOARD - STRONG COMMUNITY MEMBER

Are you familiar with any ordinances or master plans relating to the board or commission for which you are applying?

☒ Yes ☐ No

Are you related to any employee, appointed, or elected official of the Town of Norwood?

☐ Yes ☒ No

If Yes, please list name and position of relative(s): _____

What do you feel you can contribute to the community that may not be evident from the information on this form?

I NOW HAVE SEVERAL YEAR EXPERIENCE WITH WATER COMMISSION, 3 1/2 YEARS AS A BOARD MEMBER, 2 YEARS OF GOING TO MEETINGS BEFORE BEING A BOARD MEMBER

Have you served on a community board previously? ☐ No ☒ Yes

If yes, indicate name and year/s Name: WATER BOARD, COUNTY PLANNING ADVISORS Year/s: 2007, 2024, 25+26
SEWER BOARD

Do you feel there is or could be of Conflict of Interest based on your current or previous history with the board you are applying to? ☒ No ☐ Yes If yes, what COULD be considered a conflict? _____

**Applicant's signature is indicating, under penalty of perjury that, to the best of the applicant's knowledge, the foregoing is true, correct, and complete. Falsifying documents is against the law.

Signature: Raymond M. Cossey

Date: 9/30/26

➤ Additional documents may be attached if necessary

Internal Use Only

Date Received: 9/30/26

By: SO

Approved By: _____

Date: _____

Notes: _____



APPLICATION FOR BOARD OR COMMISSION

PO Box 528; 1670 Naturita St, Norwood, CO 81423 Phone: 970-327-4288 - Fax: 970-327-0451

Once application is complete, please either deliver or mail to the above address by the deadline.

Application for: ☐ Board of Trustees ☐ Norwood Planning and Zoning Commission
☐ Norwood Sanitation District ☐ Alternate or Regular Member
☒ Norwood Water Commission ☐ Ex-Officio Member

Full Name: Talle M Meehan Phone: 970.260.5210

Current Physical Address: 1465 South Spruce Street, Norwood, CO 81423

Mailing Address (if different): PO Box 501, Norwood, CO 81423

Length of Residency at Physical Address: 12 Years 10 Months

Are you a registered voter? If Yes, what county: San Miguel Registered Town Voter? ☒ Yes ☐ No

Employer: EarthTech West II LTD Occupation: Heavy Civil Construction

Please list any specific skills, education or occupations that would be helpful as a board member:

See attached document

Please list any civic activities you participate in:

Norwood Sanitation District and San Miguel County Board of Adjustment

Are you familiar with any ordinances or master plans relating to the board or commission for which you are applying?

☒ Yes ☐ No

Are you related to any employee, appointed, or elected official of the Town of Norwood?

☒ Yes ☐ No

If Yes, please list name and position of relative(s): Husband to Mayor Candy Meehan

What do you feel you can contribute to the community that may not be evident from the information on this form?

See attached document

Have you served on a community board previously? ☐ No ☒ Yes

If yes, indicate name and year/s Name: Norwood Sanitation District Year/s: Currently
San Miguel County Board of Adjustment Currently

Do you feel there is or could be of Conflict of Interest based on your current or previous history with the board you are applying to? ☒ No ☐ Yes If yes, what COULD be considered a conflict? See attached document

**Applicant's signature is indicating, under penalty of perjury that, to the best of the applicant's knowledge, the foregoing is true, correct, and complete. Falsifying documents is against the law.

Signature: Talle M Meehan
Date: 09.21.2026

➤ Additional documents may be attached if necessary

Internal Use Only

Date Received: 9/20/26

By: SO

Approved By: _____

Date: _____

Notes: _____

September 21, 2026

Town of Norwood
Board of Trustees
PO Box 528
Norwood, CO 81423

RE: Norwood Water Commission Application

Dear Board of Trustees,

I am submitting my application to serve as a Member of the Norwood Water Commission. I was born and raised on Wrights Mesa and have spent most of my life working, raising a family, and being part of this community. I would like the opportunity to bring some of my experience to the Water Commission and give back to a place that has always been home to me.

I am the President of EarthTech West II, Ltd., where I have spent my career in heavy civil construction. A significant part of my experience has involved water infrastructure, water treatment plant work, utilities, excavation, site development, and managing complicated construction projects. I have led dozens of projects over the years and regularly work with engineers, municipalities, owners, contractors, subcontractors, and suppliers to take projects from plans to completion.

I am also a technical specialist for Hilfiker Retaining Walls in their MSE wall division. That work has given me additional experience with engineered systems, reading and understanding plans, working through difficult site conditions, and finding practical solutions when what is on paper has to be built in the field.

I think that experience could be useful to the Water Commission. I understand construction costs, scheduling, infrastructure maintenance, project management, and the importance of looking beyond the immediate project to what something will cost to operate and maintain over its useful life. I also know when to rely on engineers and other professionals who have expertise outside of my own.

I currently serve on the Norwood Sanitation District and the San Miguel County Board of Adjustment. Those positions have given me experience serving on public boards, working with other board members and staff, reviewing information before making decisions, and understanding the responsibility that comes with making decisions on behalf of a community.

I also bring something that isn't necessarily reflected by my work history. I know Wrights Mesa. I grew up here and have watched this area change over the years. I understand the importance water has always had to this community, from agriculture and our local economy to homes, businesses, fire protection, and future growth. I care about making sure Norwood has reliable infrastructure and that we are planning ahead instead of simply reacting when something fails.

I am familiar with many of the water and infrastructure issues facing Norwood, but I also know there is a lot to learn. If appointed, I am willing to spend the time necessary to better understand the Water Commission's

governing documents, master plans, policies, water rights, infrastructure, finances, and long-term capital needs.

I also want to be upfront about potential conflicts. My wife, Candy Meehan, is the Mayor of Norwood, and through EarthTech West I have professional relationships throughout the region. I understand the importance of disclosing a conflict when one exists and stepping away from a matter when required. I would follow the Town's policies and the advice of legal counsel regarding any situation where there could be an actual conflict.

I am interested in serving because I believe my background gives me something useful to contribute. I don't expect to come onto the Commission knowing everything about Norwood's water system. I do know infrastructure, construction and project management, and I know this community. I am willing to ask questions, listen, learn, and work with the other Commissioners, Town staff and professionals responsible for the system.

Wrights Mesa has been my home my entire life. I would appreciate the opportunity to put some of what I have learned over the years to work for the community and help make sure we are taking care of the water system we have while planning responsibly for what Norwood will need in the future.

Thank you for considering my application.

Sincerely,



Talle M. Meehan

PO Box 501, Norwood, CO 81423

970.260.5210

talle@earthtechwest.com



TOWN OF NORWOOD

MASTER DRAINAGE PLAN & STORMWATER FEASIBILITY STUDY

AUGUST 2026



Prepared by:



259 Grand Ave, Suite 200
Grand Junction, CO 81501

970.245.2571

TOWN OF NORWOOD

MASTER DRAINAGE PLAN & STORMWATER FEASIBILITY STUDY

AUGUST 2026

Prepared By:

Eric L. Krch, PE, CFM
David L. Rothwell, E.I.

QC Reviewed By:

Diana Rooney, PE

SGM Project: 2015-440.016



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Appendix G: Low Priority Storm Drain Pipe Replacement and Maintenance Recommendations

Appendix H: Proposed Drainage Standards

Appendix I: LiDAR Data Sheets

Appendix J: Irrigation Ditch Documents

ABBREVIATIONS

AC-FT	Acre Feet
AEP	Annual Exceedance Probability
CDOT	Colorado Department of Transportation
cfs	Cubic feet per second
CMP	Corrugated metal pipe
CNs	Curve numbers
CR	County Road
CUHP	Colorado Urban Hydrograph Procedure
EPA	United States Environmental Protection Agency
Ex	Existing
FEMA	Federal Emergency Management Agency
FHWA	Federal Highway Administration
fps	Feet per second
GIS	Geographic Information System
HDPE	High-density polyethylene
HDS-5	Hydraulic Design Series No. 5
HEC-22	Hydraulic Engineer Circular No. 22
HEC-RAS	Hydrologic Engineering Center - River Analysis System
HOA	Homeowners Association
HSG	Hydrologic Soil Group
Hwy	Highway
LUD	Land Use Designation
MDP	Master Drainage Plan
MHFD	Mile High Flood District
No.	Number
NLCD	National Land Cover Database
NOAA	National Oceanic and Atmospheric Administration
NRCS	Natural Resources Conservation Service
O&M	Operation and Maintenance
PFDS	Precipitation Frequency Data Server
RCP	Reinforced Concrete Pipe
SCS	Soil Conservation Service, now NRCS
SSA	Storm and Sanitary Analysis
SWMM	Storm Water Management Model
UDFCD	Urban Drainage and Flood Control District
USGS	United States Geological Survey
WRCC	Western Regional Climate Center



1.0 EXECUTIVE SUMMARY

Norwood's drainage system relies on streets, inlets, storm drain pipes, culverts, ditches, irrigation features, and detention ponds, many of which predate current drainage standards. This Master Drainage Plan (MDP) gives the Town of Norwood a practical framework for understanding the system and identifying stormwater deficiencies, prioritizing improvements, and budgeting for future work.

The goal of this report is to develop a Master Drainage Plan for the Town of Norwood. The Town does not currently have a Master Drainage Plan (MDP). This MDP focuses on the following components:

- 1 Inventory the town's existing drainage infrastructure.
- 2 Assess the hydrologic methodologies considered to determine the adequacy of existing drainage infrastructure.
- 3 Determine what improvement projects and maintenance items are needed to manage minor storm events (e.g., a 5-Year or (20% AEP) return interval storm).
- 4 Identify how major storms (e.g., a 100-Year or (1% AEP) return interval storm) were predicted to move through the Town streets, storm drains, culverts, and channel systems.
- 5 Provide budgetary cost estimates of recommended improvements.

The study inventories the existing drainage network, delineates contributing basins, estimates runoff for the 5-year and 100-year design storms, and evaluates planning-level hydraulic performance. The study area includes 20 culverts, 41 storm drain pipes, 24 single inlets, 24 open-channel ditch segments (including curb and gutter and valley pan), and 6 stormwater detention ponds. Field investigations identified recurring maintenance concerns, including sedimentation, partial blockages, damaged culvert ends, vegetation overgrowth, and detention ponds that lack reinforced overflow protection.

At the planning level, approximately 50% of evaluated culverts do not meet minor-storm criteria, and approximately 60% do not meet major-storm criteria. Approximately 22% of evaluated storm drain pipes do not meet minor-storm criteria, and approximately 63% do not meet major-storm criteria. Many deficiencies reflect system interactions—downstream limitations, ditch-to-pipe transitions, shallow street conveyance, and missing collection points—rather than isolated pipe or culvert problems.

The highest-priority system-level improvement areas are South Pine between Paradox and San Miguel Streets, Cedar Street north of Grand Avenue, and the Lucerne/Market/Summit Street area.

Recommended improvements include selective pipe and culvert replacement, additional inlets, localized curb and gutter, valley pans, ditch regrading, and rerouted conveyance paths. Implementation should proceed from downstream to upstream so that upstream improvements do not overload unresolved downstream constrictions.

The planning-level storm drain system improvement program cost of five major improvement projects totals approximately \$4,340,000. Identified detention pond overflow improvements total approximately \$13,300.

- The report also recommends near-term annual stormwater operation and maintenance budgeting in the range of **\$25,000 to \$50,000**, which would reduce to **\$10,000** annually after reactive maintenance is completed. Eleven additional lower-cost pipe maintenance and replacement projects total approximately **\$68,130**. These costs are intended for planning and budgeting only and should be refined during design.

Town staff, elected officials, and project partners should use this MDP as an implementation guide, not as final design documentation. The plan supports capital improvement programming, grant applications, annual maintenance budgeting, development review, and coordination with irrigation interests and downstream landowners. Before construction, the Town should confirm ownership, maintenance responsibility, downstream acceptance, irrigation impacts, utilities, constructability, permits, easements, and design-level costs.

NORWOOD MASTER DRAINAGE PLAN: KEY FINDINGS AT A GLANCE			
Study Area	Existing Infrastructure	Modeled Deficiencies	Planning Costs
636 acres evaluated across Town and contributing offsite drainage areas. 57 existing subbasins & 69 proposed subbasins and modeled for hydrologic response.	20 culverts 41 storm drain pipes 24 inlets 24 surface drainage segments 6 detention ponds	Culverts: 50% deficient for the minor storm; 60% deficient for the major storm. Pipes: 22% deficient for the minor storm; 63% deficient for the major storm.	\$4.34M total planning-level capital program. \$13.3K detention pond overflow improvements. \$25K–\$50K recommended near-term annual O&M budget.
Highest-priority improvement areas: South Pine between Paradox and San Miguel Streets; Cedar Street north of Grand Avenue; and the Lucerne/Market/Summit Street area.		Implementation principle: complete downstream improvements before upstream collection or conveyance upgrades to avoid transferring flooding to unresolved downstream constraints.	

Note: Costs are planning-level estimates intended for budgeting, grant planning, and capital improvement programming. Values should be refined during design-level analysis. Proposed subbasins cover the same total area as the initial basins but reflect restructured drainage areas resulting from proposed inlets and street improvements.



2.0 INTRODUCTION OVERVIEW

The Town of Norwood has served as an agricultural, commercial, and cultural center for western San Miguel County, Colorado, since its incorporation in 1905. The community is at an elevation of approximately 7,000 feet. Norwood is located approximately 46 miles northwest of Telluride, along CO-145.

Norwood has experienced varied growth since 1950, with no immediate decrease in growth rate anticipated over the next decade. Like many similarly-sized municipalities across the western United States, the Town experienced rapid growth before large-scale infrastructure projects were planned. As a result, the Town is taking the opportunity to evaluate the state of this infrastructure, understand what items are undersized and jump-start forward-thinking planning processes.

Development has resulted in the loss of natural drainage features that historically connected and provided the capacity to relieve stormwater flows to perennial streams. Norwood's development inhibits its ability to rely solely on natural features to manage stormwater runoff and capture pollutants. [The Town's stormwater system relies primarily on its street and storm drain systems](#) and a few onsite detention basins to collect and direct runoff to tributaries of the Gurley Ditch drainage along its northern boundary.

After identifying the need for a Master Drainage Plan (MDP), the Town selected SGM to prepare it through a request-for-proposals process. SGM began this work in July 2025.

This report develops the Town's first modern MDP.

- [The plan establishes a planning framework for evaluating existing drainage conditions, identifying deficiencies, prioritizing improvements, and coordinating future drainage decisions with irrigation operations, downstream conveyance limitations, maintenance capacity, and anticipated infill development.](#)

Detailed objectives are summarized in Section 2.5.

2.1 AREA CLIMATE

Norwood is at an elevation of 7,025 feet atop Wright's Mesa and experiences a four-season climate. Long-term climate records are available from a climate station in Norwood, with monthly records from 1924 through 2008.

The average annual precipitation in Norwood is 15.41 inches. The summer and early fall months (July through October) have the highest average rainfall, typically in the form of afternoon and early evening thunderstorms, often with high-intensity, short-duration rain events. June typically experiences the lowest rainfall of the year. Precipitation during the winter months is generally snow. Climate data for the Norwood climate station, obtained from the Western Regional Climate Center (WRCC), are included in [Appendix C](#).

2.2 PREVIOUS MASTER DRAINAGE PLAN

The Town completed a master drainage plan in 1963. That document does not reflect current stormwater infrastructure, current development patterns, or modern hydrologic methods, so it does not provide an adequate basis for present-day planning and design decisions.

2.3 SCOPE OF 2025 STUDY

- ∴ Town staff identified the need to develop drainage solutions for short-duration,
- ∴ high-intensity storms, reduce localized flooding, and support more reliable
- ∴ infrastructure planning.

The Town asked SGM to prepare a Master Drainage Plan that presents the costs of maintaining existing drainage infrastructure and recommendations for new capital projects.

This study uses current planning practices and focuses on the storm events most likely to control new and replacement infrastructure in this region. SGM inventoried the existing drainage system, reviewed known problem areas, identified maintenance and replacement needs, and developed planning-level recommendations for larger capital projects.

The primary deliverables are a prioritized improvement program, planning-level cost estimates, and a framework for future design, maintenance, development review, and implementation.

2.4 COMMUNITY OVERVIEW

The Town is located on Wright's Mesa, which is situated 500 feet above the San Miguel River. [Figure 1-1](#) in [Appendix A](#) shows the location of the Town relative to other communities in southwest Colorado. Additionally, the Town is situated near Miramonte Reservoir, Cone Reservoir, and Gurley Reservoir, as well as several smaller impoundments that support agricultural irrigation.

- ∴ The Gurley Ditch is the principal watercourse in the study area. Although originally
- ∴ constructed for irrigation, it now also functions as a major drainage conveyance.

Potential wetlands occur throughout the study area, many of which appear to be associated with irrigation infrastructure and ditch seepage rather than natural drainage alone.

Floodplain boundaries for the Gurley Ditch have not been updated by the Federal Emergency Management Agency (FEMA) since 1988 (see [Appendix D](#)). No portion of the Town is currently in a FEMA special flood hazard area (SFHA), although nearby Zone A mapping exists downstream and north of town. **The absence of mapped Special Flood Hazard Area within Town should not be interpreted as absence of local drainage or flood risk.** Runoff from nearly all of the study area ultimately reaches the Gurley Ditch before discharging to the San Miguel River more than 15 miles downstream.

The Colorado Water Conservation Board (CWCB) has completed preliminary work to update the floodplain mapping in the area.

According to the Colorado Hazard Mapping & Risk MAP Portal, CWCB began reassessing flood risks in 2017 by collecting updated topography, survey, and hydrology information. Hydraulic models were approved by FEMA in January 2021. Data listed in the “Milestones” section for San Miguel County indicate that no additional work has been completed since 2021, except for the FEMA Base Level Engineering (BLE) review, completed on August 19, 2025. More up-to-date information can be found at the CWCB’s Hazard Mapping website:

<https://coloradohazardmapping.com/story?county=5a7553fd-3b75-47b7-a434-495eecd34d5#milestones>

Based on this information, there is no projected date for adopting of an updated flood map for the County. More detailed information from the 2020-2021 flood mapping efforts can be found in [Appendix D](#).



Figure 2-1: Vicinity Map

Population estimates are not available for the entire study area, but are available for the Town of Norwood, which comprises most of the study area's population (see [Table 2-1](#)). The State Demography Office's population estimate for Norwood in 2024 was 560. Over the 34-year period from 1980 to 2024, the Town's annual growth rate averaged approximately 0.69%. Using this growth rate for a new 20-year planning period, the current (2025) population of 564 people in the Town of Norwood is projected to reach 643 by 2045. This growth rate would result in approximately 79 additional people over the planning period.

Future growth for the Town is anticipated to be predominantly infill of currently vacant lands and/or on the periphery of the Town to the north, south, and/or east.

2.5 PLAN OBJECTIVES

The objectives of this Master Drainage Plan (MDP) establish a practical framework for understanding the Town's existing stormwater system, identifying infrastructure deficiencies, and prioritizing future drainage improvements. The plan focuses on characterizing contributing drainage areas, documenting existing infrastructure, evaluating system performance under short-duration, high-intensity rainfall conditions, and developing recommendations that support informed decision-making, capital planning, updates to local drainage standards, and advancement of select priority projects toward preliminary design.

Table 2-1: Norwood Census Data

Year	Total Population	Growth
1950	294	-
1960	443	151%
1970	408	-8%
1980	478	17%
1990	429	-10%
2000	438	2%
2010	518	18%
2020	535	3%
2025	564	0.69%
2035	602	0.69%
2045	643	0.69%

• The Master Drainage Plan (MDP) objectives included the following:

- 1 Define and characterize the areas that impact the Town's existing stormwater infrastructure.
- 2 Conduct a field survey of existing storm infrastructure and an investigation of historical documents.
- 3 Evaluate how the Town's existing stormwater infrastructure performs under a short-duration, high-intensity rainfall distribution and identify deficient infrastructure elements.
- 4 Provide general recommendations for drainage improvements necessary to meet the Town's design criteria for stormwater infrastructure.
- 5 Summarize the Town's stormwater infrastructure needs, priorities, and costs.
- 6 Develop revisions to the Town's Drainage Standards to bring them into line with a contemporary standard of care.
- 7 Develop preliminary design drawings (50% readiness) for select high-importance infrastructure.

• Collectively, these objectives provide the basis for a data-driven, prioritized approach to improving the Town's stormwater infrastructure, reducing drainage-related risks, and supporting long-term system resilience.



3.0 PLAN APPROACH

This Master Drainage Plan (MDP) uses historical observations, field information, available mapping, and firsthand accounts from Town staff to identify flooding issues and evaluate system performance. The study area was then divided into primary drainage basins, with hydrologic analysis points identified for each basin. Stormwater system elements, such as culverts, inlets, and detention ponds, define the locations of analysis points within each drainage basin. Flow paths (i.e., the paths that runoff follows from the upper elevation to the analysis point of each drainage basin were determined throughout the study area.)

The study evaluates 5-year and 100-year design storms, corresponding to 20% and 1% annual exceedance probability (AEP) events. Hydrologic modeling uses basin area, land use, soil conditions, and rainfall data to estimate peak runoff rates in cubic feet per second (cfs). Rainfall is applied uniformly and simultaneously across the study area for this planning-level analysis.

Hydraulic modeling of each basin routes estimated flows through the basin's drainage infrastructure and flags elements which exceed planning criteria. If a drainage element did not meet the Standards (i.e., culvert surcharging above design limits, street spread or curb depth exceeding design limits, pond overflowing, or similar), the element is identified as "> CAPACITY," "SURCHARGED," "FLOODED," or "OVERTOPPING" in the modeling results. Recommended upgrades are identified in the Proposed Replacement Items and Proposed Improvements Cost and Priority ([Table 8A](#) and [Table 8B](#), respectively, in [Appendix B](#)). Draft drainage standards are included in [Appendix H](#).

An additional list of Low Priority Replacement and Maintenance Recommendations is provided in [Appendix G](#). These low-priority storm drain pipes and culverts provide sufficient drainage under major storm conditions but, in most cases, do not meet the draft Standards' minimum size of 12 inches for laterals and 18 inches for mains.

Cost estimates for replacement or supplemental elements were prepared for existing elements deemed inadequate. The scope of the MDP includes preliminary design-level analyses and recommendations for high-priority projects; therefore, the solutions included in the MDP are estimates intended to provide budgetary costs to the Town. Verifying design deficiencies and determining design solutions will allow the Town to refine the budget for the storm drainage improvements.

The workflow in summarizes how the MDP moves from background information and field inventory through hydrologic and hydraulic screening, deficiency identification, improvement development, and implementation prioritization.

Master Drainage Plan Approach

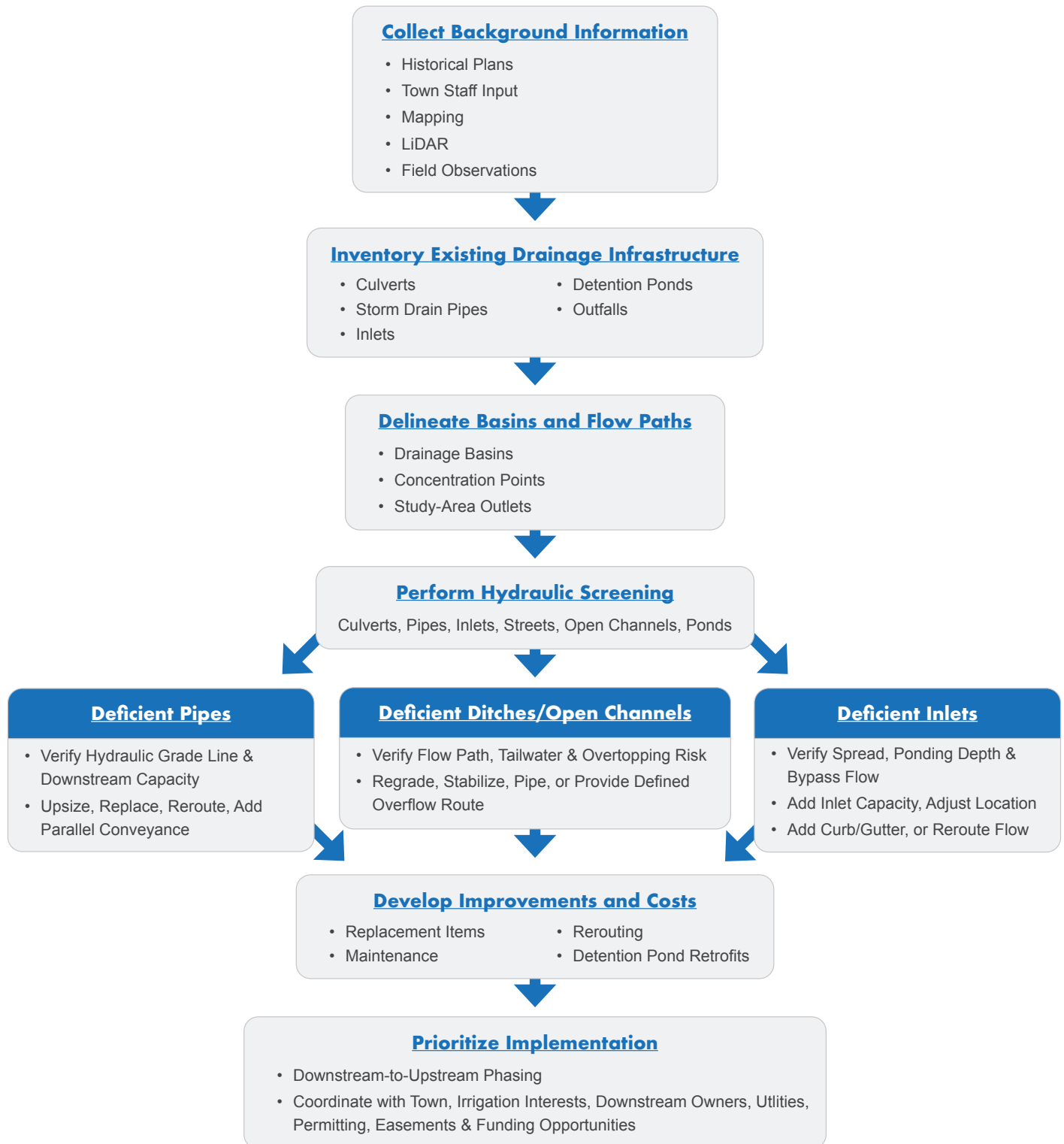


Figure 3-1: Master Drainage Plan Approach Workflow



4.0 EXISTING SYSTEM INVENTORY

4.1 BASE MAP DEVELOPMENT

4.1.1 TOWN-SUPPLIED INFORMATION

Information supplied by the town included historical drainage and engineering plans dating back to 1963. This included a drainage plan from 1963, roadway improvement plans from 1980, subdivision stormwater as-builts from 1998 for Kiwi Street and San Miguel Street, stormwater plans for the Homestead Subdivision dated 2002, as-built subdivision plans for Pinion Park Subdivision dated 2023, and a grading plan for the Lone Cone Library dated 2018. Additionally, the town provided information on historic runoff patterns and directions, the locations of problematic areas, and the co-mingled storm and irrigation network that runs through town.

Data in the plans identified the location and recorded sizes of much of the storm infrastructure; however, the accuracy of the old plans needed to be verified to reflect contemporary storm infrastructure. Data from subdivision as-builts included information related to detention ponds and stormwater conveyance. It should be noted that private culverts at driveways were not included in the analysis; only culverts that crossed streets or alleys were included. Furthermore, culverts and pipes were excluded from the analysis if their primary function was to convey irrigation water.

4.1.2 SGM SUPPLEMENTAL DATA ACQUISITION

SGM Survey and GIS teams worked with Town Public Works staff to collect field data for all identifiable infrastructure. This ensured that the invert datums for the modeled data coincided with the terrain model used in the analysis. Pertinent data captured for inlets included inverts for connecting pipes, structure invert elevations, structure sizes, rim elevations, and inlet type. Information collected by SGM for pipes and culverts included material type, pipe invert elevations, and a conditional assessment. Detention basin outlet structure information was also collected, including the orientation, size, and elevation of outlet structure components, such as orifices and weirs.

SGM built a digital surface model (DSM) using LiDAR data from the Colorado Hazard Mapping website (<https://coloradohazardmapping.com/>). The data from this source were sufficiently accurate to verify overall drainage element elevations and to develop and verify existing detention basin volumes.



Figure 4-1: Infrastructure Mapping, Inventorying, and Data Collection

Note that additional field-collected elevation points served to supplement detention basin volumes. LiDAR data for the study area were collected in 2020. The tested vertical accuracy ranged from 9.84 cm to 20.16 cm for non-vegetated and vegetated areas, respectively. Data sheets for the LiDAR data are in [Appendix I](#).

San Miguel County imagery was added to the SSA model for spatial reference.

4.2 INVENTORY OF SYSTEM ELEMENTS

The inventory of existing system elements was verified through a comprehensive field inspection of the storm drainage system. The field inspection collected information including, but not limited to, locating and identifying the type of curb and gutter in place throughout the system, size and type of inlets (i.e., curb inlets or area inlets, and types of grates on the inlets, parallel, perpendicular, curved or straight vane, locations of drainage swales and ditches, detention pond outlet structure size and geometry, identification of discharge points from detention ponds, identification of flow paths for drainage waters, and general confirmation of the drainage basins configurations).

It should be noted that some of the elements identified within the study area may be the responsibility of CDOT, San Miguel County, or private property owners, but were analyzed as part of the study to ensure a comprehensive system analysis. All stormwater ponds understood to be privately owned and maintained were analyzed in this study to identify performance deficiencies. [Figures 3-1 through 3-11 in Appendix A](#) show the base map and the locations of the existing storm drainage elements within the study area.

Additional emergency work was completed by the Town in the summer of 2026 due to flooding impacts. Due to limited available elevation and geometric data, this updated work is not captured in the MDP. This work included piping the entirety of the system along Cedar Street, north of Grande Avenue, the installation of two junction boxes, installation of an irrigation diversion structure at the location of [Figure 4.3](#), installation of an inlet on the south west corner of Cedar and Summit, and replacement of the inlet on the south east corner of Cedar and Summit. The replaced pipes are CMP. Future work may consider keeping these pipes as-is, coating with Cured in Place Pipe (CIPP) lining to reduce the pipe roughness and increase capacity and pipe life, or replacement of the pipes.

4.2.1 CULVERT INVENTORY

The study area includes 20 existing culverts, excluding pond outlet pipes; 80% are corrugated metal pipe (CMP), and 20% are high-density polyethylene (HDPE). Culvert pipe diameters range from 6 to 24 inches. The length of culverts within the study area totals approximately 1,190 linear feet.

Field observations indicate that 9 of the 20 culverts (45%) were partially silted, crushed, closed, or otherwise obstructed at either the inlet or outlet end. These conditions increase flood risk and indicate a need for more frequent maintenance. Data on pipe size and slopes were estimated for these pipes whose ends could not be exposed.

4.2.2 STORM DRAIN PIPE INVENTORY

The study area includes 41 storm drain pipes connected to inlets, outfalls, or manholes. Approximately 60% are HDPE and the remaining 40% are CMP. Storm drain pipe diameters range from 12 to 30 inches. The length of storm drain pipes within the study area totals nearly 4,950 linear feet.

At least 2 of the 41 pipes (5%) were silted closed or otherwise obstructed on either the inlet or outlet end, suggesting that more frequent maintenance is required for these pipes. Data on pipe size and slopes were estimated for these pipes whose ends could not be exposed.

4.2.3 STORM DRAIN INLET INVENTORY

The study area includes 24 single inlets. Approximately 10 inlets, or 42% are located in sag locations, and the remaining 14 are located on grade. One inlet north of Summit Street on Market Street was not observed during field investigations, but it was assumed to exist based on discussions with Town staff and modeled as a component of the existing conditions.



Figure 4-2: On-Grade Combination Inlet on Kiwi Street

4.2.4 OPEN CHANNEL DRAINAGE INVENTORY

The Town's drainage infrastructure consists of culverts and pipes, interspersed with grassed or earthen drainage swales. Included in this study are 24 open channel ditches, 4 valley pan segments, and 4 gutter segments. The total length of modeled open channel segments is approximately 5,500 linear feet of ditches, 1,655 linear feet of gutter, and 80 linear feet of valley pan. Also included in the inventory are 8 ditch segments for culvert tailwater at outfall locations, where applicable.

Grassed and earthen ditches are often an integral part of a stormwater system, serving a multi-functional role by providing additional storage capacity, attenuating flow, and allowing sediment deposition. These systems can provide numerous benefits for stormwater conveyance and should be maintained to all practical extents possible.

4.2.5 STORMWATER POND INVENTORY

The study area includes six ponds constructed for stormwater detention purposes and one area that, while not explicitly designed for stormwater retention, serves to retain excess runoff. The designed ponds provide detention storage ranging from approximately 0.05 feet to 0.4 acre-feet. The "storage" area located south of Kiwi Street at the existing disc golf course and the proposed future school site (Stor-06) provides approximately 1.5 acre-feet of storage.

None of the ponds have a constructed, reinforced spillway, increasing the risk of uncontrolled overtopping and berm failure during larger storms. Some ponds appear to have accumulated sediment since construction, reducing the available storage volume to less than the designed capacity.

The area south of Kiwi Street serves two primary functions. First, it supports a senior water right that uses the draw as an impoundment for irrigation. Second, it delays runoff before that runoff enters the Town's stormwater system during periods of heavy rain and inundation. Because this feature is integral to both the existing and proposed drainage network, its storage and detention function should be preserved.

4.2.6 IRRIGATION DITCH AND CULVERT INVENTORY

Irrigation ditch culverts are not considered part of the Town's storm drainage infrastructure and were not analyzed for flow and capacity as part of the MDP. However, irrigation water is diverted through the Town's existing storm infrastructure.

- ∴ Two of the Town's major drainage pathways also serve
- ∴ as conduits to convey irrigation water.

These two drainages run from south to north, with one pathway from Pinion Street to Pine discharging north of Summit Street adjacent to Cedar (see [Figure 4-1](#)). The second pathway runs along Market Street, through Town.

Base flows of 2 cfs were modeled in the Pinion Street system and the Market Street system to account for storms occurring during the irrigation season. Proposed stormwater infrastructure developments shall exercise due diligence to maintain or bypass irrigation flows along historic pathways. Documents detailing the historic irrigation pathways and quantities are in [Appendix J](#) for Ditch No. 132, the *John Davis Waste & Seep Ditch*, and the *Stephens Drainage Pipeline*.

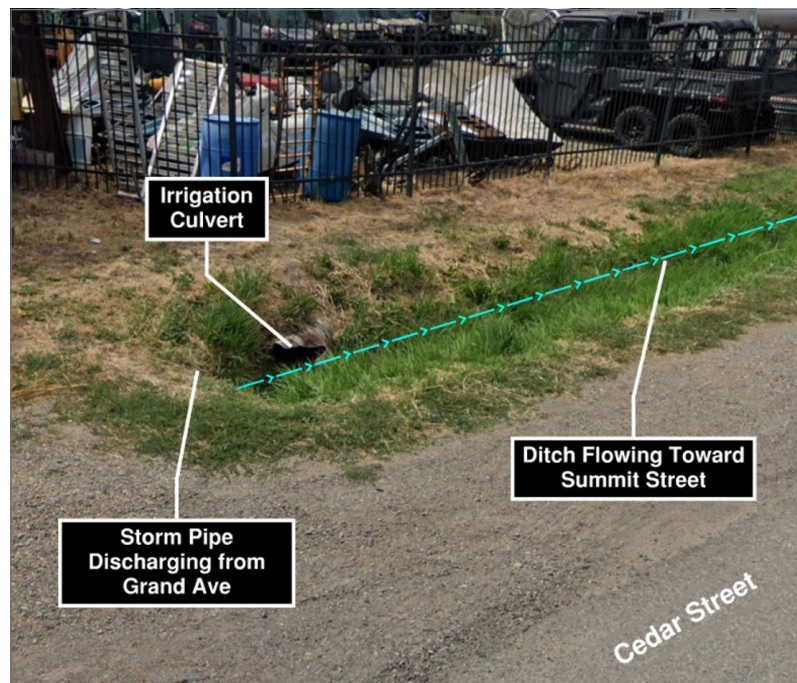
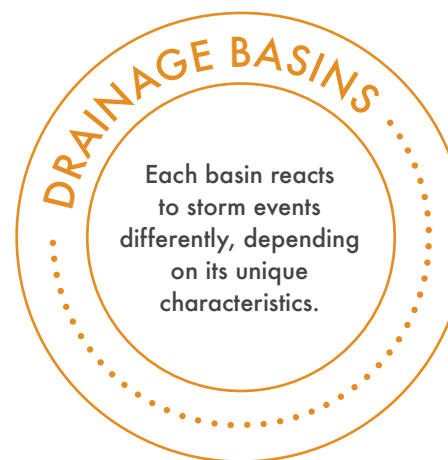


Figure 4-3: Co-Mingled Storm and Irrigation on Cedar Street



5.0 DRAINAGE BASIN DELINEATION AND CHARACTERIZATION

The characteristics of drainage basins are essential in analyzing the basins and estimating the quantity of drainage water generated and the rate at which stormwater will run off. The characteristics considered include area, soil types, infiltration parameters, surface slopes, the nature and extent of cover conditions, and other characteristics that could impact stormwater discharges from a basin.



5.1 CONCENTRATION POINTS OF HYDRAULIC ANALYSIS

Hydraulic analysis concentration points include culvert inlets, storm drain inlets, and stormwater ponds, where stormwater flows are required to assess element performance during design storm events. Many points of hydraulic analysis discharge to downstream basins or storm drain pipes; other points of hydraulic analysis discharge to study-area outlet points, where stormwater runoff leaves the study area, such as at irrigation ditches, the Gurley Ditch, or other points along the study-area boundary.

5.2 DRAINAGE BASIN AND FLOW PATHS DELINEATION

The drainage basins were configured around the points of concentration and study area outlet points using the topography of the study base map. Areas topographically upstream of each point of concentration define a drainage basin. The major drainage basins within the system drain from south to north and are composed of smaller sub-catchments or subbasins. The primary delineated basins within the study area are shown in [Figure 5-1](#) on the next page and [Figure 2-1](#) in [Appendix A](#), while the smaller, local sub-catchments are shown throughout [Figures 3 and 5](#) in [Appendix A](#).

The outermost delineated basins define the study area. The study area is primarily confined to the Town limits, with limited contributing areas outside the Town limits that drain into it. **The catchment area encompasses approximately 636 acres. The town boundary currently encompasses approximately 225 acres.** The study area boundary is shown in [Figure 2-1](#) in [Appendix A](#).

5.3 BASIN AREAS

The area of a drainage basin, along with other factors, directly correlates to the quantity of stormwater runoff from the design storm. Surface areas of basins were determined to model stormwater runoff from each basin. The study area was divided into 57 basins, ranging from 0.04 to 255.08 acres, with an average basin size of 11.99 acres. A large number of basins were required because of the considerable number of concentration points that required design flows within the study area, and predominantly within the Town limits. The contributing drainage area and estimated peak flows for each basin are shown in [Tables 1A and 1B](#) in [Appendix B](#), for the existing and proposed subbasins, respectively.

5.4 BASIN TOPOGRAPHY

The study area generally slopes from the southeast to the northwest, ranging from 7,000 to 7,610 feet in elevation, with higher elevations and steeper slopes in the southern portion and lower elevations and flatter areas in the northern portion.

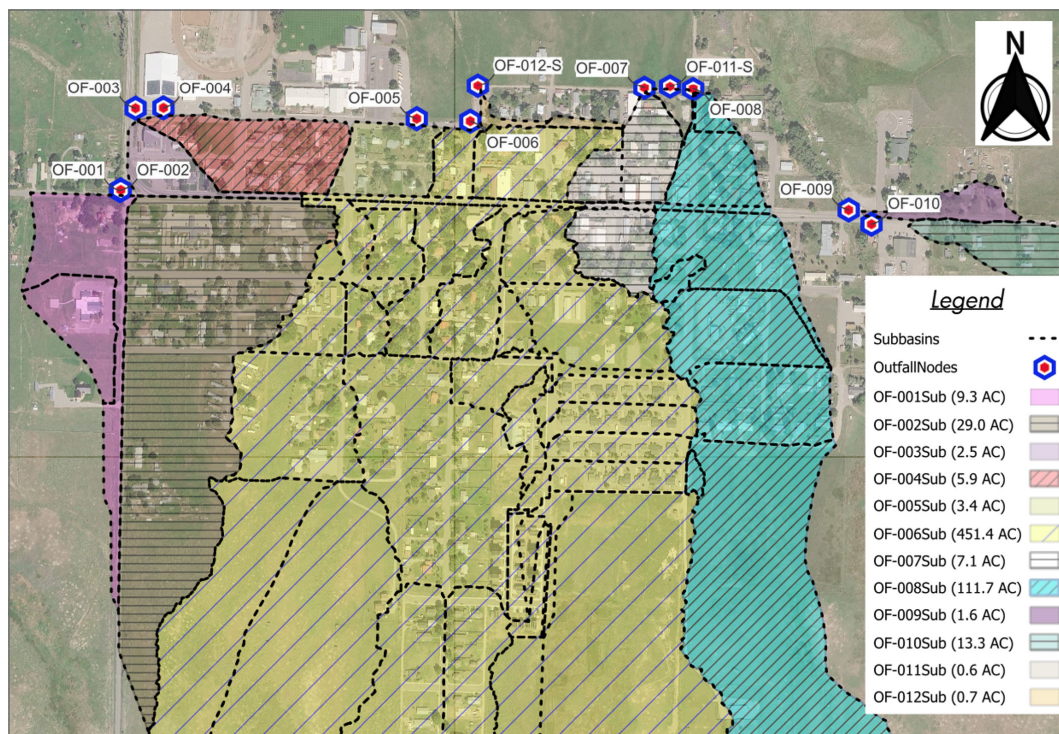


Figure 5-1: Drainage Basin and Outfall Overview

5.5 GENERAL LAND USES

Land use within the study area consists primarily of residential developments, with agricultural, grazing, and open-space uses interspersed throughout. In addition, there is a linear core area of retail, commercial, and office-professional development adjacent to CO Highway 145, ranging from Summit Street to the north and Naturita Street to the south. The periphery of the commercial core of the Town is represented as a residential area. The southern portion of the Town has seen significant development over the last ten years, a trend expected to continue in the near future.

5.6 SURFACE CONDITIONS

Identifying surface conditions in a drainage basin is essential to accurately predicting a basin's response to a storm event. The most significant surface conditions considered are cover type and slope.

Land cover type is classified as impervious or pervious. Impervious cover is a surface that allows little to no water to infiltrate the soil during rainfall. Examples of impervious cover include asphalt or concrete streets, parking lots, sidewalks, building roofs, and rock outcroppings.

Impervious cover results in higher runoff quantities and runoff rates. Cover that is not impervious is pervious. However, stormwater runoff response from pervious surfaces will vary significantly depending on the nature of the pervious cover and underlying soil type. **For example, a pervious area of compacted gravel or soil used as a parking or driving area will respond to a rain event more similarly to an impervious surface, with higher runoff quantities and runoff rates.** In contrast, an area with heavy ground cover, such as grass or other vegetation, or an area cultivated, such as a plowed field, will have much lower runoff quantities and rates, all other characteristics being equal. Vegetative cover and impervious area estimates were based on the National Land Cover Database (NLCD) land-cover and percent imperviousness raster data. Area-weighted averages were computed in QGIS for each subbasin. Impervious percentages for each basin in the study area are included in [Tables 1A and 1B](#) in [Appendix B](#) for the existing and proposed subbasins, respectively.

The second surface condition influencing drainage is surface slope. Steeper slopes result in higher runoff velocities over a shorter time period. When cover conditions and surface slopes are combined, the impact on drainage can be significantly increased. To complete the analysis of the defined drainage basins for the MDP, each basin was considered separately, and surface conditions were defined for each.

5.7 SOIL CHARACTERISTICS

Soil type impacts stormwater runoff response, mainly where impervious ground cover is absent. Soils are classified based on this study's potential for infiltration and runoff. Based on data obtained from the Natural Resources Conservation Service (NRCS) Web Soil Survey (<http://websoilsurvey.nrcs.usda.gov/>), the majority of the study area consists of soils classified as Callan Loam, with surface slopes ranging from 3% to 6% and an average of approximately 5%. An area to the south, outside the Town limits but contributing to the Town's drainage, has a soil classification of Narraguinnep Clay Loam, with surface slopes ranging from 15% to 50%, averaging approximately 32.5%. The remaining areas consist of loam soils, with a maximum surface slope of 12%.

The NRCS assigns soils to one of four hydrologic soil groups based on how quickly water infiltrates when the soils are not protected by vegetation and have a moist (normal) antecedent moisture level. According to the NRCS Web Soil Survey, the entire study area is classified as Group C. **Group C soils are characterized by slow infiltration when wet and slow water transmission.**

[Appendix E](#) contains an NRCS map showing the soil classifications and hydrologic soil groups assigned to those soils within the study area.

5.8 HYDROLOGIC FEATURES WITHIN BASINS

The hydrologic features of the Norwood drainage system vary from basin to basin and even within each basin. Much of the variation is related to the age of the improvements and developments within the basin. Older developments have unique features compared to newer developments. Portions of the older residential development in the Town lack curb and gutter. While the streets are paved in most of these areas, drainage water is conveyed generally northward through shallow, often poorly defined, earthen ditches along the street edge or, in some cases, along the rear lot line.

Roll curbs and gutters have been installed in older and newer residential areas. Hydraulic continuity of curb and gutter is not maintained throughout the Town. There appear to be several cross-sections for the roll-type curb and gutter, all of which have a reasonably shallow gutter depth of approximately 4 to 6 inches. Many of these installations are in relatively mild grades and in locations where flow directions must change to follow the curb-and-gutter alignment. **Any substantial rainfall could cause these shallow gutter sections to overtop, allowing drainage water to flow over the curb and out of the gutter channel.**

The Town Center area, located on Grand Avenue, is served by an underground piped storm sewer system that falls within the CDOT Right-Of-Way (ROW). This network also accepts drainage from the majority of the contributing drainage area to the south of Grand Avenue. The inlets along Grand Avenue and the connected drainage systems capture and convey nearly 88% of the Town's contributing drainage. This flow exits the Town drainage network at two primary outfall locations. The system comprises pipes, culverts, and curb inlets. Curb and gutter sections along Grand Avenue are all approximately 6-inch vertical curbs adjacent to crowned street sections. The bulk of the remaining drainage infrastructure consists of drainage swales, some of which are almost indiscernible, and culverts.

A significant feature of the Town's storm drainage system is the interception of runoff by, or discharge of piped stormwater runoff to, irrigation ditches and laterals. These ditches are primarily open and intercept drainage from the areas above them. These ditches and laterals intercept or accept runoff from numerous basins, primarily in the northern and western portions of the study area.

The two primary outfalls discharge into ditches on privately owned land on the northern boundary of the town. Without a recorded contractual agreement between the landowner and the town, discharged flows or volumes should not be increased.

5.9 LAND USE

The Town identified seven land-use designations on its 1994 Land Use Code, which was last amended in 2020 (<https://www.norwoodtown.com/files/cabc11b2c/revised-land-use-code-feb-20.pdf>). Additionally, the Town identifies four future land use designations on its Future Land Use Map. This can be seen in Figure 5-2 and in a larger format in Figure 4-1 in Appendix A. Three of the four land use types are within the MDP Study Area, with percentages of each designation listed in Table 5-1. The probable future percent of impervious area of each land use type was estimated using values of imperviousness recommended in the Mile High Flood District's *Urban Storm Drainage Criteria Manual Volume 1*. Note that Table 5-1

includes the Land Use Designation (LUD) *Public**.

This LUD includes community housing, existing school buildings, and open areas.

Table 5-1: Land Use and Percentage Imperviousness Values

Norwood Land Use Designation	Approximate Percentage of Study Area (%)	Percentage Imperviousness (%) (from UDFCD, Vol. 1, Ch. 6, Table 6-2)
Light Industrial	15.5%	75%
Commercial	7.3%	80%
Residential	61.3%	60%
Public*	15.9%	55%

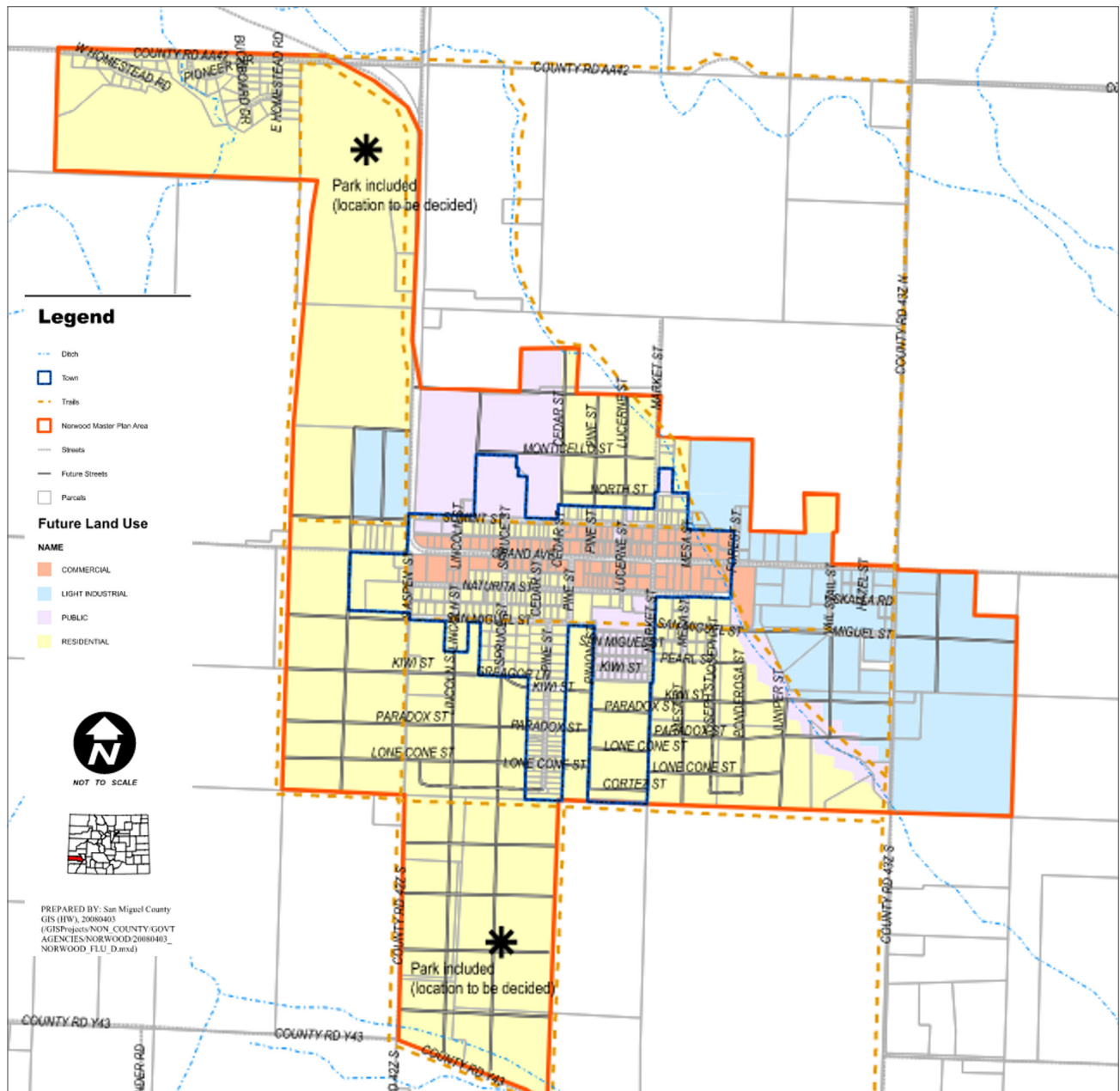


Figure 5-2: Town of Norwood Future Land Use Map

5.10 DRAINAGE SYSTEM PROBLEM AREAS AND AREAS OF CONCERN

Storm drainage problem areas were identified by the Town and taken into consideration in this MDP. Specific problem areas are listed below in no particular order and can be seen in [Figure 5-3](#) on the following page.

- 1 **Pine Street & San Miguel:** This area is problematic as Town staff has expressed concerns over the possibility of flooding residential property located immediately to the north of the intersection. Water has been observed to be within a foot of the roadway crown during heavy rainfall events.
- 2 **Southeast corner of intersection of Aspen Street and County Road Z42 (Grand):** Culvert inlet does not provide adequate interception of water. Frequent flooding has been observed at this location.
- 3 **South side of Summit Street between Cedar and Spruce Streets:** Stormwater drains into a 6-inch irrigation culvert. Ponding has been observed here during heavy precipitation events.
- 4 **Summit Street between Market and Lucerne Streets:** Discharge from the culvert crossing Summit at this location has been known to flood property adjacent to the Fire Department.
- 5 **Summit Street & Market Street:** Overflow from the culvert on Summit Street between Market and Lucerne Streets tends to pond in the intersection.
- 6 **Cedar Street north of Grand Avenue:** Reductions in pipe diameter and hydraulic capacity of ditches reduce and cause bottlenecking in the system. This bottleneck causes backup and ponding.
- 7 The Homestead Subdivision's southernmost detention basin outlet structure's outflow control is inadequately sized.
- 8 No observed hardened overflow spillways for detention basins.
- 9 **Pinion Street, adjacent to San Miguel and Kiwi Streets:** Frequent ponding and flooding noted in the eastern ditch.
- 10 **San Miguel & Spruce Streets:** Backup at acute culvert transition. Ponding noted.
- 11 **Naturita & Spruce Streets:** Backup at acute culvert transition. Ponding noted.
- 12 **West of Spruce Street & South of San Miguel Street:** Concerns over ditch capacity that runs behind Spruce Street residences.
- 13 **Town-wide:** Co-mingling of irrigation and stormwater.

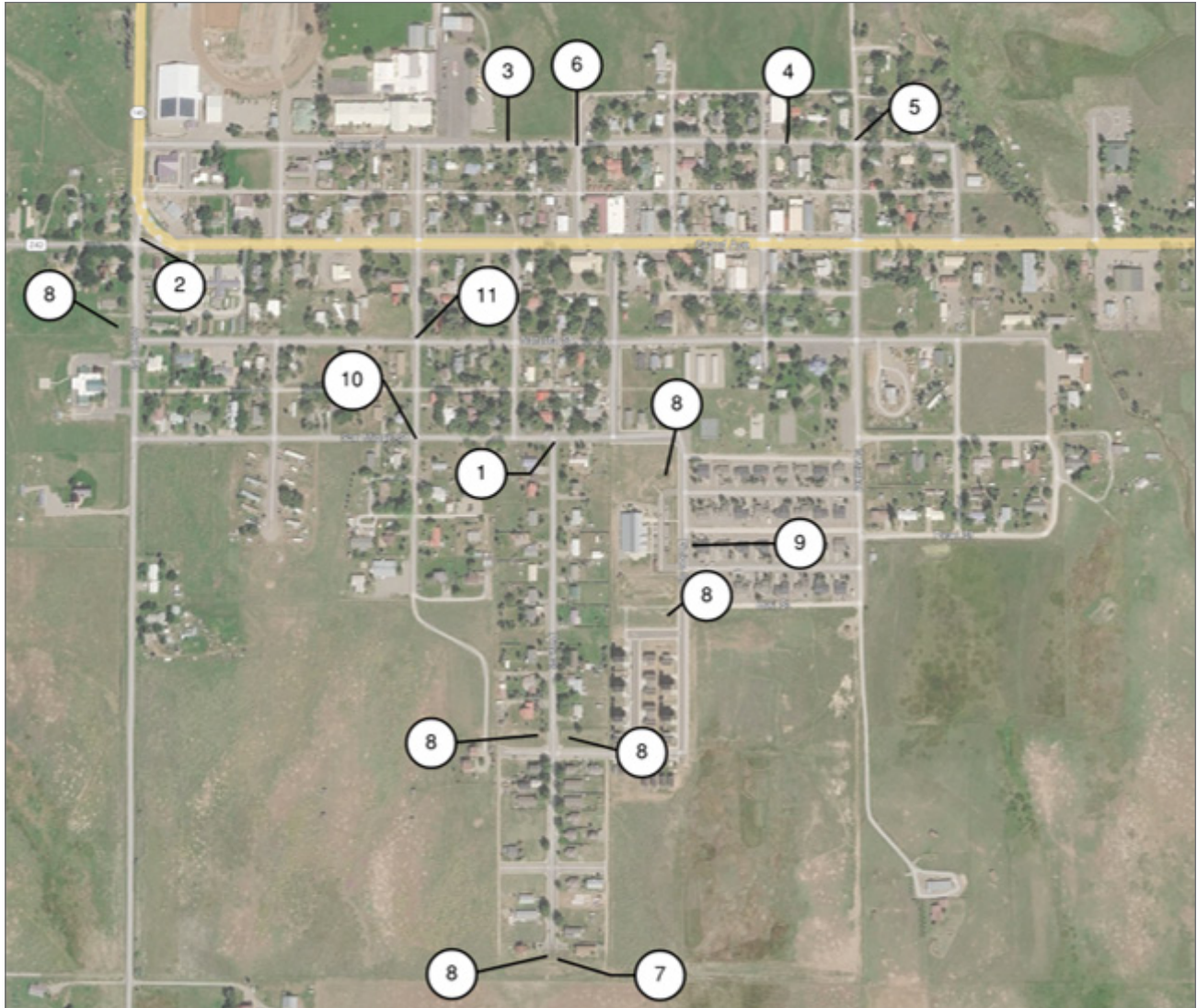


Figure 5-3: Areas of Concern

5.11 ENVIRONMENTAL CONCERNS

Environmental constraints appear limited for the existing drainage infrastructure, but new construction, replacement, and maintenance activities should be reviewed early in project development. New construction may affect wetlands, and older irrigation structures may meet State Historic Preservation Office historic requirements.

Environmental issues should be identified on a case-by-case basis as development projects enter the initial planning phase. **New development should limit post-development discharge to historic rates across the applicable design storms to avoid overloading the Town's infrastructure and downstream receiving systems.**

5.12 OPERATIONS AND MAINTENANCE CONCERNS

Operations and maintenance (O&M) are essential to the reliable performance of a storm sewer network. Routine upkeep helps preserve drainage pathways so that the system can function as intended during larger storm events.

- ⋮ Although small municipalities often must balance stormwater maintenance with other
- ⋮ competing priorities, regular inspection, cleaning, and repair of storm drainage
- ⋮ components can reduce the likelihood of clogged pipes or inlets, maintain system
- ⋮ capacity, and help limit localized flooding impacts.

Deferred or inconsistent maintenance can gradually reduce the effectiveness of the storm drainage system and may increase both operational and community impacts over time. Sediment, debris, vegetation, and damaged structures can restrict flow, reduce inlet capacity, and contribute to nuisance flooding during routine storms or more significant flooding during larger events. In addition to potential property damage and roadway disruptions, inadequate maintenance can increase long-term repair costs, shorten the service life of drainage infrastructure, and create avoidable emergency response needs. Establishing a consistent O&M program helps communities identify issues early, prioritize limited resources, and maintain a more resilient stormwater system.

SGM's field inspection identified the following **recurring O&M issues**:

Inlet grates blocked or partially blocked with trash, sediment, gravel, and/or leaves.

Detention/retention ponds overgrown with vegetation and siltation buildup.

Catch basins below grate covering, blocked or partially blocked with trash, leaves, vegetation, or sediment.

Damaged culvert ends (inlet and outlet).

Culvert openings blocked or partially blocked with trash, leaves, or sediment.

High quantities of debris/sediment in ditches and roadway gutters.



Figure 5-4: Culvert and Ditch with Debris and Sediment



6.0 HYDROLOGY STUDY

6.1 HYDROLOGIC ANALYSIS CRITERIA

The hydrologic analysis criteria used in this analysis are based on criteria adopted by neighboring municipalities and are as follows:

- Analysis of minor and major design storms of 5-year (minor) and 100-year (major) 20% and 1% Annual Exceedance Probability events, respectively.
- Use of the EPASWMM method for stormwater runoff estimates.
- Rainfall data from the National Oceanic and Atmospheric Administration's (NOAA) Atlas 14 via NOAA's Precipitation Data Frequency Server.

The Town's infrastructure design standards are incorporated into the land use code initially adopted in 1994, with the latest revision dated February 2020.

However, most of the development within the Town was completed before the current Standards were adopted; therefore, most of the existing storm drainage system was not designed to the current Standards but to unknown, likely varying criteria.

Much of the storm drainage infrastructure was likely not designed to convey or detain runoff from a major storm event. However, this event was used in the analysis to determine how storm drainage facilities perform in a major storm. Drainage facilities that do not meet the performance requirements of these studies will be recommended for upgrading or replacement.

For undeveloped areas within the study area, this analysis assumes that the developer will be required to limit post-development runoff to historic pre-development rates . SGM has prepared draft updated drainage standards to support that requirement. The proposed standards are located in [Appendix H](#).

6.2 HYDROLOGIC MODEL

The U.S. Environmental Protection Agency's (EPA) Storm Water Management Model (SWMM), operating within the Autodesk Storm and Sanitary Analysis (SSA) software (version 13.6.268.0, 3/01/2023), was used to model the hydrology of the study area. SWMM simulates runoff by breaking the study area into subbasins that receive precipitation and generate runoff. The model then tracks the runoff as it moves through pipes, channels, and other devices, such as storage and treatment units, and diversion structures. SWMM can be used to evaluate the effectiveness of stormwater control strategies, such as pipes and storm drains, and to create cost-effective hybrid solutions Typical applications of SWMM include analyzing and sizing complex drainage system components for stormwater management.

EPA SWMM utilizes the SCS Curve Number infiltration method to estimate peak discharges for urban drainage basins. EPA SWMM operates under the assumption that the calculated runoff is a function of the curve number (infiltration), impervious cover, equivalent watershed width, and a 2-hour urban rainfall distribution for Norwood. Each subbasin was linked to an outflow point or outfall corresponding to a specific culvert, inlet, or pond. Model runs were completed for both the minor and major storms.

6.3 HYDROLOGIC MODELING INPUTS

6.3.1 RAINFALL DATA

Rainfall data were obtained from the National Oceanic and Atmospheric Administration's (NOAA) Precipitation Frequency Data Server (PFDS) (<http://hdsc.nws.noaa.gov/hdsc/pfds/>), which interpolates NOAA Atlas 14 precipitation frequency estimates and associated information for a specified location. The PFDS then outputs local precipitation information as a table with rainfall depths as a function of storm duration and average recurrence interval. [Appendix F](#) includes the rainfall data for the Norwood area generated from the NOAA PFDS.

• The 2025 SSA model uses a 2-hour distribution to assess short-duration, high-intensity rainfall events that are more common in southwest Colorado due to monsoonal rainfall in mid-summer to early fall and stress drainage infrastructure with high peak runoff values. These short-duration, high-intensity rainstorms account for most flooding.

The storm distribution used in this analysis was generated using the Colorado Urban Hydrograph Procedure (CUHP) developed by Mile High Flood District (MHFD, <https://mhfd.org/>). The 1-hour point precipitation values from NOAA Atlas 14 are distributed into 5-minute increments to develop temporal distribution patterns for use with CUHP. The 1-hour depth-point rainfall from NOAA Atlas 14 is converted to a 2-hour design storm. This method is outlined as follows:

- 1 The 1-hour, 5-year rainfall depth of 0.774 inches was obtained from NOAA Atlas 14 for watershed coordinates. Rainfall data from NOAA-14 are included in [Appendix F](#).
- 2 The 2-hour rainfall distribution was generated by multiplying the 5-year rainfall depth by a percentage as a function of time throughout the temporal distribution as outlined in Table 5-2 of the MHFD Criteria Manual, Volume 1, Chapter 5.
- 3 The 1-hour, 100-year rainfall depth of 1.65 inches was obtained from NOAA Atlas 14 for watershed coordinates. Rainfall data from NOAA-14 are included in [Appendix F](#).
- 4 The 2-hour rainfall distribution was generated by multiplying the 100-year rainfall depth by a percentage as a function of time throughout the temporal distribution as outlined in Table 5-2 of the MHFD Criteria Manual, Volume 1, Chapter 5.

The rainfall distributions generated from the above steps are listed in [Table 6-1](#) and [Table 6-2](#).

Table 6-1: 2-hour, 5-year Rainfall Distribution

(from MHFD, Vol. 1, Ch. 5, Table 5-2)

Minutes	% of 1-Hour	Depth (in.)
0	0	0.000
5	2	0.015
10	3.7	0.029
15	8.7	0.067
20	15.3	0.118
25	25	0.194
30	13	0.101
35	5.8	0.045
40	4.4	0.034
45	3.6	0.028
50	3.6	0.028
55	3	0.023
60	3	0.023
65	3	0.023
70	3	0.023
75	2.5	0.019
80	2.2	0.017
85	2.2	0.017
90	2.2	0.017
95	2.2	0.017
100	1.5	0.012
105	1.5	0.012
110	1.5	0.012
115	1.5	0.012
120	1.3	0.010
TOTAL	115.7	0.896

Table 6-2: 2-hour, 100-year Rainfall Distribution

(from MHFD, Vol. 1, Ch. 5, Table 5-2)

Minutes	% of 1-Hour	Depth (in.)
0	0	0.000
5	1	0.017
10	3	0.050
15	4.6	0.076
20	8	0.132
25	14	0.231
30	25	0.413
35	14	0.231
40	8	0.132
45	6.2	0.102
50	5	0.083
55	4	0.066
60	4	0.066
65	4	0.066
70	2	0.033
75	2	0.033
80	1.2	0.020
85	1.2	0.020
90	1.2	0.020
95	1.2	0.020
100	1.2	0.020
105	1.2	0.020
110	1.2	0.020
115	1.2	0.020
120	1.2	0.020
TOTAL	115.6	1.907

6.3.2 BASIN SURFACE

LiDAR data from the Colorado Hazard Mapper LiDAR portal was used to determine the relative slope of each drainage basin. The LiDAR data were used to generate a digital surface model, a composite of 2-foot and 30-foot grids. This was completed by processing point cloud data and filtering for ground shots.

The finer 2-foot-resolution data were used to model areas in town, while the 30-foot-resolution data were used to model the contributing drainage basins south of town. Additionally, LiDAR data were used as supplemental elevation data to estimate relative surface elevations in areas where survey data were not available. Areas with dense vegetation or tree cover tend to produce greater uncertainty in surface elevations. Considering this, the LiDAR surface provides adequate detail for a high-level overview. The tested vertical accuracy ranged from 9.84 cm to 20.16 cm for non-vegetated and vegetated areas, respectively. LiDAR data sheets are available in [Appendix I](#).

6.3.3 BASIN AREAS

Basin areas determined in Section 4.3 were input for each modeled basin or sub-basin. Areas can be viewed in [Tables 1A](#) and [1B](#) in [Appendix B](#) for existing and proposed basins.

6.3.4 TIME OF CONCENTRATION

The time of concentration is generally considered the minimum time that must elapse for all portions of a drainage basin to contribute flow to the basin outlet due to rainfall. EPA SWMM computes the time of concentration using the kinematic wave formulation, which depends on the subbasin length and equivalent width. The computed time of concentration for each subbasin is shown in [Tables 1A](#) and [1B](#) in [Appendix B](#), for the existing and proposed subbasins, respectively.

6.3.5 LAND USE/COVER

In conjunction with soil type, the land cover of a drainage basin is one of the primary factors contributing to storm runoff. The EPA SWMM methodology uses a single, composite Soil Conservation Service (SCS) Curve Number for the basin's pervious regions. Land use and cover affect the amount of runoff generated over an area, considering the hydrologic activity of the vegetation covering the land. The bulk of the pervious areas, without any improvements or structures, can be considered to have grass cover (50%-75%) or fair pastureland. **Generated runoff is a function of both land use and hydrologic soil group.** These combined values determine the corresponding SCS Curve Number. More in-depth discussion on the Curve Number derivations and their source is discussed in Section 6.3.6.

6.3.6 CURVE NUMBERS

Infiltration of rainfall from the pervious area of each subbasin was estimated using the Soil Conservation Service (SCS) Curve Number infiltration method.

∴ **Curve numbers (CNs) are factors indicating the potential for excess runoff from a given rainfall event. Higher CNs indicate higher runoff potential, and lower CNs indicate lower runoff potential.**

In the EPA SWMM method, subbasins are divided into pervious and impervious subareas. Surface runoff can infiltrate into the upper soil zone of the pervious subarea, but not through the impervious subarea. The impervious portion of the subbasin area is assumed to translate entirely into runoff, less any specified depression depth for the impervious area.

Therefore, infiltration parameters, such as a composite curve number value, should be specified for the pervious portion of the subbasin. Impervious areas are specified directly using the percent impervious parameter and are not included in the composite curve number.

Estimation of CNs for the pervious portion of subbasins was based on the drainage area's hydrologic soil group, land use, and ground cover. Curve numbers within the study area were assumed to be a constant value of 79 and were classified as pasture, grassland, or range. [Tables 1A](#) and [1B](#) in [Appendix B](#) illustrate the CN assigned to each subbasin.

6.3.7 IMPERVIOUS AREA

The percentage of subbasin area that is impervious (i.e., roofs, asphalt roadways, and sidewalks) was estimated from an NLCD imperviousness raster dataset obtained in QGIS and area-averaged across subbasins. Percent impervious data for each subbasin are shown in [Tables 1A](#) and [1B](#) in [Appendix B](#).

6.3.8 MANNING'S ROUGHNESS

The Manning's roughness coefficient used for overland flow over the impervious portion of the subbasin was 0.015. The Manning's roughness coefficient used for overland flow over the pervious portion of the subbasin was 0.10.

6.3.9 DEPRESSION DEPTH AND COVER

- ∴ The depth of depression storage value is intended to account for “localized ponding”
- ∴ after a rainstorm, when small puddles are scattered.

The assigned depth of depression storage on the impervious portion of the subbasin was 0.1 inches over 75% of the subbasin area. The assigned depth of depression storage on the pervious portion of the subbasin was 0.2 inches.

6.4 EXISTING CONDITIONS HYDROLOGIC MODELING RESULTS

Modeling outputs for each subbasin include the calculated time of concentration, the estimated peak runoff rate for both the minor and major design storms. The modeling inputs and results are in [Tables 1A](#) and [1B](#) of [Appendix B](#).

The calculated time of concentration ranged from approximately 5 minutes to 3.5 hours for the minor storm and from approximately 4 minutes to 2.5 hours for the major storm.

Estimated peak flows for each subbasin ranged from 0.03 cubic feet per second (cfs) to approximately 9.23 cfs for the minor storm and 0.10 cfs to approximately 25.90 cfs for the major storm. **The major storm peak discharge rate is approximately 6.5 times the minor storm peak flow across all subbasins.** This substantial increase can be attributed to a greater proportion of minor storms being stored in depressions and infiltrating into the ground. The greater intensity of the major storm quickly exceeds the land cover's natural ability to infiltrate and store excess rainfall.



7.0 LIMITED HYDRAULIC STUDY

This hydraulic analysis is intentionally limited to planning-level evaluation. Available topographic data, including LiDAR-based surface modeling, are sufficient for system-wide screening and conceptual improvement planning but lack the fine detail needed for street cross-slopes, curb profiles, precise headwater elevations, or exact hydraulic controls at every concentration point. The analysis therefore uses reasonable planning assumptions to identify likely deficiencies and guide future design work. Assumptions regarding elevations and slopes used in this limited hydraulic study are detailed in the sections discussing the model input parameters for the specific drainage elements.

7.1 HYDRAULIC DESIGN CRITERIA

The Town of Norwood does not currently maintain a complete set of formal hydraulic design criteria for storm drainage infrastructure. For this study, SGM applies criteria commonly used by comparable communities in southwest Colorado to establish reasonable planning-level performance standards.

Table 7-1 summarizes the planning criteria used for the limited hydraulic screening. **In other words, the minor storm criteria focus on frequent nuisance flooding and road usability, while the major storm criteria focus on public safety, property protection, and emergency access.**

Table 7-1: Hydraulic Performance Criteria for Minor and Major Storms

System Element	Minor Storm Performance Criteria	Major Storm Performance Criteria	Design Criteria
Culverts	Headwater depth generally limited to the culvert diameter.	Headwater remains 1 foot below the roadway low point or property-damage threshold.	Pipe grades should achieve a minimum velocity of 3 fps when flowing full.
Storm Drain Pipes	Convey flow without surcharge.	Surcharging is permitted provided the hydraulic grade line remains 1 foot below the rim or inlet-control limits.	Pipe grades should achieve a minimum velocity of 3 fps when flowing full.
Streets	Curb or easement containment within right-of-way or drainage easement. Allowable flow spread: - Local streets: to the street crown. - Collector streets: at least one 10-foot lane free of water. - Arterial streets: at least one 10-foot lane free of water in each direction.	Curb or easement containment within right-of-way or drainage easement. Allowable flow spread: - Local streets: to the street crown. - Collector streets: at least one 10-foot lane free of water. - Arterial streets: at least one 10-foot lane free of water in each direction.	
Detention Ponds	Limit post-development discharge to historic pre-development flow.	Limit post-development discharge to historic pre-development flow.	Provide an overflow spillway capable of conveying the undetained flow from a major storm.

The hydraulic methodology for this limited study includes the following:

- Analysis of street flow depth, spread, and inlet capture and bypass using methods described in the Federal Highway Administration's (FHWA) Urban Drainage Design Manual, Hydraulic Engineering Circular No. 22 (HEC-22). An inlet clogging factor of 50% (see commentary on this value in Section 7.3) was used in the analysis.
- Flow depths in storm drain pipes and culverts are determined using the Manning equation for open channel flow when pressure conditions are not present. When pressure flow conditions are present, flows are computed using the Hazen-Williams equation. These equations are used to determine the friction slope within the pipe or culvert, which is then incorporated into Saint-Venant's equations, which apply the continuity and momentum equations.
- Analysis of culvert flow using methods presented in FHWA's Hydraulic Design of Highway Culverts, Hydraulic Design Series No. 5 (HDS-5).

7.2 HYDRAULIC MODEL INPUTS

7.2.1 DESIGN FLOWS

Design flows for minor and major storms were used to model the hydraulics of the storm drainage infrastructure. Peak flows were used to analyze culverts, streets, inlets, and storm drain pipes, while hydrographs (flow over time) were used to analyze detention pond performance. [Tables 1A](#) and [1B](#) in [Appendix B](#) detail the flows from the hydrologic model, at each subbasin.

7.2.2 CULVERT PARAMETERS

Culvert modeling parameters include physical parameters identified during the field survey, such as pipe invert elevations, length, shape, diameter, and material. Additional parameters include the design flow determined as part of the hydrologic modeling, calculated pipe slope, Manning's roughness coefficient, allowable headwater depth, and the calculated tailwater depth.

Manning's roughness coefficient measures resistance to flow and varies from 0.012 for smooth interior high-density polyethylene (HDPE) and reinforced concrete pipe (RCP) to 0.024 for corrugated metal pipe (CMP).

Allowable headwater depths are a headwater depth equal to the culvert pipe diameter for a minor storm, and a minimum of 1 foot below the low point on the road or the elevation required to prevent damage to adjacent properties. As discussed above, the topographic data lacked sufficient detail to estimate the locations of low points on roads or other topographic features. For modeling purposes, the major storm was analyzed assuming a headwater elevation of 1 foot above the top of the pipe. The 1-foot submergence assumes that culverts will typically have at least 1 foot of cover over the pipe and that the typical installation is in a crowned roadway section. This is a conservative approach, as culverts may have more than 1 foot of cover, and culverts showing insufficient capacity during a major storm should be reviewed in more detail to determine whether additional headwater depth is available.

Tailwater depth was determined by calculating the design-flow depth in the channel downstream of the culvert using channel parameters estimated from the topographic data. As discussed above, limitations in topographic detail reduce the accuracy of these estimates and may yield overly conservative tailwater depth estimates, which could affect the estimated capacity of some culverts.

All culverts were modeled with a generic overflow weir to simulate roadway overtopping and to ensure the continuity of flows downstream of the culvert capacity to downstream basins, given the assumed conditions discussed above. The overflow weir was modeled as either a 20-foot or 40-foot-wide level section of paved road.

7.2.3 STORM DRAIN PIPE PARAMETERS

Storm drain pipe modeling parameters include physical parameters identified during the field survey, such as pipe invert elevations, lengths, diameters, and materials. Additional modeling parameters include the design flow, calculated pipe slope, and Manning's roughness coefficient. Design flows were the sum of the upstream pipe flows, and the flow intercepted by the inlet(s) at the upstream end of the pipe. Tailwater depths were based on the headwater depth of the downstream pipe. Pipes are modeled using the same principles as culverts, where applicable, as discussed in the previous section.

7.2.4 OPEN CHANNEL PARAMETERS

Open-channel segments of the system were modeled based on survey data. While slopes within the channel were not always constant, the channel slopes were modeled according to the next connecting link, which, in most cases, was either a pipe or a culvert. Grassed and earthen channels were modeled with a Manning's coefficient of 0.032 to account for the relative roughness of weeds or other vegetative debris that may accumulate in the channel. Channels were modeled as triangular, trapezoidal, or rectangular shapes. Channels with driveways were modeled as a single continuous reach, and driveway culverts, or the lack thereof, were not considered.



Figure 7-1: Typical Culvert and Ditch System Along South Spruce Street

7.2.5 STREET AND INLET PARAMETERS

Street modeling parameters include street width, longitudinal slope, cross-slope or crown slope, and the presence or absence of a curb and gutter. Streets were assumed to have crowned slopes of 2%; longitudinal slopes were determined point-to-point between inlets. Design flows were determined at the design points, typically inlet locations.

Inlet modeling parameters include the physical parameters identified during the field survey, including the size of the inlet and inlet type (standard inlets are combination inlets with inlet grates located in the gutter pan with curb openings in the face of the curb compared to inlets designated as surface inlets or gutter pan inlets, which are inlet grates, only), grate type (orientation of grate bars), and inlet location (on continuous grade or in a sag/sump condition). Inlet cross-slopes were assumed to be 2%, with longitudinal slopes equal to the street longitudinal slope at the inlet location.

7.2.6 DETENTION POND PARAMETERS

Storm drain detention pond modeling parameters include the physical parameters identified in the field survey, including the elevation of the pond bottom and top of pond berm and overflow spillway (maximum water surface elevation); outlet pipe invert elevations, pipe diameter, pipe material; and outlet structure details, including orifice diameter, number, configuration, and grate size, type, and elevation. Pond areas were generated from SGM field survey data (August 2025) and supplemental 2020 LiDAR data from the Colorado Hazard Mapper LiDAR portal and used to develop stage-storage curves for each pond, assuming a linear increase in area with depth. For this study, the ponds were assumed to start empty of water before the design storm event.

7.3 HYDRAULIC MODELING AND SETTINGS

Hydraulic modeling of storm drainage structures within the study area was completed using Autodesk Storm and Sanitary Analysis (SSA) software. The SSA model for Norwood employed the hydrodynamic method. This method is well-suited to existing complex stormwater management systems. It can deal with backwaters from detention basins, pipes with negative slopes, and junctions with multiple inflows. It requires smaller time steps for computational stability; one second worked well in this case. The model was run with an inertial term “Dampen” (recommended), with a 100-second lengthening time step to account for longer conduit, gutter, and swale runs. Junction surface area was left at the default value, as most manholes in the storm drain section of the model are 4 feet in diameter.

Except for flow data, the data in the preceding sections were entered into input files; flow data was transferred within the software from the hydrologic modeling to the design points for hydraulic modeling.

Model runs were completed for both the minor and major storms.

Design flows were transmitted from upstream design points and basins to downstream design points and basins. Culverts were analyzed as stand-alone structures using FHWA equations, including the pipe length, slope, and diameter, the maximum headwater depth, the assumed tailwater depth, and the design flow.

Streets, inlets, and storm drain pipes are interconnected and analyzed as a system. Street geometries (longitudinal and cross-slope, and width) and design flows at the design points (inlet locations) determine the flow spread (width within the roadway) and the depth at the design points. The capture of the street flow by an inlet depends on several factors, including whether the inlet is located on grade or in a sump/sag condition. Other factors include the size and number of inlets, the percentage of inlet clogging, and curb openings.

Inlet clogging is 50%, resulting in a minor reduction in performance according to HEC-22 calculations. In contrast, SWMM assumes a linear reduction in performance related to inlet clogging. Therefore, SWMM reduces inlet performance by 50% when 50% clogging is assumed.

An inlet on grade may capture only a portion of the street flow if the spread of the flow exceeds the width of the inlet grate. Analysis of an inlet on grade includes estimating the flow intercepted by the inlet and the flow bypassing it. The bypassed flow is transmitted in the model to the next downstream design point, and any additional surface runoff is produced between the design points. Intercepted flow is transferred to the downstream storm drain pipe, where it is combined with upstream pipe flows, and the performance of the downstream pipe segment is analyzed.



Figure 7-2: Typical Street Section with On-Grade Inlets at Pinion Street

In contrast, an inlet in sag will intercept 100% of the flow if it is physically possible to achieve the required depth to move the flow into the inlet (i.e., the depth is not so great that it overflows the surrounding ground surface to adjacent land at a lower elevation).

When an inlet is identified as being in a sag condition, the model will calculate the required depth and whether it is physically possible. The flow is then transferred to the downstream storm drain pipe, where it is added to any upstream flows, and the performance of the downstream pipe segment is analyzed. A depth significantly below curb height indicates that the results should be reviewed more closely to determine whether the depth is physically possible or whether the flow would overtop the curb and discharge to a different downstream location.

Pipe performance was analyzed using the hydrodynamic routing method to account for both open-channel flow conditions (when pipes are flowing at less than full depth) and pressure-flow conditions (when pipes are flowing at full depth and under pressure head). Using Manning's roughness coefficients, pipe diameter, and pipe slope, Manning's equation determined the water depth and velocity for both open channel and pressurized flow conditions.

Pond performance was analyzed using specific stage-storage-discharge curves for each pond and the pond's inflow hydrograph. As applicable, pipe flow, orifice flow, and/or weir flow calculations were used to develop a discharge curve for each outlet structure. Flows were routed through the pond, and ponds with insufficient volume for the inflow routed excess flows downstream by overtopping an emergency spillway modeled as a weir.

7.4 HYDRAULIC MODELING RESULTS

Results of the hydraulic modeling of storm drainage elements within the study area are presented in this section. All results are at the Master Drainage Plan level of analysis. As discussed in previous sections, select parameter values were assumed where detailed topographic data were unavailable. The assumed values may be conservative, leading to the identification of elements that do not meet the design criteria. An engineering analysis at the design level will be required to make this determination.

7.4.1 CULVERT ANALYSIS RESULTS

Tables 2A and 2B present the results of the culvert analyses for the minor and major storms, respectively. The tables summarize the physical parameters of the pipes and the modeling results.

The estimated headwater depth is the key evaluation parameter for determining whether the modeling standards adequately sized the culvert. If the calculated headwater depth (the water depth at the culvert's inlet end required to push the design flow through the pipe) is greater than the allowable headwater depth for the design storm (based on modeling criteria), then the pipe has insufficient capacity for the estimated basin flow and tailwater conditions. Culverts identified as ">Capacity" or "Surcharged" in Tables 2A and 2B are identified as potentially not meeting the modeling standards and require additional study to verify this result; culverts identified as "Sufficient" meet the modeling standards even under the conservative parameters assumed in this study and need no additional study.

- Table 2A shows that 10 culverts (50% of the total evaluated) are estimated not to meet the design standards for the minor storm. Table 2B indicates that 12 culverts (60% of the total evaluated) are estimated not to meet the design standards for the major storm.

The culverts recommended for additional investigation and replacement are listed in Tables 8A and 8B in Appendix B and shown in Figures 5-1 to 5-6 in Appendix B.

7.4.2 STORM DRAIN PIPE ANALYSIS RESULTS

Tables 3A and 3B in Appendix B present the results of the storm drain pipe analyses for the 5-year and 100-year storms, respectively. The tables summarize the physical parameters of the pipes and the modeling results. The estimated headwater depth is the key evaluation parameter for determining whether the storm drain pipe is sufficiently sized. If the calculated headwater depth is greater than the allowable headwater depth for the design storm the pipe cannot convey the estimated flow captured by the upstream inlets, nor can it convey flow to the downstream or tailwater conditions. Storm drain pipes identified as ">Capacity" or "Surcharged" in Tables 3A and 3B are identified as not meeting the design standards and require additional study to verify this result; pipes identified as "Sufficient" meet the design standards under the estimated analysis conditions.

- Table 3A reveals that 9 storm drain pipes (22% of the total evaluated) are estimated not to meet the design standards for the minor storm, and Table 3B reveals that 26 storm drain pipes (63% of the total evaluated) are estimated not to meet the design standards for the major storm.

The storm drain pipes recommended for additional investigation and replacement are listed in [Tables 8A and 8B](#) in [Appendix B](#) and shown in [Figures 5-1 to 5-6](#) in [Appendix A](#).

7.4.3 OPEN CHANNEL ANALYSIS RESULTS

[Tables 4A and 4B](#) in [Appendix B](#) illustrate the results of the analyses for the minor and major storms, respectively. Data in these tables list the approximate geometric parameters used to model each open channel segment and indicate whether the channel was modeled as having adequate capacity (“Calculated”) or as “Flooded,” in which case the flow capacity exceeded the channel.

Due to the limitations of a one-dimensional analysis, the extent and impacts of flooding are dynamic and depend on the adjacent topography; therefore, their spread is difficult to quantify. The better metric to evaluate performance, aside from the qualitative “Flooded” designation, is the “Max Flow/ Design Flow Ratio” shown in [Tables 4A and 4B](#). One ditch exceeded the “Max Flow/ Design Flow Ratio” for the minor storm (4%) and two exceeded the ratio for the major storm (8%).

7.4.4 STORM DRAIN INLET ANALYSIS RESULTS

[Tables 5A and 5B](#) present the results of the inlet analyses for the minor and major storms, respectively. The tables summarize the physical parameters of the inlets and their peak flows. The key evaluation parameters are the maximum gutter spread and depth during peak flow. The analysis standards for minor storms require at least one 10-foot lane to be water-free on collector and arterial streets, and no overtopping of curbs on all streets, where curbs are present. In contrast, the standards for a major storm require that the water depth be less than 12 inches at the gutter flow line and that the flow be contained within street rights-of-way or drainage easements.

As previously discussed, this study's topographic and right-of-way information is insufficient to allow a detailed analysis of these design parameters. *For example, curb height, street cross-slope, gutter depression, street width, right-of-way limits, and other detailed parameters can affect whether the storm drain system meets the design criteria.* However, information at this level of detail was unavailable for each inlet location, and the assumptions outlined in [Section 6.2.4](#) were used in the inlet analyses. In addition, to evaluate the sufficiency of each inlet, flow characteristics as outlined in [Table 7-2](#) for the minor storm and [Table 7-3](#) for the major storm, were employed. These values depend on the inlet location and the characteristics of the roadway where it is used.

Table 7-2: Allowable Pavement Encroachment and Depth of Flow for Minor Storm Runoff

Street Classification	Maximum Encroachment*
Local	No curb overtopping. Flow may spread to the street crown.
Collector	No curb overtopping. Flow spread must leave the equivalent of one 10-foot driving lane clear of water.
Arterials	No curb overtopping. Flow spread must leave the equivalent of two 10-foot driving lanes clear of water, one in each direction.

Note: * Indicates that where no curbing exists, encroachment shall not extend past the rights-of-way lines.

Table 7-3: Allowable Pavement Encroachment and Depth of Flow for Major Storm Runoff

Street Classification	Maximum Encroachment*
Local & Collector	Residential dwellings and public, commercial, and industrial buildings should be no less than 12 inches above the 100-year flood at the ground line or lowest water entry of the building. The water depth over the gutter flow line should not exceed 12 inches.
Arterials	Residential dwellings and public, commercial, and industrial buildings should be no less than 12 inches above the 100-year flood at the ground line or lowest water entry of the building. The water depth should not exceed the street crown to allow emergency vehicles to operate. The depth of water over the gutter flow line should not exceed 12 inches.

All of the inlets had sufficient capacity for the minor storm; however, 7 out of 24 inlets (29%) did not meet the criteria listed below for the major storm. This is again assuming that all inlets are clean prior to receiving storm runoff and are functioning as intended. Lastly, due to limited topographical information, area inlets adjacent to roadways should be assessed on a case-by-case basis for their effectiveness in receiving runoff. One example of this is INLET-004 on the western side of South Pine Street at its junction with Grand Avenue. The recommended inlets for additional investigation, replacement, removal, or additional new inlets are listed in [Tables 8A and 8B in Appendix B](#) and shown in [Figures 5-1 to 5-6 in Appendix A](#). The inlets recommended for replacement are recommended due to elevation and grade changes in the connecting conduits. **New inlets are recommended where problem areas exist, and open-ditch systems are converted to piped connections.**

7.4.5 STORMWATER POND ANALYSIS RESULTS

[Tables 6A and 6B](#) present the results of the detention-pond analyses for minor and major storms, respectively. The tables summarize the physical parameters of the ponds and the peak outflow relative to the peak inflow. Evaluation of ponds against current design standards would require estimating the pre-development peak flow rate, which is difficult to determine retrospectively and beyond the scope of this study. Instead, ponds were evaluated primarily based on whether they are predicted to overtop during minor and major storm events, the magnitude of the estimated overtopping flow, and their estimated ability to reduce the peak flow from the drainage basin.

[Table 6A](#) reveals that none of the ponds within the study area are estimated to overtop during the minor storm, and [Table 6B](#) reveals that none of the ponds within the study area are estimated to overtop during the major storm. Overtopping indicates that the existing pond volume, combined with the existing outlet structure, is insufficient to contain the design storm.

∴ **In ponds without reinforced (typically riprap) spillways to protect the berms in the event of an overflow, overtopping could result in rapid erosion and failure of the berms, as well as the rapid release of stored water.**



8.0 PROPOSED IMPROVEMENTS AND PRELIMINARY BUDGETARY COSTS

One of the primary goals of the Master Drainage Plan was to introduce solutions to localized problem areas experiencing flooding. Each problem area exhibited unique issues, which include but are not limited to:

Piped areas discharging to open ditches

Ditches discharging to constricted pipes

Undersized pipes or culverts

Ditches modeled as over capacity during the minor storm

Lack of infrastructure to collect and/or transport water from ponded areas

Detention Pond deficiencies or deferred maintenance

This section identifies specific improvement recommendations for the system and the budget estimated to implement each recommendation.

Undersized pipes and culverts were previously discussed in Section 7.4, and a comprehensive list of proposed improvements relative to existing infrastructure is provided in [Table 8A](#) in [Appendix B](#). Proposed improvements include component replacements, the installation of previously non-existent components, or general excavation (ditches). These improvements include:

- 11 culverts
- 24 pipes
- 8 ditches
- 3 valley pan segments
- 4 inlets
- 3 manholes

Specific project details and budgetary estimates and quantities are presented below and provided in [Table 8B](#) in [Appendix B](#).

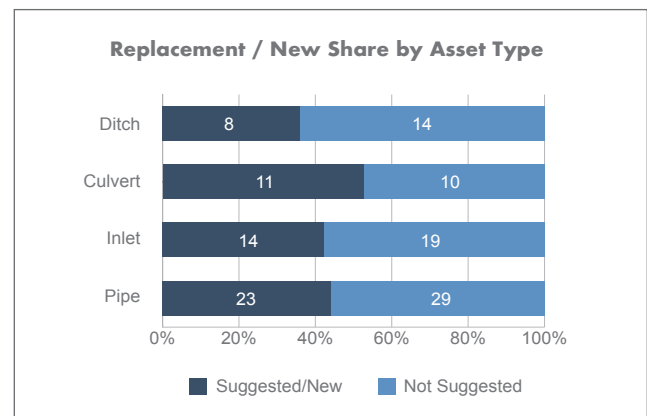


Figure 8-1: Improvement Summary Compared to Existing Inventory

8.1 PROPOSED DRAINAGE IMPROVEMENTS

8.1.1 FOCUSED PROJECT AREAS

- Of the five outfall systems identified for infrastructure improvements, three areas present the most significant drainage constraints: South Pine Street between Paradox Avenue and San Miguel Street, Cedar Street north of Grand Avenue, and the Lucerne Street and Market Street areas near Summit Street.

In these areas, upsizing existing pipes or culverts would provide limited benefit, and the existing topography does not support reliable swale drainage without the risk of overflow. Potential improvements include piping selected open ditch segments, installing additional inlets, adding curb and gutter to redirect runoff, and constructing valley pans at intersections. **These three areas are priority locations; however, the required downstream conveyance improvements must be completed before the focus-area projects to establish the hydraulic capacity needed to safely convey additional runoff and avoid transferring or worsening flood impacts to downstream properties.**

8.1.1.1 South Pine Improvements

In the South Pine area, the recommended improvements are intended to limit the risk of floodwaters overtopping the crown of San Miguel Street and to reduce localized ponding on the south side of San Miguel, where existing curb-and-gutter sections begin. The suggested improvements in this area resulted from discussions with Town staff. These alterations include the addition of curb and gutter on South Pine from San Miguel to Paradox Street, along the south side of San Miguel from South Pine to the east to match the existing curb and gutter, and finally along the north side of San Miguel from South Cedar to South Pine. Additionally, it is suggested that an inlet be installed at the southeast corner of the South Pine and San Miguel intersection, piping stormwater to the east before being intercepted by another inlet that should be installed to serve as a junction to transition the flow north into the existing storm network that runs along South Pine, south of Naturita Street. A graphic showing these suggested improvements is shown in [Figure 5-5 in Appendix A](#).

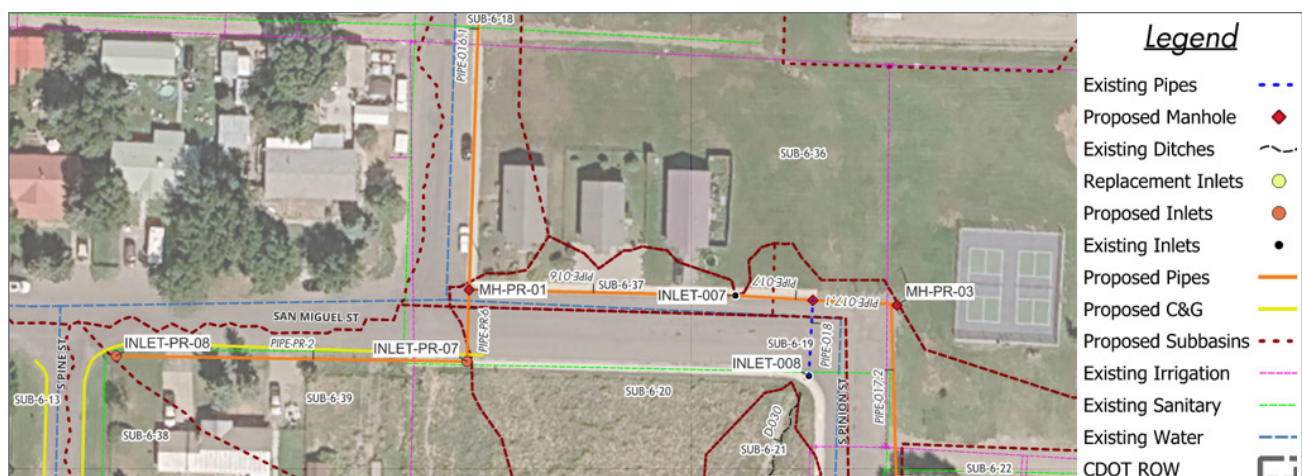


Figure 8-2: Proposed Improvements at Pine and Pinion

8.1.1.2 Cedar Street north of Grand Ave

Cedar Street North of Grand Avenue serves as a major collection point for stormwater drainage. This area is subject to localized flooding as it feeds into one of the primary discharge points north of town. Suggested improvements include piping the open ditch along the west side of Cedar Street, adding curb and gutter to better direct the flow, installation of an irrigation diversion structure, upsizing existing pipes to expand stormwater conveyance through this system, and the installation of new storm inlets on the south side of the intersection at Summit Street.

Major improvements were completed by Town staff in the summer of 2026. Improvements were previously described in Section 4.2. Final surveying and engineering evaluation of those improvements should be completed prior to expanding the downstream system to ensure adequate conveyance. If capacity is found to be inadequate, then options such as installing CIPP lining to the CMP may reduce the n-value from 0.024 to a value as low as 0.012 which may drastically increase pipe capacity. Any recommendations presented in this document are based on initial survey data captured in August 2025.

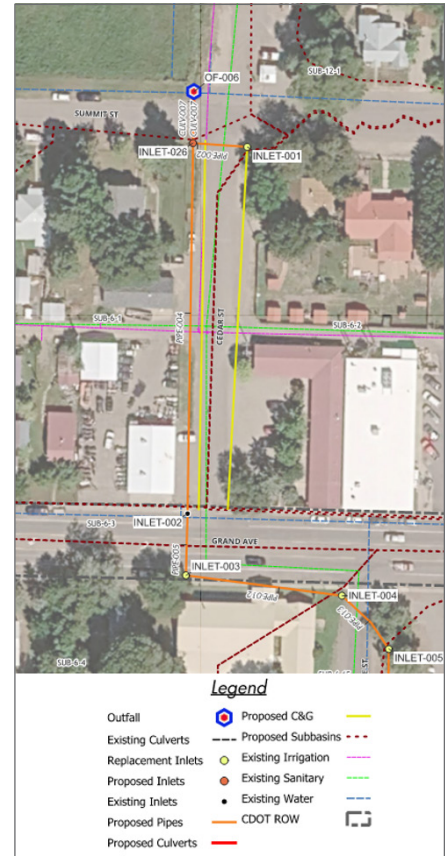


Figure 8-3: Cedar Street Proposed Improvements

8.1.1.3 Lucerne and Market Street areas at Summit Street

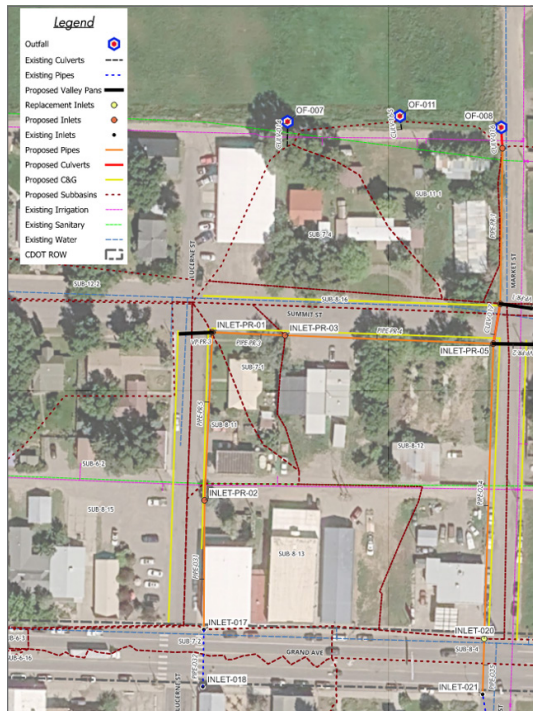


Figure 8-4: Proposed Improvements on Lucerne and Market Streets

The intersection of Market Street and Summit Street experiences localized flooding. This is most likely due to low areas adjacent to the intersection and diminishing downstream conduit sizes. This system also serves as a possible bypass to reduce the Town's impact on flooding along the east side of the existing fire protection district building, where current drainage pathways are routed through a small earthen ditch.

A summary of improvements includes the addition of five inlets on Lucerne, Summit, and Market streets, the addition of curb and gutter, the addition of a piped system to move water from Lucerne, bypassing the historic drainage pathway adjacent to the fire protection district building, discharging to the east along Summit, and ultimately tying into the Market Street system. Moreover, improvements include adding valley pans at the intersection of Summit and Market. Suggested improvements in this area are detailed in [Figure 5-6](#) in [Appendix A](#).

These proposed improvements are contingent on the Town acquiring a written agreement with the landowner to the north of Town, who currently receives existing drainage, to alter the current discharge patterns and to receive the increased flows the proposed system would produce. A summary of existing and proposed drainage peak discharges at system outfalls, where stormwater to a limited level leaves the Town's infrastructure, can be found in [Table 7](#) in [Appendix A](#).

8.1.2 DETENTION POND IMPROVEMENTS

The Town has historically relied on individual property owners and/or subdivision owners to develop detention ponds to serve individual properties or subdivisions, as the Town lacks a core drainage collection and regional detention system. This has resulted in many small ponds, some of which are of limited functionality. Future development, particularly in the southern portions of Town, may consider a larger regional detention pond to provide ample storage volume while minimizing the loss of real estate.

Four of the existing ponds are on town-owned parcels, and two are on third-party-owned land, according to San Miguel County GIS data. One pond is on library-owned property, and the other is on property at the existing medical complex.

Recommendations for detention pond improvements are limited because the ponds were designed to various design standards and were previously approved by the Town. It is unlikely that the Town could retroactively require the ponds to be modified to current design standards, nor would it be physically possible in most cases. Therefore, the principal recommendations for ponds are to:

- 1 Regularly clean sediment deposits and excess vegetation,
- 2 Construct reinforced overflow conveyances for ponds that do not currently include this feature, and
- 3 Consider regional detention ponds in developments north and south of town.

∴ **Cleaning ponds is necessary to maintain the designed volume and provide the designed detention function. Many ponds experience sedimentation during construction and before paved surfaces or site vegetation are established.**

Still, this soil has generally not been cleaned out after the site was stabilized. This results in a reduction in pond volume, providing less detention volume than designed, and may cause the design storm to overtop rather than be detained as intended. In general, small ponds are more sensitive to sedimentation-induced volume reduction.

A reinforced overflow conveyance, typically a riprapped spillway, provides a semi-controlled, erosion-resistant flow path if a storm exceeds a pond's design capacity or if the outlet structure becomes obstructed. Ponds without such a feature are susceptible to erosion of the pond berm during an overflow event, and overtopping could cause berm failure, release of a large volume of water over a brief period, and flooding of downstream properties. None of the stormwater ponds within the study area appear to have a reinforced overflow conveyance, as shown in [Table 8B](#) in [Appendix B](#).

Areas developed to the north of Town must accommodate existing flows and volumes while still providing adequate detention for new developments. Lastly, detention ponds may be considered for multi-purpose use and are not limited to simply holding water during rainfall. Examples include pocket parks, open spaces, combination detention/retention ponds, and outdoor recreational areas.

8.1.3 STORM DRAIN SYSTEM IMPROVEMENTS SUMMARY

A directory of tables detailing hydrologic and hydraulic changes which could result from implementing the proposed improvements is provided in [Table 8-1](#). Note that each table listed indicates whether the component was replaced. The inlets currently proposed for replacement meet the standards listed in [Table 7-2](#) and [Table 7-3](#); however, they will need to be replaced if the suggested improvements are adopted.

Proposed inlets are intended to alleviate localized ponding or serve as junctions at bends. Proposed

manholes, listed in [Tables 8A and 8B](#) in [Appendix B](#), are intended to replace inaccessible miters or tees that could hinder maintenance. Upsized pipes and culverts, and suggested ditch improvements, provide additional hydraulic capacity and efficiency. It is worth noting that

due to cover and elevation limitations, 7 pipes and 4 culverts fail to meet the minimum scour velocity (3 ft/s) criterion listed in Section 7.1. Due to limitations with this study's topographical detail, particular attention to these velocities should be considered if these improvements are adopted. Adherence to this criterion ensures that the pipes are effectively "self-cleaning," reduces maintenance, and therefore decreases the likelihood of a pipe or culvert becoming clogged with sediment.

NOTE: Implementation of the proposed improvements should be completed in phases, with downstream components prioritized. The improvements proposed herein are contingent on the functional and adequate capacity of the downstream, receiving network components. Improvement recommendations listed in [Appendix B - Table 8B](#) generally follow implementation priority for each network.

Prioritizing downstream components is integral to the proper functioning of all proposed improvements. Failure to prioritize downstream components may result in undesirable impacts including flooding and property damage.

[Table 8-2](#) provides a total for each component of quantities detailed in [Appendix B Table 8B](#). These values are provided only for conceptual-level planning. The locations of these improvements are shown in [Figures 5-1 through 5-6](#) in [Appendix A](#).

Table 8-1: Appendix B Proposed Improvements Directory

Component	Appendix B Table
Proposed Subbasins	1 B
Culverts (5-year)	2C
Culverts (100-year)	2D
Pipes (5-year)	3C
Pipes (100-year)	3D
Ditches (5-year)	4C
Ditches (100-year)	4D
Inlets (5-year)	5C
Inlets (100-year)	5D

Table 8-2: Proposed Improvement Quantity Summary

Component	Quantity
New Pipes	900 LF
Replacement Pipes	2073 LF
Replaced Culverts	456 LF
New Inlets	9
Replaced Inlets	5
Ditch Regrading	1342 LF
New Valley Pan	102 LF

8.1.4 MAINTENANCE OF EXISTING STORM DRAINAGE SYSTEM

Several culverts were clogged with sediment, and digging was required before survey data could be collected for the pipes. Due to the nature of development in the Town, the maintenance demands on Town staff for storm drainage infrastructure are significant. Elements such as limited curb and gutter, numerous earthen ditches, numerous culverts and drainage pipes, small private detention ponds, area drains in highly vegetated settings, and many more similar features create a maintenance burden.

Proper maintenance is essential to keeping the system functioning properly and at its highest capacity. This includes regular and periodic cleaning and repair of pipes, cleaning of detention ponds and associated piping, clearing and cleaning of grated inlets, cleaning and maintaining earthen ditches, and repair of curbs and gutters.

- The Town should implement a regular maintenance program for Town-owned infrastructure and inspect privately owned detention ponds.

The detention pond inspection program should allow the Town to perform or hire pond maintenance and to be reimbursed if the pond owner does not perform the required maintenance within six months of notification. Table 8-3 provides an example maintenance program. Consistent documentation of maintenance activities and asset conditions is a critical component of the program because it supports long-term budgeting, planned asset replacement, and eligibility for grant funding opportunities.



Figure 8-5: Clogged/Buried Inlets Along Pinion Street

Table 8-3: Example O&M Actions and Frequency

Stormwater Asset	Key O&M Actions	Recommended Frequency	Notes / Follow-Up
<u>Inlets and Catch Basins</u>	Remove sediment, trash, vegetation, and debris; check grates and inlet openings	Before/after major storm seasons and after large storm events	Record recurring problem locations and needed repairs
<u>Pipes and Culverts</u>	Inspect for blockage, sediment buildup, damage, or joint separation; clean as needed	Annually and after major runoff events	Prioritize locations with known backup or flooding issues
<u>Ditches and Channels</u>	Remove excessive vegetation, debris, and sediment; repair erosion or flow restrictions	Seasonally and after high-flow events	Coordinate with adjacent landowners where access or ownership is unclear
<u>Detention Ponds</u>	Inspect outlets, embankments, sediment buildup, vegetation, and erosion	Semiannually and after major storms	Track sediment accumulation and outlet condition

Stormwater Asset	Key O&M Actions	Recommended Frequency	Notes / Follow-Up
<u>Roadside Drainage</u>	Clear curb flowlines, swales, driveway culverts, and roadside conveyance paths	As needed	Track recurring ponding or nuisance flooding areas
<u>Program Management</u>	Maintain inspection logs, repair lists, photos, and annual maintenance priorities	Ongoing; review annually during budgeting	Supports budgeting, grant applications, and defensible maintenance records
<u>Street Sweeping</u>	Semi-annual street sweeping to reduce sediment buildup at inlets and culverts	Before/after major storm seasons and after large storm events	Preventative maintenance limits debris.

8.2 BUDGETARY COSTS FOR DRAINAGE IMPROVEMENTS

High-level budgetary costs were developed for proposed improvements to assist with capital planning, long-term goal identification, project feasibility, and project ranking.

8.2.1 FOCUSED PROJECT AREAS

Planning-level budgetary costs were developed for the three focused project areas identified in Section 8.1.1: South Pine Street between Paradox Avenue and San Miguel Street, Cedar Street north of Grand Avenue, and the Lucerne Street and Market Street areas near Summit Street. These areas were selected because they represent the most significant drainage constraints among the five outfall systems evaluated and because localized pipe or culvert upsizing alone would not fully resolve the observed system limitations.

Each focused project area includes multiple phases or work elements, such as curb and gutter installation, storm drain inlets, enclosed pipe segments, valley pans, ditch modifications, irrigation-related improvements, and downstream conveyance improvements.

⋮ **The preliminary costs are intended to support capital improvement planning, grant applications, project prioritization, and coordination with roadway, utility, irrigation, and private-property improvements.**

The values should be considered planning-level budget estimates and refined during preliminary engineering, surveying, utility coordination, easement review, permitting, and final design.

⋮ **Because the focused project areas rely on downstream conveyance capacity, required downstream improvements must be completed before upstream or localized focus-area improvements are constructed. This sequencing is necessary to establish adequate hydraulic capacity, prevent newly collected or redirected runoff from exceeding downstream system capacity, and avoid transferring or worsening flooding on downstream properties.**

- The recommended implementation approach is downstream-to-upstream, with each
- phase confirmed to have adequate receiving capacity before upstream collection,
- inlet, pipe, curb and gutter, or valley pan improvements are advanced.

Table 8B in Appendix B provides the detailed budget breakdown for the focused project areas. A summary table is provided below to allow project costs, phases, and implementation priorities to be inserted as the Town refines the capital improvement program.

Table 8-4 summarizes the focused project areas identified for planning-level implementation, including the primary work scope, required sequencing considerations, estimated budgets, and key dependencies for each project area. The table is intended to support comparison of the proposed improvements and preliminary budgeting while emphasizing that downstream conveyance improvements must be completed before upstream or contributing focus-area improvements are constructed to provide adequate hydraulic capacity and avoid increasing downstream flood impacts. The estimated budget for the South Pine Street & San Miguel Street to Paradox Street improvements includes all associated work required to complete the improvements south of Grand Avenue.

Table 8-4: Section 8.1.1 Focus Project Descriptions and Budgets

Project Area	Primary Work Scope	Sequencing Requirement	Budget	Key Dependencies
Cedar Street North of Grand Avenue Section of Outfall OF-006	Pipe the existing open ditch along the west side of Cedar Street; add curb and gutter to improve runoff collection and routing; install an irrigation diversion structure; upsize existing pipes; and install new storm drain inlets on the south side of the Summit Street intersection.	Complete required downstream conveyance improvements first to provide adequate downstream hydraulic capacity for increased collection and conveyance.	\$525K	Open ditch conversion, irrigation diversion requirements, utility conflicts, roadway drainage grades, and discharge capacity north of Town.
South Pine Street Improvements & San Miguel Street to Paradox Street Section of Outfall OF-006	Add curb and gutter along South Pine Street and connecting portions of San Miguel Street; install inlet improvements at South Pine/San Miguel; pipe stormwater east from the proposed inlet; and install a second inlet or junction structure to route flow north into the existing South Pine storm network. Includes riprap ditch improvements along Pinion adjacent to the library. Note: This budget includes all work to the south and east of INLET-003 on the south side of Grand Avenue at Cedar Street south to Paradox and Includes Improvements along South Pine (Paving, Curb and Gutter, and Inlets).	Complete required downstream conveyance improvements first to establish adequate hydraulic capacity and avoid transferring or worsening flooding on downstream properties.	\$1.2M	Roadway grades, curb and gutter tie-ins, inlet placement, and connection to the existing South Pine storm network. Contingent on completing Cedar Street North of Grand Avenue work first

Project Area	Primary Work Scope	Sequencing Requirement	Budget	Key Dependencies
Lucerne/Market/Summit Street Area Section of Outfall OF-008	Install five storm drain inlets on Lucerne, Summit, and Market streets; add curb and gutter; install a piped system from Lucerne Street; bypass the historic drainage pathway adjacent to the fire protection district building; convey flow east along Summit Street into the Market Street system; and add valley pans at Summit Street and Market Street.	Complete required downstream conveyance improvements first to establish adequate hydraulic capacity and avoid increasing downstream flood impacts.	\$1.8M	SWritten agreement from the downstream landowner north of Town to accept altered discharge patterns and increased flows.

8.2.2 DETENTION POND IMPROVEMENTS

Budgetary costs for the construction of overflow weirs are provided in [Table 8B](#) in [Appendix B](#) if the Town decides to retrofit the existing detention ponds as part of the maintenance of the Town's storm drainage infrastructure. The total cost of emergency overflow weir construction identified in this study is approximately \$13,300. The cost of annual maintenance is covered in Section 8.4.

Four of the existing ponds are on town-owned parcels, and two are on third-party-owned land, according to San Miguel County GIS data. One pond is on library-owned property, and the other is on property at the existing medical complex.

It may be that a portion of these costs, particularly the removal of sediment and vegetation from the ponds, could be completed or at least partially reimbursed by the pond owner(s). Ultimately, it is in the pond owner's interest to properly maintain the ponds, as they could be held liable if stormwater discharge causes damage to downstream properties, and it can be shown that the pond owner did not properly maintain the pond.

8.2.3 STORM DRAIN SYSTEM IMPROVEMENTS

Budgetary costs were developed for upgrading existing culverts, pipes, and inlets, and for new capital, or "special," projects that did not meet the major storm event design criteria. Storm drain system elements may or may not also meet the minor storm design criteria, but the most critical criteria were assumed to be the major storm design criteria due to the greater safety hazard and potential property damage posed by the higher flows associated with the major storm event. Storm drain system deficiencies may consist of not meeting the depth or spread of flow at the gutter, a function of inlet number and spacing, or surcharging of culverts and pipes to depths exceeding the design criteria, a function of the pipe size, slope, material, the flow intercepted by inlets, and the flow from upstream storm drain pipes.

The resolution of deficiencies in the storm drain system is not a straightforward design solution.

For example, adding an inlet to a storm drain system that captures additional runoff can cause a pipe section that is currently determined to be sufficient to become deficient because of the additional flow it must now convey; this impact can also be transferred to downstream pipes and receiving private property.

For example, adding an upstream inlet to a storm drain system may reduce bypass flow enough that a downstream inlet currently identified as deficient will meet the design criteria due to reduced gutter flow approaching the inlet; this impact can also be transferred to additional downstream inlets. Therefore, developing specific recommendations for the number and location of additional inlets, as well as for increased pipe sizes, requires detailed design analysis before construction of the improvement.

To develop reasonable budgetary costs for the storm drain system improvements, the following assumed costs were included for elements identified to be investigated:

- 1 The full value of one additional inlet for each proposed item or replacement inlet.
- 2 Pipes recommended for replacement were assumed to be replaced with a minimum pipe size of 18 inches for mains and 12 inches for laterals.
- 3 Culverts recommended for replacement were assumed to be replaced with a minimum pipe size of 12 inches.

Table 8B in Appendix B lists storm drain systems recommended for investigation and the associated budgetary costs for improvements. Total budgetary costs are approximately \$4,223,150 for high-priority storm drain system improvements, \$62,900 for medium-priority storm drain system improvements, and \$53,800 for low-priority storm drain system improvements. Total budgetary costs for the construction of storm drain system improvements are estimated at approximately \$4,340,000.

Additionally, Appendix G, Low Priority Replacement and Maintenance Recommendations, lists low-priority pipes that are performing adequately, provided they are clean and free of debris, and may be undersized relative to the analysis standards. We recommend upsizing these pipes as indicated if an improvement project is planned in the area. An overview of replacement and maintenance items is shown in Figure 6-1 of Appendix A.

Unit prices for developing preliminary budgetary costs are based on recent bid projects in the region and on actual block-to-block construction contract prices from area communities. Actual costs will depend on the project's scale, with smaller projects being relatively more expensive and larger projects relatively more cost-effective. Costs are in Present Value (2026) and do not include inflation factors for future construction. Budgetary construction costs were increased by 33% for professional design services, contractor fees, and contingencies. Detailed quantities and current prices should be used when developing design solutions.

8.2.4 MAINTENANCE OF EXISTING SYSTEM

A major necessity that would have substantial returns for little investment is to implement a regular maintenance program for Town-owned infrastructure and inspect privately owned detention ponds. The detention pond inspection program should allow the Town to perform or hire pond maintenance and to be reimbursed if the pond owner does not perform the required maintenance within six months of notification. Table 8-3 provides an example maintenance program. Consistent documentation of maintenance activities and asset conditions is a critical component of the program because it supports long-term budgeting, planned asset replacement, and eligibility for grant funding opportunities.

We recommend that the Town budget \$25,000 - \$50,000 annually for stormwater system labor, equipment, and materials. Due to delayed maintenance of the storm drain system, initial operations and maintenance costs will be high but will taper down once the key elements are restored. We believe annual operating costs may taper off to around \$10,000 as equipment needs decrease over time.

[Appendix G](#) lists low-budget maintenance items aimed at increasing the current systems' efficiency and functionality. Maintenance items include cleaning pipes, culverts, inlets, and the installation of angular, ungraded riprap (D50 = 6-8") along the eastern side of S. Pinion Street from San Miguel Street (alley) on the north to Kiwi Street (alley) on the south. The total estimated cost of Low-Priority Replacements and Maintenance is approximately \$62,900. [Figure 6-1](#) in [Appendix A](#) details the locations of suggested maintenance items and [Appendix G](#) details estimated costs.

8.3 TOTAL BUDGETARY COSTS FOR IMPROVEMENTS AND OPERATIONS

The budgetary cost summary is intended to establish an order-of-magnitude funding baseline for long-term stormwater planning, rather than a final construction estimate. The values presented should be interpreted as planning-level costs that can support budgeting, grant applications, capital improvement programming, and future rate or fee discussions. As individual projects advance, costs should be refined through survey, preliminary engineering, geotechnical evaluation, utility coordination, permitting review, and contractor input.

Because Norwood does not currently fund a dedicated stormwater management program, the preliminary program cost represents a new municipal service commitment rather than an incremental adjustment to an existing budget. Implementation will likely need to be phased based on available funding, project urgency, maintenance needs, and opportunities to coordinate stormwater improvements with roadway, utility, or development projects. **Establishing a dedicated funding mechanism would allow the Town to move from reactive drainage response toward a more predictable program for maintenance, pond improvements, capital projects, and regulatory compliance.** Table 8B in [Appendix B](#) provides detailed breakdowns of capital costs and pond improvements.

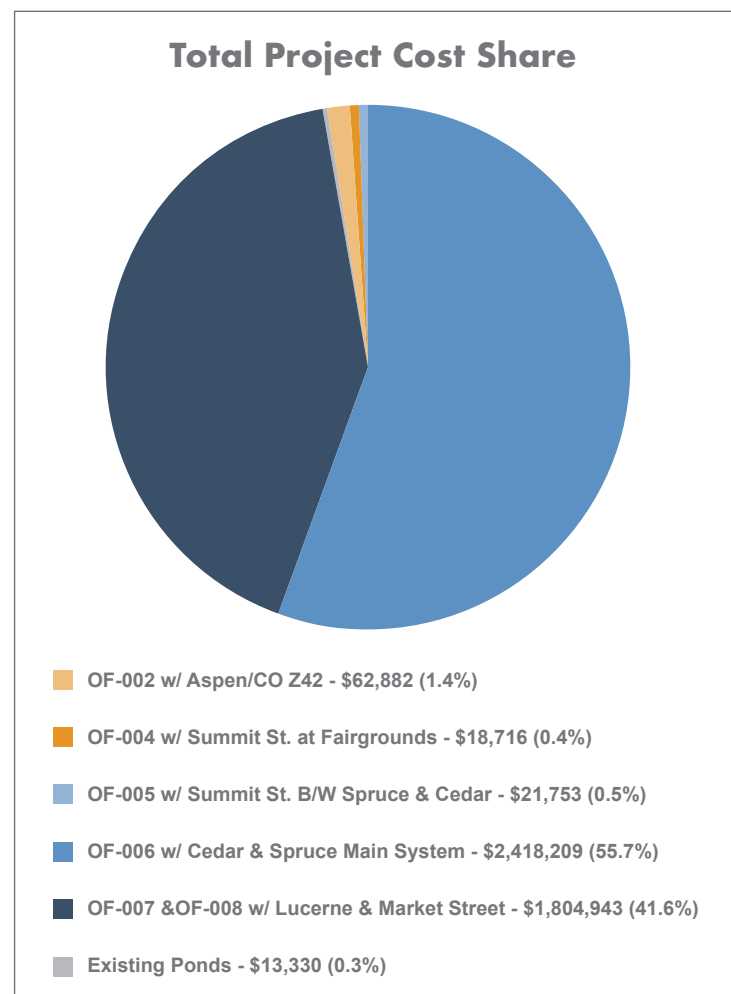


Table 8-5: Summary of Projected Stormwater Expenditures

Specific Capital Improvement Projects	Cost	Priority
Aspen / CO Z42 - OF-002	\$62,882.40	MEDIUM
Summit St. @ Fairgrounds - OF-004	\$18,715.76	LOW
Summit St. BW Spruce & Cedar - OF-005	\$21,753.48	LOW
Cedar & Spruce Main System - OF-006	\$2,418,208.66	HIGH
Lucerne & Market St - OF007 & 008	\$1,804,943.00	HIGH
Detention Ponds	\$13,300	LOW
TOTAL	\$4,339,803.30	
Annual Storm Drainage Maintenance		
Initial Reactive	\$50,000.00	
Annual Preventative	\$10,000.00	
Low-Cost Replacements and Maintenance		
Pipe and Culvert Maintenance	\$6,630.00	
Inlet Maintenance	\$500.00	
Swale Maintenance	\$15,000.00	
Pipe and Culvert Replacement	\$46,000.00	
TOTAL	\$68,130.00	



9.0 CONCLUSIONS AND RECOMMENDATIONS

This Master Drainage Plan provides the Town of Norwood with a practical framework for improving stormwater system performance, reducing localized flooding, and supporting long-term drainage infrastructure planning. The study identifies vulnerable portions of the existing drainage system, evaluates planning-level hydrologic and hydraulic performance, outlines recommended improvements, and establishes preliminary costs and priorities to guide future maintenance, capital improvements, development review, and funding decisions. Because the analysis was completed at a master-planning level, the recommendations should be used to guide decision-making and project development but should not be considered a substitute for detailed engineering, survey, utility coordination, permitting, easement review, or final design.

The recommendations in this section are intended to help the Town move from reactive stormwater response toward a more deliberate, phased, and sustainable drainage program.

Future implementation should consider updated rainfall information, emergency overland flow pathways, infrastructure ownership, downstream conveyance limitations, irrigation interactions, and the long-term maintenance needs of both public and private stormwater facilities. The Town should also maintain the stormwater inventory as a living GIS-based asset management tool, use a transparent prioritization framework to distinguish between project urgency and implementation readiness, and phase improvements from downstream to upstream so that new collection or conveyance improvements do not transfer flooding to unresolved downstream constraints.

SGM recommends that the Town consider **the following overall strategies** identified in this Master Drainage Plan:

Establish a proactive stormwater maintenance program for Town-owned drainage infrastructure, including routine inspection, cleaning, condition documentation, and annual maintenance budgeting.

Implement capital improvements in a phased downstream-to-upstream sequence so that downstream conveyance capacity, easements, and landowner agreements are addressed before upstream runoff collection is increased.

Adopt formal storm drainage design standards that require new development to manage both minor and major storm runoff and limit post-development peak discharge rates to historic predevelopment rates.

Use a transparent project prioritization framework that considers flood risk, public safety, infrastructure condition, maintenance burden, downstream dependency, constructability, funding opportunity, and implementation readiness.

Maintain and update a GIS-based stormwater asset inventory to support maintenance tracking, capital planning, emergency response, grant applications, and long-term infrastructure management.

Evaluate future regional detention opportunities as development occurs north, south, and east of Town, particularly where regional facilities may reduce reliance on small, privately maintained detention ponds.

Develop a long-term funding strategy that combines local budgeting, grants, development contributions, interagency coordination, project bundling, and, if appropriate, a dedicated stormwater funding mechanism.

Collectively, these actions would provide Norwood with a more resilient, maintainable, and financially sustainable stormwater program while preserving flexibility to refine individual projects as better survey data, funding opportunities, downstream agreements, and design-level analyses become available.

9.1 FUTURE DESIGN CONSIDERATIONS

Stormwater planning should account for uncertainty in future rainfall patterns, infrastructure performance, and system maintenance conditions. This Master Drainage Plan relies on the best available rainfall information at the time of analysis, including NOAA Atlas 14 precipitation data and locally applicable short-duration storm distributions. However, future updates to precipitation-frequency estimates, including NOAA Atlas 15 when available, may revise design rainfall depths and should be reviewed before advancing major capital projects to final design. If future rainfall estimates are higher than those used in this study, the Town should evaluate whether critical conveyances, roadway crossings, detention facilities, and emergency access routes require additional capacity, freeboard, or overflow protection.

Future design should also consider how stormwater moves through the Town during events that exceed the design capacity of pipes, culverts, ditches, and inlets. **Emergency overland flow pathways should be identified and preserved so that excess runoff can move through streets, drainage easements, ditches, or other designated routes without increasing risk to structures, emergency access, or downstream properties.** Particular attention should be given to areas where roadway crowns, shallow curb sections, low intersections, irrigation ditches, or private downstream receiving areas influence the direction and depth of flood flows.

Capital projects should verify that both the underground conveyance system and the surface overflow pathway function together under major storm conditions.

Sediment and debris loading should also be incorporated into future design and maintenance decisions. The Town's system includes earthen ditches, roadside swales, irrigation features, detention ponds, and older culverts that are susceptible to sediment deposition, vegetation growth, and debris blockage. These conditions can reduce hydraulic capacity and may cause otherwise adequate infrastructure to perform poorly during storm events. Future designs should consider inlet protection, debris access, sediment forebays where appropriate, maintainable ditch sections, reinforced overflow paths, and pipe slopes or velocities that reduce sediment accumulation. Sediment and debris considerations are especially important where stormwater and irrigation flows are comingled or where runoff is conveyed through vegetated or unlined channels.

Because the Master Drainage Plan identifies drainage issues at a planning level, the modeling results are subject to limitations in detail and precision. The **following considerations** should be incorporated into future capital projects:

Capital projects should be implemented from downstream to upstream to avoid unanticipated damage and impacts.

Costs should be refined as actual design solutions are developed.

Basin boundaries should be verified to confirm the design flows to the suspect elements. Delineation of basin boundaries at this Master Drainage Plan level may have missed subtle boundary divisions that could affect the results.

A detailed hydraulic analysis and engineering design process should determine the actual sizes and locations of replacement culverts, storm drain pipes, and additional inlets. Culvert and storm drain pipe sizes and additional inlets are estimated in this study for preliminary budgeting purposes only. The feasibility of the recommended design size (e.g., adequate cover over the larger pipe, lack of conflict with other underground utilities, and similar) should be verified during the design process.

Ownership of storm drainage infrastructure should be confirmed to assess responsibility for maintenance and recommended upgrades. This may entail participation by other stakeholders to achieve the intended goal.

Irrigation and Drainage are comingled in areas and that must be included in future design. Two of the Town's major drainage pathways also serve as conduits to convey irrigation water. Proposed stormwater infrastructure developments shall provide due diligence in maintaining or bypassing irrigation flows along historic pathways.

9.2 PRIORITIZATION FRAMEWORK

The Town should consider using a transparent prioritization framework to guide project sequencing, annual budgeting, and grant applications. The priority assigned to each project should reflect more than hydraulic deficiency alone. Projects should be evaluated based on the severity and frequency of flooding, risk to structures or public safety, impact to emergency access and roadway function, known maintenance burden, condition of existing infrastructure, economic impacts, downstream dependency, constructability, permitting or easement complexity, opportunity to coordinate with other capital projects, and overall cost effectiveness.

A recommended prioritization approach is to score each project using categories such as hydraulic need, consequence of failure, maintenance benefit, implementation readiness, downstream dependency, and funding opportunity. Projects with high flood-risk reduction, clear downstream capacity, manageable ownership constraints, and strong grant or coordination opportunities should generally receive the highest implementation priority. Projects that are hydraulically deficient but dependent on unresolved downstream agreements, complex easements, or major utility conflicts may remain high need but should be classified as lower readiness until those constraints are resolved.

This framework would allow the Town to distinguish between urgency and readiness. For example, a project may be technically important because it addresses a significant flooding problem, but it may not be immediately implementable if downstream conveyance rights or easements are unresolved.

Conversely, a smaller maintenance or replacement project may be appropriate for near-term implementation if it is low cost, shovel-ready, and reduces recurring operational problems. Using a consistent prioritization framework will help the Town explain project decisions to elected officials, residents, funding agencies, and downstream stakeholders while maintaining flexibility as conditions and funding opportunities change.

9.3 ASSET MANAGEMENT AND GIS INTEGRATION

The Town should maintain the storm drainage inventory developed for this Master Drainage Plan as a living GIS-based asset management database. At a minimum, the database should include asset identification numbers, location, ownership, material, size, condition, inspection history, maintenance history, known deficiencies, replacement priority, photographs, and links to design or record drawings where available. Maintaining this information in GIS will allow the Town to track recurring maintenance issues, document completed work, plan future capital improvements, and support grant applications with defensible asset-condition information. **Over time, the inventory should be updated after maintenance activities, private development, capital projects, and field inspections so that the Town's stormwater records remain current and useful for budgeting, design, emergency response, and long-term infrastructure planning.**

9.4 TOWN STORM DRAINAGE SYSTEM INFRASTRUCTURE DESIGN STANDARDS

The Town's current storm drainage system design standards are limited and do not provide a complete framework for reducing downstream flooding risk as development continues.

The current code requires that the major storm runoff from the developed site be handled by the proposed infrastructure. Aside from this provision, storm drainage is currently evaluated on a case-by-case basis for proposed subdivisions. This standard alone will not sufficiently reduce peak flows and contributes to potential downstream flooding by failing to adequately maintain expected, existing flows.

A central recommendation of this MDP is that the Town require post-development peak discharge rates for both the minor and major design storms to be limited to historic predevelopment rates for all new development, not only subdivisions. Below are additional suggestions that we recommend for consideration in the next iteration of the drainage design standards:

- Detention pond outlet structure construction standards should identify materials, minimum elements, and details.
- Detention and retention basin vegetation standards and maintenance responsibilities are needed.
- Reward developers for land dedications of natural drainage areas. Provide density bonuses for the natural stream course area set-asides.
- Encourage disconnected impervious cover and emphasize using Low Impact Development practices to minimize runoff concentrations.

- Use the CUHP\MHFD basin sizing spreadsheet; minimum elements we recommend include Extend Detention Basin and WQCV volumes.
- The rational method's maximum basin size should be limited to 90 acres.
- If used, retention basins need to have a back-to-back 1% storm storage volume.

Appendix H provides recommended standards for new drainage infrastructure that are comparable to those used by other municipalities in the region and are intended to support a functional, maintainable, lower-maintenance stormwater collection and conveyance system.

9.5 DOWNSTREAM USERS' ACCEPTANCE OF INCREASED FLOWS

The proposed updates presented in this document are contingent on the Town brokering an agreement with the landowner to the north. Currently, this property is undeveloped and used for agricultural production, yet the landowner accepts a large amount of stormwater on their land. Changes in runoff rates and volumes will affect this landowner.

As detailed in Section 8.1, SGM recommends that a written agreement be brokered between the Town and the affected landowner prior to making any improvements to contributing infrastructure.

This agreement could acknowledge that the landowner would assume all associated indemnifications for receiving the increased runoff. Short of a contractual agreement between the Town and the landowner slated to receive the excess stormwater, an adequately sized detention basin would be required to emulate historic, existing maximum flow rates.

Potential areas for regional detention are limited and would incur significant expense to implement if the aforementioned agreement is not realized.

9.6 FUTURE DEVELOPMENT REGIONAL DETENTION PONDS

The Town has historically relied on individual property owners and/or subdivision owners to develop detention ponds to serve individual properties or subdivisions, as the Town lacks a core drainage collection and regional detention system. This has resulted in many small ponds, some of which are of limited functionality. Future development, particularly in the southern portions of Town, may consider a larger regional detention pond to provide ample storage volume while minimizing the loss of real estate.

Areas developed to the north of Town must consider passing existing flows and volumes while still providing adequate detention for new developments. **Detention ponds may be considered for multi-purpose use and are not limited to simply holding water during rainfall.** Examples include pocket parks, open spaces, combination detention/retention ponds, and outdoor recreational areas.

9.7 FUNDING MECHANISMS AND FINANCIAL IMPLEMENTATION

Implementation of the recommended stormwater improvements will require a combination of local funding, outside grants, cost sharing, and coordination with other infrastructure projects. Because Norwood does not currently operate a dedicated stormwater utility or enterprise fund, the capital and maintenance costs identified in this Master Drainage Plan represent a new or expanded municipal funding need.

- ∴ Establishing a predictable funding mechanism would allow the Town to move
- ∴ from reactive drainage response toward a planned program for maintenance,
- ∴ capital replacement, detention pond improvements, development review, and
- ∴ regulatory compliance.

Potential funding resources and implementation mechanisms are included in the following table.

Table 9-1: Funding Resources and Mechanisms

Funding Resource / Mechanism	Potential Use	Notes
<u>Annual General Fund allocation</u>	Routine maintenance, small repairs, inspection program, local match	Provides flexible local funding but may compete with other Town priorities.
<u>Dedicated stormwater fee or drainage enterprise fund</u>	Ongoing O&M, capital replacement, debt service, grant match	Provides the most predictable long-term funding source for a stormwater program.
<u>State and federal grants</u>	Major capital improvements, hazard mitigation, resilience projects, water quality improvements	May require local match, benefit documentation, and project readiness.
<u>DOLA or other local government assistance programs</u>	Infrastructure planning, design, and construction	May be well suited for small-community infrastructure needs.
<u>FEMA hazard mitigation programs, where eligible</u>	Flood-risk reduction, critical drainage improvements, resilience projects	Eligibility depends on documented risk, benefit-cost considerations, and program requirements.
<u>CWCB or watershed/flood mitigation funding opportunities</u>	Drainage, flood mitigation, watershed resilience, planning, or design support	May be applicable where projects reduce flood risk or improve drainage resilience.
<u>CDOT coordination along CO-145 / Grand Avenue</u>	Drainage improvements connected to highway right-of-way or roadway reconstruction	Requires early coordination where Town drainage interacts with CDOT facilities.
<u>San Miguel County or regional cost sharing</u>	Shared drainage corridors, downstream impacts, roadway-related drainage, regional facilities	Appropriate where benefits extend beyond Town-owned infrastructure.
<u>Developer contributions or drainage impact fees</u>	Growth-related conveyance, detention, or regional drainage improvements	Helps ensure new development contributes proportionally to increased drainage demands.

Funding Resource / Mechanism	Potential Use	Notes
<u>Private-property reimbursement or maintenance agreements</u>	Privately owned detention ponds, shared outfalls, easements, downstream conveyance	Useful where facilities are privately owned but affect public drainage performance.
<u>Project bundling with roadway or utility work</u>	Curb and gutter, storm drain replacement, valley pans, ditch improvements	Can reduce mobilization costs and limit repeated disturbance.
<u>Local financing or debt instruments</u>	Large capital projects or phased improvement packages	May be appropriate if paired with a dedicated repayment source.

The Town should review funding options annually as part of budgeting and capital improvement planning.

- ∴ **Projects with clear public safety benefits, downstream capacity, completed preliminary engineering, secured easements, and refined cost estimates will generally be more competitive for outside funding.**

Where projects alter discharge locations or increase runoff conveyed to downstream properties, funding plans should also account for legal agreements, easement acquisition, landowner coordination, and long-term maintenance responsibilities.



10.0 LIMITATIONS

This document was prepared solely for the Town of Norwood, Colorado, in accordance with professional standards at the time the services were performed and in accordance with the contract/Work Order between the Town of Norwood and SGM. This document is governed by the specific scope of work authorized by the Town of Norwood; it is not intended to be relied upon by any other party except for regulatory authorities contemplated by the scope of work. SGM has relied on information or instructions provided by the Town of Norwood, its own field investigations, and other parties, and, unless otherwise expressly indicated, has made no independent investigations as to the validity, completeness, or accuracy of such information except as noted herein.

This document was prepared as a Master Planning Document and is not intended to be and should not be considered or inferred to be design-level documentation. Any recommendations made herein are presented as planning-level recommendations. Advancing any recommendations for project implementation will require additional engineering analysis and design effort.



11.0 ACKNOWLEDGEMENTS

We would like to acknowledge the support and cooperation received from the Town of Norwood, its Town Manager, Sara Owens, and its Public Works Director, Randy Harris. Special thanks to all those who have contributed to the successful completion of this report. SGM Durango survey team; SGM GIS team, Steve Kirk, and Nick Treankler; and SGM civil engineering team, Catherine Carella, Eric Krch, David Rothwell, Sandra Rico, Cassidy Knab, Jevon Poston, and Diana Rooney.



12.0 ENGINEER'S CERTIFICATION

I, Eric Krch, a duly registered professional engineer in the State of Colorado (PE # 28583), have supervised the preparation of this Master Drainage Plan. To the best of my knowledge, the information included is accurate and consistent with professional practices in the State of Colorado.



Town of Norwood Master Drainage Plan

*\$4.3M in Prioritized Drainage
Improvements*



David Rothwell – Presenter

Town of Norwood MDP

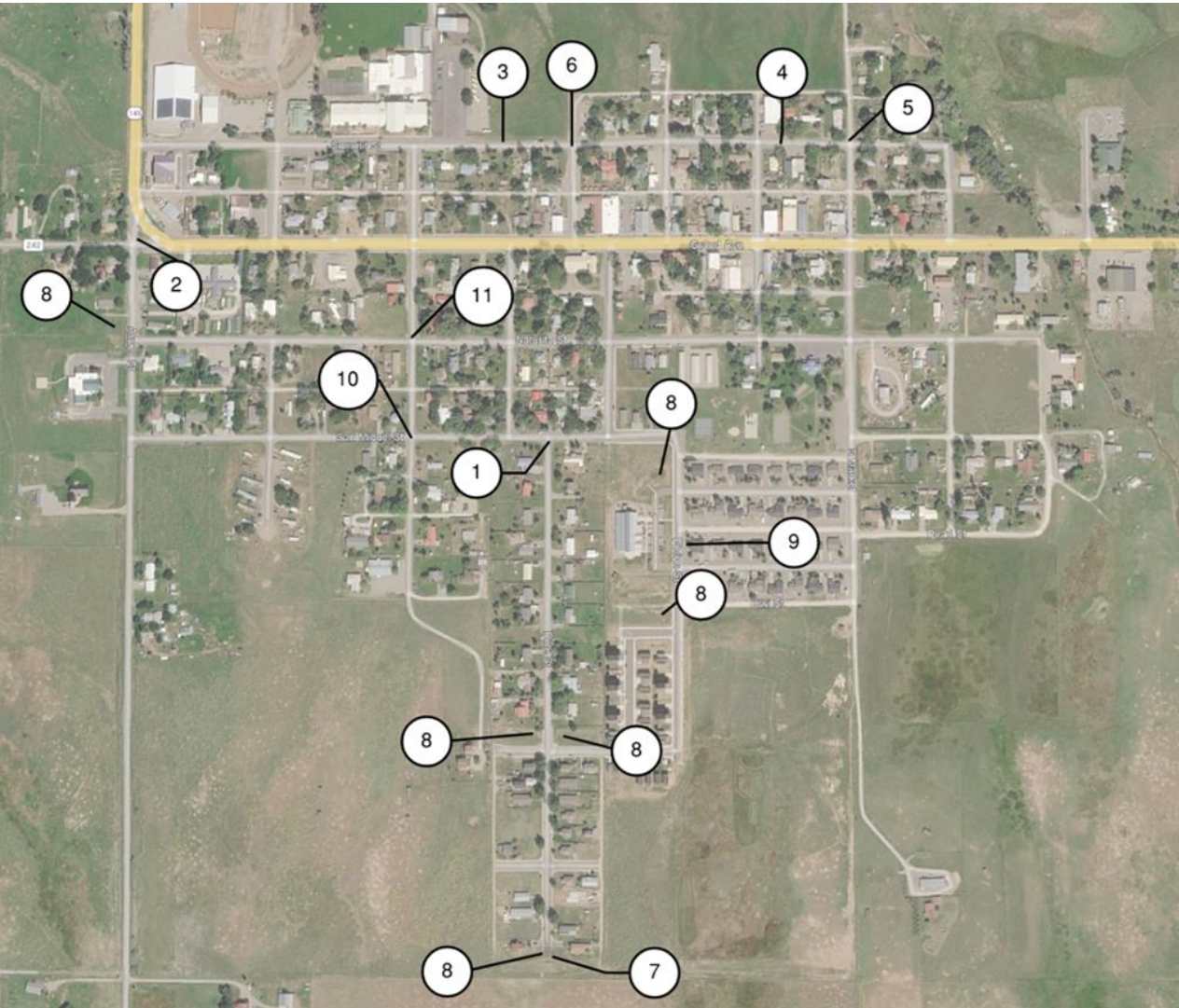
October 14, 2026



Master Drainage Plan Goals

- Inventories the Town's ditches, culverts, and storm pipe
- Evaluates capacity against design storm flows
- Documents where flooding occurs and why
- Develops improvements with planning-level costs
- Ranks projects so downstream capacity comes first
- Identifies low-cost maintenance for the near term
- Addresses co-mingled irrigation and stormwater
- Develops new drainage standards for Town
- Provides the key information grant programs require
- Supports planning and prioritization – Individual projects still need surveyed, utility coordination, and final design

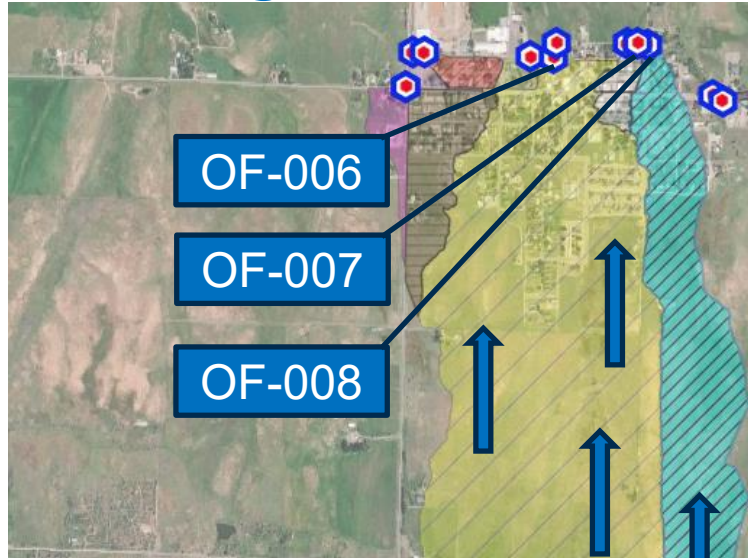
Historic Problem Areas



1. Pine & San Miguel — flooding at homes
2. Aspen & CO Z42 — inlet misses runoff
3. Summit, Cedar to Spruce — 6-in. culvert
4. Summit, Market to Lucerne — floods by Fire Dept.
5. Summit & Market — intersection ponding
6. Cedar N of Grand — pipe bottleneck, backup
7. Homestead basin — outlet control undersized
8. Detention basins — no hardened spillways
9. Pinion at San Miguel/Kiwi — ditch ponding
10. San Miguel & Spruce — culvert backup
11. Naturita & Spruce — culvert backup

Town-wide: irrigation and stormwater co-mingled and ditch improvements

Drainage Area and Subbasins



Outfall Location Descriptions

OF-001 Aspen & Z42W
 OF-002 Aspen & Z42E
 OF-003 HWY 145 & Summit
 OF-004 Summit to County Fairgrounds
 OF-005 Summit East of High School
 OF-006 Summit & Cedar
 OF-007 North of Summit
 OF-008 Market North of Summit
 OF-009 Gurley Ditch North of Grand
 OF-010 Gurley Ditch South of Grand
 OF-011-S B/W OF-007 and OF-008
 OF-012-S North and East of OF-006

Outfall	5-Year Storm Event			100-Year Storm Event		
	Existing Conditions Peak Flow	Proposed Conditions Peak Flow	Percent Increase	Existing Conditions Peak Flow	Proposed Conditions Peak Flow	Percent Increase
	(cfs)	(cfs)		(cfs)	(cfs)	
OF-001	0.9	0.9	0%	2.3	2.3	0%
OF-002	9.1	9.2	0%	25.8	25.8	0%
OF-003	1.3	1.4	5%	5.5	5.9	7%
OF-004	3.8	4.0	3%	5.8	5.8	0%
OF-005	2.7	4.6	75%	6.0	8.0	33%
OF-006	16.4	28.7	75%	39.8	66.7	68%
OF-007	2.9	0.5	-82%	9.6	1.3	-86%
OF-008	8.6	16.7	94%	18.8	23.6	26%
OF-009	0.9	0.9	0%	2.2	2.2	0%
OF-010	5.4	5.4	0%	14.2	14.2	0%
OF-011-S	0.4	0.4	0%	1.0	1.0	0%
OF-012-S	0.7	0.7	0%	2.0	2.0	0%

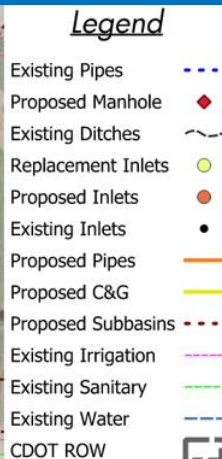
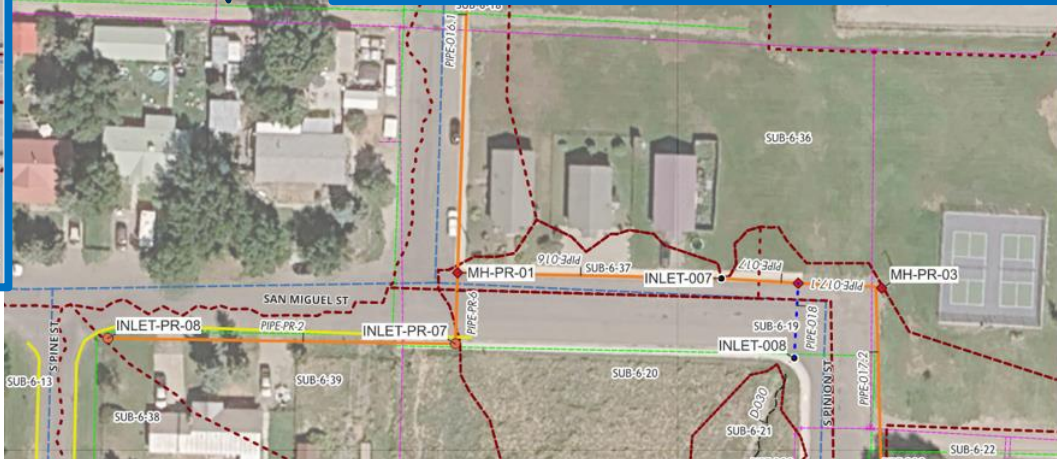
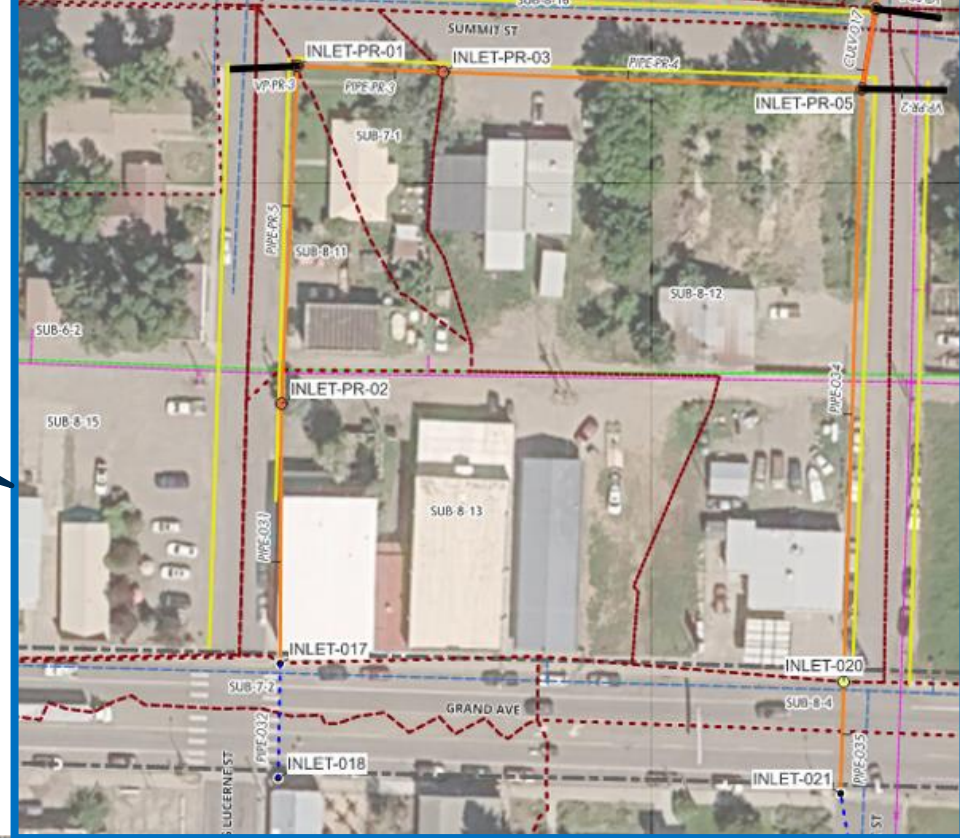
- **636 acres drain through Town — only 225 (35%) are inside Town limits**
- **The 451-acre OF-006 basin drains the Cedar & Spruce system – 71% of drainage area**
- **Lucerne and Market (OF-007 & OF-008) ~120 acres (19%)**
- **Flows rise at OF-006 and OF-008 because runoff reaches the outfalls**



Cedar
[\$525K]

Lucerne and Market
[\$1.8M]

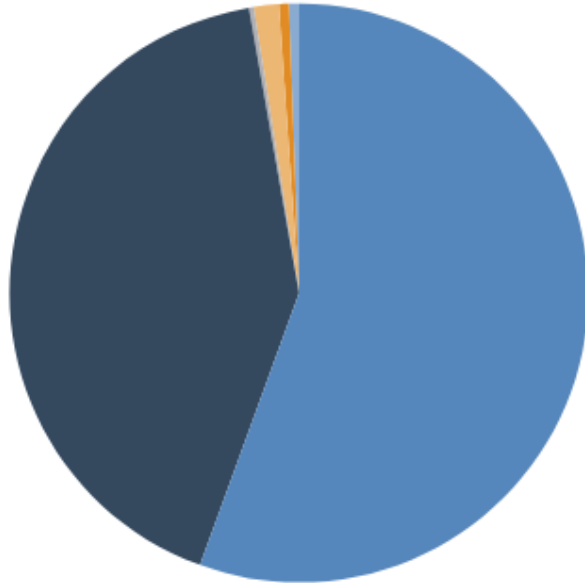
Pine and San Miguel
[\$1.2M]



Note: Town Staff completed emergency improvements along Cedar Street in Summer of 2026

Budgetary Estimate

Total Project Cost Share



- OF-002 w/ Aspen/CO Z42 - \$62,882 (1.4%)
- OF-004 w/ Summit St. at Fairgrounds - \$18,716 (0.4%)
- OF-005 w/ Summit St. B/W Spruce & Cedar - \$21,753 (0.5%)
- OF-006 w/ Cedar & Spruce Main System - \$2,418,209 (55.7%)
- OF-007 & OF-008 w/ Lucerne & Market Street - \$1,804,943 (41.6%)
- Existing Ponds - \$13,330 (0.3%)

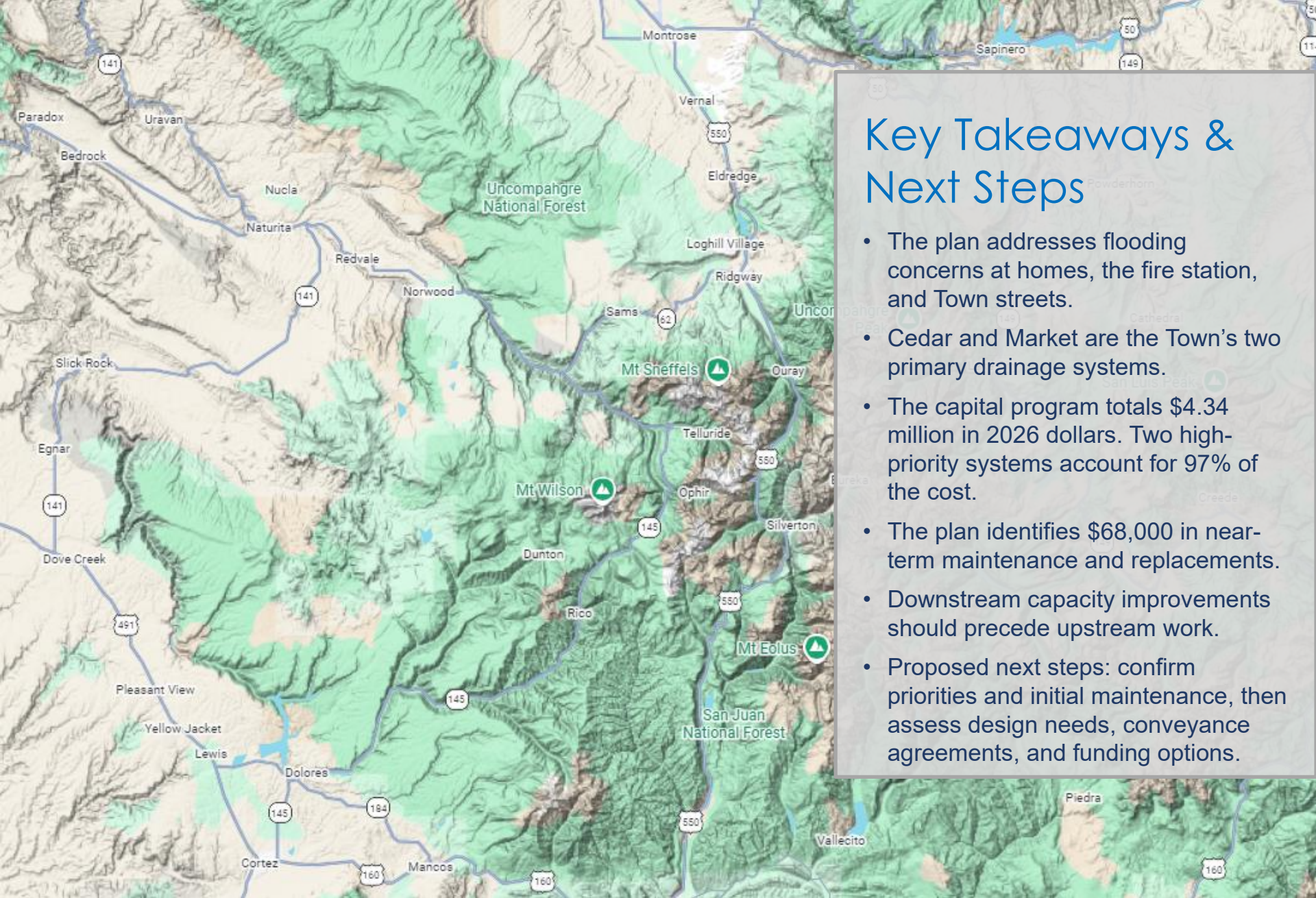
Specific Capital Improvement Projects	Cost	Priority
Aspen / CO Z42 - OF-002	\$62,882.40	MEDIUM
Summit St. @ Fairgrounds - OF-004	\$18,715.76	LOW
Summit St. BW Spruce & Cedar - OF-005	\$21,753.48	LOW
Cedar & Spruce Main System - OF-006	\$2,418,208.66	HIGH
Lucerne & Market St - OF007 & 008	\$1,804,943.00	HIGH
Detention Ponds	\$13,300	LOW
TOTAL	\$4,339,803.30	
Annual Storm Drainage Maintenance		
Initial Reactive	\$50,000.00	
Annual Preventative	\$10,000.00	
Low-Cost Replacements and Maintenance		
Pipe and Culvert Maintenance	\$6,630.00	
Inlet Maintenance	\$500.00	
Swale Maintenance	\$15,000.00	
Pipe and Culvert Replacement	\$46,000.00	
TOTAL	\$68,130.00	

\$4.3M total need (2026 dollars) — two HIGH systems are 97% of it

\$63K of medium priority improvements (Culvert Replacement)

\$50K of upfront maintenance - \$10K after functioning

\$68K of low-cost replacements, maintenance, and improvements that can start now



Key Takeaways & Next Steps

- The plan addresses flooding concerns at homes, the fire station, and Town streets.
- Cedar and Market are the Town's two primary drainage systems.
- The capital program totals \$4.34 million in 2026 dollars. Two high-priority systems account for 97% of the cost.
- The plan identifies \$68,000 in near-term maintenance and replacements.
- Downstream capacity improvements should precede upstream work.
- Proposed next steps: confirm priorities and initial maintenance, then assess design needs, conveyance agreements, and funding options.



Questions?



**EXHIBIT A
PHASE I LAND USE CODE AMENDMENTS**

Town of Norwood, Colorado

“Land Use Code Update – Draft Code Amendments – Phase I”

Prepared by KLJ Engineering — September 2026

[Attach the complete September 2026 Phase I amendment document to the executed Ordinance as Exhibit A.]

Ordinance No. ____ Series 2026

Land Use Code Update

Draft Code Amendments

Phase I

Prepared for:

Town of Norwood Board of Trustees

Norwood, Colorado – San Miguel County

Prepared by:

KLJ Engineering

September 2026

For Staff and Board Review



The following sections of the Norwood Land Use Code (Title 7 of the Norwood Town Code) are amended as follows (deletions struck through, added language underlined):

Section 1.06 Municipal Services Inside of Town Boundaries.

- (a) **Adequate Provision of Public Services.** The purpose of this section is to ensure that development occurs in a manner supported by adequate infrastructure and utility services, to promote the orderly provision of public improvements, and to establish review requirements that are proportional to the scale and potential impacts of development and reasonably related and proportionate to the infrastructure demands and impacts attributable to proposed development.
- (b) **Applicability.** The requirements of this section shall apply to all development creating new lots or dwelling units, except as otherwise provided herein. Development shall be classified into one of the following tiers for purposes of infrastructure review:
 - (1) **Tier 1: Minor Development**
 - a. Subdivision amendments, including lot splits creating no more than one additional lot;
 - b. Development creating one (1) additional dwelling unit;
 - c. Nonresidential development under 5,000 square feet; or
 - d. Similar development determined by the Town Planner or Town Administrator to have minimal infrastructure impacts based upon the anticipated demand for water, wastewater, road and access capacity, electrical service, drainage and stormwater facilities, emergency access, and other applicable infrastructure systems.
 - (2) **Tier 2: Small Development**
 - a. Subdivisions creating two to four new lots; or
 - b. Development creating two to four new dwelling units; or
 - c. Nonresidential development from 5,000 square feet to 10,000 square feet.
 - (3) **Tier 3: Major Development**
 - a. Subdivisions creating five or more lots;
 - b. Development creating five or more dwelling units;
 - c. Nonresidential development exceeding 10,000 square feet; or
 - d. Any development determined by the Town Planner or Town Administrator to have the potential for significant impacts based upon reasonably anticipated water demand, wastewater generation, traffic or roadway impacts, drainage or stormwater impacts, electrical demand, emergency access requirements and capacity demands, demonstrated infrastructure capacity limitations, or other comparable infrastructure impacts.
- (c) **Required Infrastructure.** For purposes of this section, infrastructure and utility services shall include, as applicable:
 - (1) Potable water systems;
 - (2) Wastewater collection and treatment systems;
 - (3) Public roadways and access facilities;



- (4) Electrical service;
- (5) Drainage and stormwater facilities;
- (6) Emergency access, related public-safety infrastructure, and capacity demands; and
- (7) Other infrastructure determined necessary by the Town to serve the proposed development and reasonably related to the anticipated impacts of the proposed development.
- (d) **Tier 1 Review Requirements.** Tier 1 development shall be subject to standard development review procedures. The applicant shall demonstrate that utility connections required to serve the development are available or can be provided through existing infrastructure. No Infrastructure Capacity Analysis shall be required unless information developed during review demonstrates that the proposed development may create infrastructure impacts materially greater than those ordinarily associated with Tier 1 development, in which event the Town may reclassify the application pursuant to subsection (k).
- (e) **Tier 2 Review Requirements.** Tier 2 development shall submit written verification from applicable service providers demonstrating availability of service. The application shall include:
 - (1) Confirmation of water service availability;
 - (2) Confirmation of wastewater service availability;
 - (3) Confirmation of electrical service availability;
 - (4) Identification of required roadway or access improvements, if any; and
 - (5) Identification of any known infrastructure limitations that may affect development of the property.

The Town may require additional information where existing infrastructure limitations are known or reasonably anticipated, provided that such additional information is reasonably necessary to evaluate a documented or reasonably anticipated infrastructure limitation related to the proposed development.
- (f) **Tier 3 Infrastructure Capacity Analysis.**
 - (1) Tier 3 development shall submit an Infrastructure Capacity Analysis prepared by a qualified professional or by one or more qualified professionals appropriate to the infrastructure systems being evaluated. The Town may accept or require information from applicable utility providers, public agencies, or other entities having responsibility for the affected infrastructure system. The analysis shall evaluate:
 - a. Water supply and distribution capacity;
 - b. Wastewater collection and treatment capacity;
 - c. Roadway access and circulation;
 - d. Electrical service availability;
 - e. Drainage and stormwater impacts;
 - f. Emergency access requirements and capacity demands; and
 - g. Any other infrastructure system determined by the Town to be affected by the proposed development and reasonably anticipated to be materially affected by the proposed development.
 - (2) The analysis shall:
 - a. Identify existing infrastructure available to serve the development;
 - b. Estimate anticipated demand generated by the development;
 - c. Identify infrastructure deficiencies that would prevent adequate service to the proposed development or that would be materially exacerbated by the proposed development; and



- d. Recommend improvements, phasing, or other measures necessary to address identified deficiencies and infrastructure impacts attributable to the proposed development.

(g) **Determination of Adequate Capacity.** Infrastructure capacity shall be considered adequate when:

- (1) The applicable utility provider confirms sufficient system capacity is available to serve the proposed development, or the record otherwise demonstrates adequate capacity; and
- (2) Required roadways, access facilities, and utility infrastructure are available or can be provided concurrent with development; and
- (3) The anticipated demands attributable to the proposed development will not cause available infrastructure capacity or service levels to fall below applicable adopted standards.

The Town may rely upon documentation provided by utility providers, engineers, public agencies, or other qualified professionals in making its determination.

(h) **Infrastructure Deficiencies.** If the Town determines adequate infrastructure capacity is not available to serve the proposed development, the applicant may, as a condition of development approval and subject to subsection (i), be required to:

- (1) Construct on-site or off-site infrastructure improvements necessary to provide adequate service and reasonably necessary to mitigate infrastructure impacts attributable to the proposed development;
- (2) Enter into a Development Improvements Agreement approved by the Town establishing the improvements, responsibilities, timing, construction standards, inspection requirements, security, acceptance, warranty obligations, and other terms reasonably necessary to ensure completion of required improvements;
- (3) Provide financial guarantees ensuring completion of required improvements reasonably sufficient to secure the estimated cost of those improvements, which may consist of a letter of credit, cash escrow, performance bond, or other form of security acceptable to the Town;
- (4) Phase development so that additional phases proceed only after adequate capacity becomes available or required infrastructure improvements have been completed; or
- (5) Demonstrate an alternative method of providing adequate service acceptable to the Town that provides substantially equivalent service, capacity, or mitigation.

(i) **Limitation on Required Improvements and Exactions.**

- (1) Any infrastructure improvement, dedication, payment, service, or other mitigation measure imposed as an individualized and discretionary condition of development approval shall have an essential nexus to a legitimate governmental interest and shall be reasonably related and roughly proportional, both in nature and extent, to the infrastructure impacts attributable to the proposed development.
- (2) The Town shall not require an applicant to correct an existing infrastructure deficiency except to the extent that the proposed development creates, contributes to, or materially exacerbates the deficiency.
- (3) When a required improvement will provide capacity or public benefit substantially exceeding that reasonably attributable to the proposed development, the Town shall determine the applicant's proportionate responsibility for the improvement and, where appropriate and legally authorized, provide or require an appropriate mechanism for cost allocation, reimbursement, credit, oversizing participation, or other equitable allocation of costs.
- (4) Nothing in this section shall be construed to authorize a condition, dedication, payment, improvement, or other requirement prohibited by applicable state or federal law.



- (j) **Development Phasing.** Where infrastructure improvements are necessary to serve a development, the Town may approve development in phases. Conditions may include:
- (1) Limitation on the number of lots, units, or buildings constructed within a phase;
 - (2) Completion of specified infrastructure improvements prior to issuance of building permits;
 - (3) Completion of specified infrastructure improvements prior to issuance of certificates of occupancy; or
 - (4) Verification of available system capacity prior to commencement of subsequent phases.
 - (5) Other conditions reasonably necessary to ensure that adequate infrastructure is available as each phase is developed.

Additional phases shall not proceed until all applicable conditions have been satisfied.

- (k) **Utility Provider Verification.** Where service is provided by an entity other than the Town, the applicant shall submit written documentation from the applicable provider confirming:
- (1) Availability of service;
 - (2) Available capacity;
 - (3) Any infrastructure improvements required to provide service; and
 - (4) Any conditions associated with service extension or connection.

Nothing in this section shall authorize the Town to determine the capacity of, or impose requirements on behalf of, an independent utility provider or other governmental entity beyond the Town's lawful land-use authority.

- (l) **Administration.** The Town Planner shall determine the applicable review tier. The determination shall be based upon the standards set forth in this section. If information developed during review demonstrates that a development is reasonably anticipated to have infrastructure impacts materially inconsistent with its initial classification, the Town Planner or Town Administrator may reclassify the development upon written findings identifying the applicable criteria and reasons for reclassification.

The Town may require peer review of submitted analyses where specialized engineering or utility expertise is necessary. The cost of any peer review shall be borne by the applicant, provided that such review is reasonably necessary to evaluate the application and that the cost charged to the applicant is reasonable and authorized by applicable law and the Town's adopted fee requirements.

Findings concerning infrastructure adequacy and any conditions imposed pursuant to this section shall be made by the person or body having final decision-making authority over the underlying development application. Nothing in this section shall independently transfer or modify authority otherwise assigned by this Code to the Town Planner, Town Administrator, Planning Commission, or Board of Trustees.

Any discretionary condition imposed pursuant to this section shall be supported by the record and by written findings sufficient to identify the infrastructure impact being addressed and the relationship between that impact and the condition imposed.

- (m) **Alternative Compliance.** The Town may approve alternative methods of demonstrating infrastructure adequacy when the applicant demonstrates that the alternative provides substantially equivalent information and reliability or substantially equivalent infrastructure capacity, service, or mitigation and otherwise satisfies the purposes and standards of this section.

§ 1.067 Nonconforming Provisions



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(a) Nonconforming uses and structures

- (5) Destruction.** ~~If a nonconforming structure or a structure occupied by a nonconforming use is destroyed by fire, the elements or other cause, it may not be rebuilt except to conform to the provisions of this Title. In the case of partial destruction of a structure occupied by a nonconforming use not exceeding sixty percent (60%) of its reasonable value, reconstruction may be permitted after a hearing and favorable action by the Board of Adjustment, but the size and function of the nonconforming use shall not be expanded.~~

Damage or Destruction of a Nonconforming Structure.

- a. A nonconforming structure or structure containing a nonconforming use shall be deemed destroyed when:
- (i) More than 50 percent of its floor area is destroyed; or
 - (ii) The cost to repair the damage is more than 50 percent of the actual value of the structure before the damage, as determined by the county assessor; or
 - (iii) The Town Planner determines that the property was damaged by an intentional act of the property owner or occupant.
- b. A nonconforming structure or structure containing a nonconforming use that has been damaged, but not destroyed as defined in subsection a above, may be reconstructed within the existing footprint, provided that:
- (i) All portions of the structure being restored are not on or over a property line.
 - (ii) The repairs begin with six (6) months after the date on which the structure was damaged and are completed within one (1) year of the date of the damage; and
 - (iii) The repairs comply with all applicable building and fire codes and building construction permitting procedures.

(b) Nonconforming lots.

- ~~(1) General. A single family dwelling and customary accessory buildings may be developed on a lot that has less area than the minimum required by the underlying zone district and was an official "lot of record" prior to the adoption of the Town's original Zoning Ordinance (Nov. 6, 1974), if:~~

- a. ~~— The "lot of record" is in separate ownership or contiguous to lots in the same ownership; and the proposed single family dwelling can be located on the lot so that the yard setback, height, and other dimensional requirements of the underlying zone district can be met, or a variance is obtained from said dimensional requirements pursuant to Sec. 6.16 of this Title.~~
- b. ~~— Undivided lot. If two or more lots or combinations of contiguous lots in a single ownership (including husband and wife as, in all cases, a single owner) are of record at the effective date of the adoption or amendment of this Title, regardless of time of acquisition, or all or parts of the lots do not meet the requirements established for lot width and area, the lots shall be considered an undivided parcel, and no portion shall be used or occupied which does not meet the width and area requirements of this Title.~~

- ~~(2) Lot Reduction.~~



- ~~a. No lot or interest therein shall be transferred, conveyed, sold or subdivided so as to create a new nonconforming lot, to avoid, circumvent or subvert any provision of this Title, or to leave remaining any lot in violation of the dimensional requirements of this Title.~~
- ~~b. No lot or portion of a lot required as a building site under this Title shall be used as a portion of a lot required as a site for another structure.~~
- ~~c. No building permit shall be issued for any lot or parcel of land which has been conveyed, sold, or subdivided in violation of this subsection. Any transferee who acquires a lot in violation of this subsection without knowledge of such violation, and any subsequent transferee, shall have the right pursuant to Colorado law to rescind and/or receive damages from any transferor who violates the provisions of this paragraph.~~

(1) Continued Use

- a. Unless otherwise prohibited by other provisions of this Code, a legally created lot that is nonconforming as to size, width, configuration, or other factors may continue to be used for any purpose permitted in the zoning district in which it is located, and nonconforming uses or structures on the property may continue in use, subject to Sec. 1.07(a), notwithstanding its nonconforming status.

(2) Change of Use

- a. The use of a nonconforming lot may be changed to any use permitted in the zoning district in which it is located, unless the Town Planner determines that the proposed use creates a threat to public or safety due to the nonconforming features of the lot.

(3) Development or Redevelopment

- a. A new structure may be developed on a nonconforming lot, or an existing structure on a nonconforming lot may be altered, expanded, or redeveloped, provided that the resulting structure and the use of that structure complies with all applicable provisions of this Code.

(4) Lot Merger

- a. A nonconforming lot may become conforming through a merger with an abutting lot in common ownership provided that the resulting merged lot conforms with all lot dimensional requirements of this Code. Any merger of nonconforming lots to create a conforming lot or a less nonconforming lot shall comply with C.R.S. 30-28-139.

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§ 1.078 Enforcement and Penalties

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§ 1.089 Fees

- (a) Fees for the processing of land use applications for proposed developments shall be set by ordinance of the Board of Trustees commensurate with the level of service. ~~Such fees may include all costs occasioned to the Town.~~ Such fees may include all costs reasonably incurred by the Town as a result of the application or action, including publication of notices, public hearing and review costs, planning,



engineering, legal and other professional review costs. The adopted fee schedule can be found on the Town website or by contacting the Town Clerk.

- (b) No person or entity owing money to the Town, in any amount or for any purpose, including delinquent taxes certified by the County Treasurer or any land use application fees, may be granted any development permit or any other development approval and the Town and any of its boards, commissions, departments, officers or agents will take no action on a zoning development permit or other land use application until all monies owed the Town by an applicant are paid. This provision shall not prohibit the Town or any of its designees from conducting a pre-application conference or determining application completeness.

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§1.0910 Severability

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§1.1011 Void Permits

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§ 1.11 General Waiver Authority

~~The Board of Trustees may on its own motion, or upon request of an applicant, a reviewing body, or the Planner, and after prior public notice and hearing, waive any substantive or procedural requirement of this Title as applied to a specific application.~~

- ~~(a) — A waiver request may be approved only if the Board of Trustees finds that the waiver:~~
- ~~(1) Will substantially promote the public health, safety of welfare; and~~
 - ~~(2) Is consistent with the goals and objectives of the Norwood Major Streets Plan and Future Land Use Plan and the purposes of the Land Use Code; and~~
 - ~~(3) Will not cause substantial injury or harm to adjoining property owners and residents of the neighborhood which may be affected by the waiver; and~~
 - ~~(4) Is justified because compliance with a requirement would cause undue hardship to the applicant and serve no useful public purpose.~~
- ~~(b) — The waiver request has been reviewed by the Planner and the Planning and Zoning Commission, and a recommendation thereon has been provided.~~
- ~~(c) — A waiver shall be approved by resolution and only upon an affirmative vote of an extraordinary majority of the Board of Trustees (i.e., four (4) Trustees), except that in the event of disqualification of one (1) or more Trustees from acting on the request, the number of votes necessary to grant the waiver shall be reduced by the same number.~~
- ~~(d) — Procedures~~
- ~~(1) Review by Planning and Zoning Commission. A public hearing is required. The Planning and Zoning Commission shall hold a public hearing on any waiver prior to making its recommendation to the~~



~~Board of Trustees. The Town Clerk shall cause notice of the public hearing of the Planning and Zoning Commission to be given by one publication in a newspaper of general circulation in the Town of Norwood without the necessity of notifying property owners by mail. Such notice shall state the time and place of such hearing and the nature of the subject to be considered, which time shall not be earlier than fifteen (15) days from the date of publication.~~

~~(2) Action by Board of Trustees. A public hearing shall be held by the governing body before deciding whether or not to waive a provision of the Land Use Code. The Town Clerk shall cause notice of the public hearing of the Board of Trustees to be given by publication in a newspaper of general circulation in the Town of Norwood without the necessity of notifying property owners by mail. Such notice shall state the time and place of such hearing and the nature of the waiver to be considered, which time shall not be earlier than fifteen (15) days from the date of publication.~~

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Section 2.02 Definitions

Words defined in this section shall be given the meanings set forth here. All other words shall be given their common, ordinary meanings, as the context may reasonably suggest. In case of dispute over the meaning of a term not defined here or over the application of a definition set forth here, the Town Planner shall give a written interpretation in accordance with Chapter 2.03.

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~~**Alley House:** A separate dwelling unit located on a lot which includes a single family dwelling unit or double wide manufactured/mobile home. The alley house is accessory to the primary residential use on the property.~~

Accessory Dwelling Unit: An internal, attached, or detached dwelling unit that:

1. Provides complete independent living facilities for one or more individuals;
2. Is located on the same lot as a proposed or existing primary single-household dwelling, two-household dwelling, or duplex; and
3. Includes facilities for living, sleeping, cooking, and sanitation

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Affordable Housing: Housing which meets the affordability thresholds set forth in C.R.S. 29-32-101, using local area median income (AMI). AMI is calculated by household size using demographic data from within San Miguel County and is established and periodically changed by the San Miguel County Housing Authority. A unit reaches the affordability threshold as follows:

1. Rental housing at or below sixty percent (60%) AMI; or
2. For-sale housing at or below one hundred percent (100%) AMI; and
3. Which costs the household less than thirty percent (30%) of its monthly income.

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Dwelling unit: A structure or portion of a structure, other than a mobile home, that is designed, occupied or



intended to be occupied as living quarters and includes facilities for cooking, sleeping and sanitation, including units constructed on-site and units all or part of which are constructed in an off-site facility and then transported to and assembled into completed dwelling units on-site.

Duplex dwelling, Duplex: The use of a lot for two dwelling units, other than mobile homes, within a single building and under on a single rooflot with two independent dwelling units under one roof, each of which is occupied by one household. The units may be located side-by-side, in front and behind, or above and below each other.

Dwelling, Manufactured Home: A single-household dwelling unit that is:

1. Partially or entirely manufactured in a factory;
2. Built on a permanent chassis;
3. Designed to be used as a dwelling unit;
4. Certified to be in compliance with the National Manufactured Housing Construction and Safety Standards Act of 1974, 42 USC 5401 et seq., as amended;
5. Built to withstand typical Colorado snow loads and wind shear factors; and
6. Installed on a permanent foundation.

Article 1 The term includes a tiny home dwelling that meets the definition in this Code. The term does not include travel trailers, camper trailers, campers or self-contained motor homes or camper buses.

Dwelling, Modular: A dwelling unit that is manufactured in a factory, and is then assembled into a complete dwelling unit on site, provided that the assembled dwelling unit is installed on an engineered permanent foundation, is either:

1. Certified pursuant to the National Manufactured Housing Construction and Safety Standards Act of 1974, 42 USC 5401 et seq., as amended and is built for the Colorado climate and snow loads pursuant to Department of Housing and Urban Development standards established under the provisions of 42 USC 5401 et seq.; or
2. Complies with the town/city's applicable building code.

Article 2 The term does not include travel trailers, camper trailers, campers, self-contained motor homes, or camper buses.

Dwelling, Multi-Household: One or more buildings or portion of buildings on a single lot that contains three or more individual dwelling units, where each unit is occupied by one household living independently of each other and maintaining separate cooking facilities and where each unit has an individual entrance to the outdoors or to a common hallway. This use includes facilities that provide independent living services but that are not required to be licensed by the state of Colorado.

Dwelling, Single-Household Attached: Two or more attached single-unit dwellings attached side by side under one roof that share a common vertical side or rear wall reaching from the building foundation to the roof structure, each of which is located on its own separate lot.

~~Single family d~~ **Dwelling, Single-Household Detached:** The use of a lot for one dwelling unit that has no physical connection to a building located on any other lot.

~~Multi family dwelling:~~ The use of a lot for three or more dwelling units within a single building.



Dwelling, Tiny Home: A type of single-household dwelling or accessory dwelling unit that:

1. Is permanently constructed on a vehicle chassis;
2. Is designed for long-term residency;
3. Includes electrical, mechanical, or plumbing services that are fabricated, formed, or assembled at a location other than the site of the completed home;
4. Is not self-propelled;
5. Has a square footage of not more than 400 square feet;
6. Is constructed to the International Residential Code as adopted by the Building Codes and Standards program of the Colorado Division of Housing; and
7. Has affixed to it a metal plate insignia certifying that it is built to those standards.

Tiny Home does not include:

1. A Manufactured Home;
2. A Recreational Park Trailer as defined by applicable Colorado law;
3. A Recreational Vehicle as defined by applicable Colorado law;
4. A semitrailer as defined by applicable Colorado law; or
5. An intermodal shipping container.

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~~Family:~~ ~~Two or more persons related by blood or marriage, or between whom there is a legally recognized relationship, or not more than 5 unrelated persons occupying the same dwelling unit.~~

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Household

1. Any of the following:
 - a. A single person occupying a dwelling unit;
 - b. Any number of people occupying a dwelling unit as a single housekeeping unit; or
 - c. Any group of persons whose right to live together under conditions similar to other types of households of the same size is protected by the provisions of the federal Fair Housing Amendments Act of 1988, as defined in that Act and interpreted by the courts, or by any similar legislation of the State of Colorado.
2. The number of persons occupying each dwelling unit described above shall not exceed the maximum permitted by the applicable building code or safety code or by any applicable state or federal law or regulation.

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Lot Coverage: That portion of a lot that is covered by buildings, measured from where the exterior wall meets the foundation, excluding open decks, roof projections (extending less than three feet (3') from the exterior wall), stoops, sidewalks, pathways, patios and driveways. Portions of the building that project beyond the foundation wall and are covered with an impervious membrane (roof covering) such as bays, bay windows, porches, decks and basement spaces, shall be included in the site coverage calculations. Basements that are contained within the



footprint of the first story shall not be counted towards site coverage. ~~When an accessory dwelling unit (ADU) alley house is constructed on a lot, up to 250 square feet of lot coverage shall be excluded from lot coverage computations, provided that the structure is constructed in rear yards only.~~

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§ 3.05 Use Regulations

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- (c) **Schedule of use regulations.** The following Use Regulations Schedule summarizes the use regulations of the districts. In the event of any conflict between the Use Regulations Schedule and the text of the zoning district regulations, the text shall control. Uses that were established prior to the adoption of this chapter or its predecessors, but that are now inconsistent with the requirements of this chapter, shall be permitted if such uses meet the requirements of Sec. 1.07 for a valid nonconforming use. The Use Regulations Schedule shall be interpreted as follows.

...

SCHEDULE OF USE REGULATIONS

Article 1	Use Type	Article 2 Zoning District						
		Article 1	Article H	Article 1	Article	Article	Article D	
Article 10	Residential uses							
Article 11	Single-family household dwelling	Article	Article	Article	Article	Article	Article	Article
Article 19	Medium Density Residential (19)	Article	Article	Article	Article	Article	Article	Article
Article 27	Cottage Dwelling Units (17)	Article	Article	Article	Article	Article	Article	Article
Article 35	Double-wide manufactured/ mobile home (12)	Article	Article	Article	Article	Article	Article	Article
Article 43	Duplex dwelling	Article	Article	Article	Article	Article	Article	Article
Article 51	Multi-family household dwelling (See Note 1)	Article	Article	Article	Article	Article	Article	Article
Article 59	Mobile home park (6)	Article	Article	Article	Article	Article	Article	Article
Article 67	Mobile home subdivision (6)	Article	Article	Article	Article	Article	Article	Article
Article 75	Residential Use, Growing, Cultivating and Processing of Marijuana, subject to all requirements of Chapter 7, Title 7	Article	Article	Article	Article	Article	Article	Article
Article 83	Accessory and temporary uses							
Article 84	Accessory use or structure (1)	Article	Article	Article	Article	Article	Article	Article
Article 92	Accessory dwelling unit (14)	Article	Article	Article	Article (14)	Article	Article	Article
Article 100	Alley house (14)	Article	Article	Article	Article	Article	Article	Article



Article 1	Use Type	Article 2 Zoning District					
		Article 1	Article H	Article 1	Article	Article	Article D
Article 108	Asphalt or concrete batch plant, temporary (3)	Article	Article	Article	Article	Article	Article
Article 116	Building material yard/construction office, temporary	Article	Article	Article	Article	Article	Article
Article 124	Caretaker or guard residence	Article	Article	Article	Article	Article	Article
Article 132	Field office, temporary	Article	Article	Article	Article	Article	Article
Article 140	Home occupation (5)	Article	Article	Article	Article	Article	Article
Article 148	Off-street parking, accessory	Article	Article	Article	Article	Article	Article
Article 156	Sales trailer, temporary (7)	Article	Article	Article	Article	Article	Article
Article 164	<u>Short-Term Rental, subject to § 6.04(b)</u>	Article	Article	Article	Article	Article	Article
Article 172	Stable, private (8)	Article	Article	Article	Article	Article	Article
Article 180	...						

- (d) **Special use conditions.** The following conditions apply to the listed uses when referenced in the use regulations of a particular zoning district, Sec. 3.07 through Sec. 3.13, whether listed as the use is permitted or conditional.

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~~(14) Alley House, Accessory. An accessory alley house may be permitted as an accessory use to a conforming single family dwelling including a double wide manufactured/mobile home, subject to the following conditions:~~

- ~~a. The alley house may contain up to 500 square feet or 50% of the finished and heated square footage of an otherwise conforming single family dwelling or double wide manufactured/mobile home (excluding garage space) whichever is less;~~
- ~~b. One (1) additional off-street parking space with access to and from an alley shall be provided for the alley house, in addition to off-street parking otherwise required in Sec. 5.02 (d);~~
- ~~c. The alley house may be attached or detached to an otherwise conforming single family dwelling unit or a double wide manufactured/mobile home, a garage or other accessory building, subject to compliance with applicable setbacks and maximum lot coverage requirements;~~
- ~~d. All applicable water and sewer fees shall be paid for the accessory alley house as required for any residence or dwelling unit; and~~
- ~~e. The alley house shall not be sold separately.~~

(14) Accessory Dwelling Unit (ADU). An accessory dwelling unit (ADU) is allowed only in conjunction with a single-household detached dwelling, a single-household attached dwelling, or a duplex dwelling. A Zoning Development Permit is required for any ADU and an ADU must demonstrate compliance with the following:

- a. General Standards



- (i) Any restrictions in PUD ordinance regarding accessory dwelling units that are more restrictive than the Code shall not be enforced.
 - (ii) ADUs are not allowed in conjunction with cottage court dwellings.
 - (iii) ADUs shall not be included in density calculations.
- b. Maximum Number of ADUs
 - (i) Only one ADU is permitted on each lot or parcel containing a single-household detached dwelling, single-household attached dwelling, or duplex dwelling use.
- c. Site Layout
 - (i) The design and location of the ADU shall be clearly subordinate to the principal structure and may not be located in front of the principal structure.
 - (ii) The ADU shall conform to all minimum side setback dimensional standards applicable to accessory structures in the zoning district, or applicable to the principal single-household dwelling on the lot, whichever is less restrictive.
 - (iii) The ADU shall conform to all minimum rear setback dimensional standards applicable to the principal single-household dwelling on the lot or shall have a minimum rear setback of five (5) feet, whichever is greater.
 - (iv) Off-street parking per Sec. 5.02(d) is not required for the addition of an ADU.
- d. Structure Requirements
 - (i) The ADU shall not exceed 50% of the square footage of the principal structure, except as permitted below:
 - 1. Where the principal structure is less than 1,500 square feet, the ADU may be up to a maximum of 750 square feet, but in no case shall exceed the square footage of the principal structure.
- e. The ADU shall be served by facilities for potable water supply, sewage disposal, solid waste disposal, electrical supply, and fire protection meeting the requirements of applicable building codes and the standards of the utility service provider.

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§ 3.06 Area Regulations

- (a) **Schedule of residential area regulations.** The following Residential Area Regulations Schedule summarizes the regulations of this Chapter with regard to minimum lot size, minimum yard setbacks, maximum lot coverage, minimum floor area per dwelling unit and maximum building height of residential uses in the various zoning districts. The standards shown in the following schedule may be modified by additional provisions contained in this section or in the individual district regulations. In the event of any conflict between the text of this Chapter and the Schedule of Residential Area Regulations, the text shall control.

RESIDENTIAL AREA REGULATIONS

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Article 181	Development Standard	Article 182	Zoning District
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	Article	Article	Article	Article	Article	Article	Article
	-1	H	-1		UD	D	
Article 190 ~~Alley House~~ (on same lot as a single family dwelling or double wide unit)							
Article 191 Accessory Dwelling Unit (ADU)							
Article 192							
Article 193 Min. Lot Area/unit (sq ft) ¹	Article	Article	Article	Article	Article	Article	Article
		500					20
Article 201 Min. Lot Width (ft.) ¹	Article	Article	Article	Article	Article	Article	Article
		-					20
Article 209 Min. Front Yard Setback (ft.)	Article	Article	Article	Article	Article	Article	Article
		5					21
Article 217 Min. Side Yard Setback (ft.) ²	Article	Article	Article	Article	Article	Article	Article
		0					22
Article 225 Min. Rear Yard Setback (ft.) ²	Article	Article	Article	Article	Article	Article	Article
		- 10					23
Article 233 Max. Lot Cover (%)	Article	Article	Article	Article	Article	Article	Article
		0 up to 5000 sq. ft. 40% ³					24
Article 242 Min. Common Open Space (%)	Article	Article	Article	Article	Article	Article	Article
							24
Article 250 Max. Height (ft.)	Article	Article	Article	Article	Article	Article	Article
		8-20					25

1. Lot requirements do not apply to an ADU. Lot requirements for a single-household or duplex dwelling apply to the lot as a whole.

2. ADUs are subject to the principal building front and side setback requirements in the underlying zone district. ADUs are subject to the rear setback requirement for accessory buildings. If the ADU is attached or internal to the principal building, the portion of the structure containing the principal dwelling unit must maintain the rear setback for principal buildings.

3. Lot coverage is applicable to the lot as a whole.

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§ 3.08 R-1, Residential District

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(b) **Permitted uses.** The following uses shall be permitted in the R-1, Residential District, subject to compliance with any applicable conditions and all other provisions of this chapter.

Accessory Dwelling Unit (ADU), subject to Sec. 3.05(d)(14)

Accessory use or structure, subject to Sec. 3.05(d)(1)



Bed and breakfast
Church or place of worship
Day care home
Double-wide manufactured/ mobile home, subject to Sec. 3.05(d)(12)
Duplex dwelling
Essential services
Fire station
Group home
Home occupation, subject to Sec. 3.05(d)(5)
Park
School, elementary or secondary
Short-Term Rental, subject to Sec. 6.04(b)
Single-family household dwelling
Water treatment, storage or pump station

- (c) **Conditional Uses.** The following uses shall be permitted in the R-1, Residential District only upon approval of a Conditional use permit by the Board of Trustees in accordance with the procedures and standards of Sec. 6.10.

~~Alley house, accessory, subject to Sec. 3.05 (d)(14)~~
Antique shop
Boarding or rooming house
Community center, subject to Sec. 3.05 (d) (18)
Cottage Housing Development
Custom personal services
Day camp for children
Day care center
Electrical substation, high-voltage
Gas line and regulating station
Heliport
Hospital or clinic
Medium Density, subject to Sec. 3.05 (d)(19) and 3.06(a)
Multi-family household dwelling
Nursing home

...

- (e) **Minimum lot area per dwelling unit.** The minimum lot area per dwelling unit in the R-1, Residential District shall be as follows, subject to Sec. 3.06(c):

- (1) Seventy-five hundred (7,500) square feet per single-family household dwelling unit or five thousand (5,000) square feet per single-family household dwelling for lots created prior to adoption of Ordinance #256 on 12-03-86, and
- (2) Five thousand (5,000) square feet per duplex dwelling unit, and
- (3) Two Thousand eight hundred (2,800) square feet per multi-family household dwelling unit.



(4) Two thousand five hundred (2,500) square feet per Cottage Housing Unit.

~~(5) Alley House: Seven thousand five hundred (7,500 square feet) for a combination single family dwelling unit and alley house, provided that an alley house is constructed after or concurrently with a single family dwelling unit on the same lot.~~

...

(i) **Minimum rear yard setback.** The minimum rear yard setbacks in the R-1 Residential District shall be as follows, subject to Sec. 3.06(h):

(1) none (0') for single ~~family household~~ dwellings, duplex dwellings, ~~alley houses,~~ accessory dwelling units (ADUs), non-residential and mixed uses when the rear yard is adjacent to an alley, and

(2) ten feet (10') for multi-~~family household~~ dwellings, ~~Alley houses~~ accessory dwelling units (ADUs) and for all uses when the rear yard is not adjacent to an alley.

(3) For Cottage Housing Developments, the setback shall be an average of ten (10) feet but no less than five (5) feet.

(j) **Maximum lot coverage.** The maximum lot coverage in the R-1, Residential District shall be forty (40%) percent for single family and Cottage Housing Development uses and twenty-five percent (25%) for all other uses, subject to Sec. 3.06(i). The maximum lot coverage shall be fifty percent (50%) or five thousand (5,000) square feet, whichever is less, for a single ~~family household~~ dwelling unit combined with an ~~Alley house, provided that an alley house is constructed after or concurrently with a single family dwelling unit on the same lot.~~ an accessory dwelling unit (ADU).

(k) **Maximum height.** The maximum height of buildings and structures in the R-1, Residential District shall be 25' for the primary use and ~~eighteen (18) feet~~ 20 feet for accessory uses, Cottage Dwelling Units and ~~Alley houses~~ accessory dwelling units (ADUs) and all uses, subject to Sec. 3.06(j).

(l) **Minimum floor area per unit.** The minimum floor area in the R-1, Residential District shall be as follows, subject to Sec. 3.06(e):

(1) ~~eight hundred (800)~~ square feet for single ~~family household~~ dwelling units,

(2) ~~five hundred (500)~~ square feet for duplex dwelling units and Cottage Dwelling units.

(3) ~~three hundred fifty (350)~~ square feet for multi-~~family household~~ dwelling units and ~~Alley houses~~.

...

3.14 Medium Density Residential District

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(b) **Permitted uses.** The following uses shall be permitted in the MD, Medium Density Residential District, subject to compliance with any applicable conditions and all other provisions of this Chapter.



Accessory use or structure, subject to Sec. 3.05(d) (1)
Day care home
Double-wide manufactured/ mobile home, subject to Sec. 3.05(d) (12)
Duplex dwelling
Group home
Home occupation, subject to Sec. 3.05(d) (5)
Park
School, elementary or secondary
Single-family household dwelling
Short-Term Rental, subject to Sec. 6.04(b)

...

(e) **Minimum lot area per dwelling.** The minimum lot area per dwelling unit in the MD, Medium Density Residential District shall be as follows, subject to Sec. 3.06(c):

- (1) ~~Thirty-five hundred (3,500)~~ square feet per single-family household unit, and
- (2) ~~Thirty-five hundred (3,500)~~ square feet per duplex dwelling unit, and
- (3) ~~Two thousand five hundred (2,500)~~ square feet multi-family household dwelling unit.
- (4) ~~Two thousand five hundred (2,500)~~ square feet per Cottage Housing Unit.

(f) **Minimum lot width.** The minimum lot width in the MD, Medium Density Residential District shall be as follows, subject to Sec. 3.06(d):

- (1) ~~forty feet (40')~~ for single-family household dwellings, and
- (2) ~~sixty feet (60')~~ for duplex or multi-family household dwellings.

(g) **Minimum front yard setback.** The minimum front yard setbacks for all uses in the MD, Medium Density Residential District shall be ~~fifteen feet (15')~~, subject to Sec. 3.06(f).

(h) **Minimum side yard setback.** The minimum side yard setbacks for all uses in the MD, Medium Density Residential District shall be an average of ~~ten (10)~~ feet but no less than five ~~(5)~~ feet, subject to Sec. 3.06(g).

(i) **Minimum rear yard setback.** The minimum rear yard setbacks in the MD, Medium Density Residential District shall be as follows, subject to Sec. 3.06(h):

- (1) ~~none (0')~~ for single-family household dwellings, duplex dwellings, non-residential and mixed uses when the rear yard is adjacent to an alley, and
- (2) ~~ten feet (10')~~ for multi-family household dwellings and for all uses when the rear yard is not adjacent to an alley.
- (3) For Cottage Housing Developments, the setback shall be an average of ~~ten (10)~~ feet but no less



than five ~~(5)~~ feet.

- (j) **Maximum lot coverage.** The maximum lot coverage in the MD, Medium Density Residential District shall be ~~forty-five (45%) percent~~ for single family household and Cottage Housing Development uses and ~~forty percent (40%)~~ for all other uses, subject to Sec. 3.06(i).
- (k) **Maximum height.** The maximum height of buildings and structures in the MD, Medium Density Residential District shall be ~~thirty feet (30')~~ for all uses, subject to Sec. 3.06(j). Cottage Dwelling Units shall not exceed ~~eighteen (18')~~ feet.
- (l) **Minimum floor area per unit.** The minimum floor area in the MD, Medium Density Residential District shall be as follows, subject to Sec. 3.06(e):
 - a. ~~eight hundred (800)~~ square feet for single family household dwelling units
 - b. ~~five hundred (500)~~ square feet for duplex dwelling units, and Cottage Dwelling units.

...

Chapter 6 Administration and Procedures

Division 1. General Procedures

Section 6.01 Duties of Review and Decision-Making Bodies

(a) Planning and Zoning Commission

(1) Membership and Term

a. Appointment

- (i) The commission shall consist of five at-large regular members and may include two alternates. All members shall be qualified electors of the Town appointed by the mayor and ratified by a majority vote of the Board of Trustees.
- (ii) In addition to the members described in subsection (1), the following ex-officio members shall be part of the commission:
 - 1. One member from the Board of Trustees, which shall be the Mayor or his/her designee;
 - 2. The Town Fire Marshal; and
 - 3. Up to two non-resident members, who must be a resident of Wright's Mesa.
- (iii) Alternate members may not vote, except in the absence of a regular member; and the ex-officio members may not ever vote. All regular members, alternate members and ex-officio members may participate in all discussions.
- (iv) Regular members, alternates, and non-resident ex-officio members of the Commission shall be appointed by the Mayor and all appointments shall be subject to ratification by the Board of Trustees in accordance with established procedures.

b. Qualifications



- (i) All members of such commission shall be bona fide residents of the municipality and, if any member ceases to reside in such municipality, their membership on the commission shall automatically terminate.
- (ii) No appointed members of the Planning and Zoning Commission shall hold any other municipal office; except that one such appointed member may be a member of the zoning Board of Adjustment or appeals.
- (iii) Members of the Planning and Zoning Commission shall have a genuine interest in the planning and zoning of the Town, an ability to work with the public, and time to devote to this service

c. Term of Office

- (i) Except as stated below, the term of regular, alternate, and ex-officio members shall be for four years.
 - 1. The term of office of the ex-officio member from the Board of Trustees and the ex-officio member who is the Fire Marshal shall coincide with their other respective and relevant positions.
- (ii) Regular members shall serve staggered four-year terms. Two regular member terms shall expire and be filled effective February 1 of even-numbered years, and three regular member terms shall expire and be filled effective February 1 of odd-numbered years.
- (iii) Alternates shall serve the same term of office as regular members; one member shall be appointed beginning February 1 of even-numbered years and one member beginning February 1 of odd-numbered years.

d. Removal from Office. Any member other than a member appointed to represent the Board of Trustees may be removed for cause (inefficiency, neglect of duty, malfeasance in office, conflict of interest, or repeated failure to attend required meetings) by the Mayor or Board of Trustees, upon submission of written statement of reasons for such removal and after a public hearing.

e. Vacancy. Vacancies occurring otherwise than through the expiration of term shall be filled for the remainder of the unexpired term by the mayor in the case of members selected or appointed by the mayor, and by the Board of Trustees in the case of the member appointed by it.

f. Compensation. The members of the Planning and Zoning Commission shall serve without compensation.

(2) Powers and Duties

- a. Development of Comprehensive Plan.** The Planning and Zoning Commission is responsible for the development and adoption of the comprehensive plan and any amendments to that plan, subject to approval by the Board of Trustees, pursuant to with C.R.S. 31-23-206 and 207, which refers to such plan as a master plan.
- b. Administration of the Land Use Code.** The Planning and Zoning Commission is responsible for recommending the boundaries of the various zoning districts and appropriating regulations to be enforced therein under this Title or the laws of the State of Colorado to the Board of Trustees and to recommend approval or denial of zoning changes and regulations under this chapter.



- c. **Decisions on Applications Under this Code.** The Board of Trustees hereby delegates to the Planning and Zoning Commission the authority to make those decisions related to the administration of this Code shown in Table 6.02-1 pursuant to standards and criteria included in this Code.
- d. **Advisory Review Body on Applications Under this Code.** The Board of Trustees hereby delegates to the Planning and Zoning Commission the authority to review, make recommendations, and/or decide, related to the administration of this Code shown in Table 6.02-1 pursuant to standards and criteria included in this Code.
- e. **Additional Statutory Powers.** The Planning and Zoning Commission may exercise those additional powers described in C.R.S. Title 31, Article 23.

(3) Public Meetings

- a. The Planning and Zoning Commission shall hold at least one regularly scheduled public meeting each month to take official action on matters before the commission. All meetings shall be public and shall be noticed in compliance with the requirements for public notice set forth in this Code.
- b. Three members of the Planning and Zoning Commission shall constitute a quorum necessary for official action.

(4) Rules of Procedure

- a. At the first scheduled Commission meeting in September of each year, or as soon thereafter as practicable, the first item of business shall be the selection its chairperson and vice-chairperson from among the non ex officio members.
 - (i) The chairperson shall preside over meetings. In the event a question over procedures arises, Robert's Rules of Order shall prevail.
 - (ii) The vice-chairperson shall assist the chairperson in directing the affairs of the Planning and Zoning Commission. In the absence of the chairperson, the vice-chairperson shall assume the duties of the chairperson.
- b. The recording of minutes of all Commission meetings shall be the responsibility of the Town staff.
- c. The Planning and Zoning Commission shall adopt rules and procedures consistent with the requirements of C.R.S. 31-23-208, 31-23-215 and other applicable Colorado state law.

(b) Board of Adjustment

(1) Membership and Term

a. Appointment

- (i) The Board of Adjustment shall consist of five regular members, including one member of the Planning and Zoning Commission or Board of Trustees, and may include two alternate members. appointed by the Mayor, subject to ratification by a majority of the Board of Trustees.

b. Qualifications

- (i) All members of such commission shall be bona fide residents of the municipality and, if any member ceases to reside in such municipality, their membership on the commission shall automatically terminate.

c. Term of Office



- (i) The term of office of members of the Board shall be for four years.
 - (ii) Regular members shall serve staggered four-year terms. Two regular member terms shall expire and be filled effective February 1 of even-numbered years, and three regular member terms shall expire and be filled effective February 1 of odd-numbered years.
 - (iii) Alternates shall serve the same term of office as regular members; one member shall be appointed beginning February 1 of even-numbered years and one member beginning February 1 of odd-numbered years.
- d. **Removal from Office.** Any member of the Board of Adjustment may be removed for cause (inefficiency, neglect of duty, malfeasance in office, conflict of interest, or repeated failure to attend required meetings) by the Mayor or Board of Trustees, upon submission of written statement of reasons for such removal and after a public hearing.
- e. **Vacancy.** Whenever a vacancy occurs on the Board of Adjustment, the position shall remain vacant until a new member or associate member can be appointed by the Board of Trustees. The vacancy shall be filled for the unexpired term in the same manner as the original appointment.
- f. **Compensation.** The members of the Board of Adjustment shall serve without compensation.

(2) Powers and Duties

- a. **Variance.** To permit variance or modifications of the height, yard setback, area, coverage and parking regulations, pursuant to Sec. 6.15.
- b. **Appeal of Administrative Decision or Interpretation.** To hear and decide appeals where it is alleged there is error in any order, requirement, decision or determination made by an administrative official of the Town in the enforcement of this Title, pursuant to Sec. 6.07.
 - (i) Appeal to the Board of Adjustment shall not be allowed for building use violations that may be prosecuted by the court pursuant to C.R.S. 30-28-124(1)(b).
- c. **Additional Powers Related to this Code.** In addition, the Board of Adjustment shall have those powers and duties related to this Code shown in Table 6.02-1.

(3) Public Meetings

- a. The Board of Adjustment shall meet, as called by the Chairperson, to take official action on the matters before the Board of Adjustment. The meetings shall be open to the public and noticed in compliance with the applicable requirements for public notice set forth in this Code.
- b. The Mayor shall designate, and the Board of Trustees shall confirm, a chairperson as well as a vice chairperson from the regular members of the Board each year. The designation and confirmation shall be made no less than 15 days before the terms of the current members expire.
 - (i) The chairperson shall preside over meetings. In the event a question over procedures arise, Robert's Rules of Order shall apply.
 - (ii) The vice chairperson shall assist the chairperson in directing the affairs of the Board of Adjustment. In the absence of the chairperson the vice-chairperson shall assume the duties of the chairperson.
 - (iii) The chairperson or, in his or her absence, the vice chairperson shall administer oaths and compel attendance of witnesses.



- c. Three members of the Board of Adjustment shall constitute a quorum necessary for official action. The concurring vote of three members of the Board shall be necessary to reverse any order, requirement, decision or determination of the Town Staff, or to decide in favor of the applicant on any matter upon which the Board is required to act under this chapter or to grant any variance authorized by this Title.
- d. The recording of the minutes of the Board of Adjustment meetings shall be the responsibility of the Town staff.
- e. The filing fee for every petition to be submitted to the Board of Adjustment shall be calculated to cover the cost of legal publications, accumulation of data, administrative cost and all other costs incurred by the Town in the review and processing of the petition or as provided for in the fee schedule adopted by resolution of the Board of Trustees.

- (4) **Rules of Procedure.** The procedures followed by the Board of Adjustment shall adopt rules and procedures consistent with the requirements of C.R.S. 30-28-117 and other applicable Colorado state law.

(c) Town Planner

- (1) **Powers and Duties.** There is hereby created an official administrative position known as the Town Planner. The Town Planner shall be the Director of the Town of Norwood Planning Department and shall be appointed by, directed by, and serve at the pleasure of the Board of Trustees. In addition to the jurisdiction, authority and duties that may be conferred upon the Town Planner by other provisions of this Code, and the Town of Norwood Board of Trustees, the Town Planner shall have the following jurisdiction, authorities and duties under this Code:
- a. **Comprehensive Planning.** To undertake the current and long-range comprehensive planning responsibilities of the Town of Norwood.
 - b. **Day to Day Code Administration.** To undertake the day-to-day administration of this Land Development Code, including without limitation performing those duties shown in Table 6.02-1.
 - c. **Code Interpretation.** To review, consider, and render interpretations of the text of this Code and the Official Zoning Map.
 - d. **Ensure Adequate Public Notice.** To ensure that adequate public notice is provided for applications for development permits pursuant to the terms of this Code.
 - e. **Coordination.** To coordinate with other local, regional, state, and federal planning and permitting processes affecting development in the Town of Norwood and to serve as liaison to such local, regional, state, and federal planning agencies having jurisdiction over development in the Town of Norwood.

(d) Building Official

- (1) **Powers and Duties.** There is hereby created an official administrative position known as the Building Official. The Building Official shall be the Director of the Town of Norwood Building Department and shall be appointed by, directed by, and serve at the pleasure of the Board of Trustees. In addition to the jurisdiction, authority and duties which may be conferred on the Building Official by the International Building Code, the Building Official shall have the following jurisdiction, authority and duties:
- a. **Issue Building Permits.** The Building Official shall issue applicable permits to allow construction activities which have received a zoning development permit pursuant to the procedures in the



Code and deny building permits for activities which have not received a zoning development permit.

- b. **Interpret and enforce the International Building Code.** The Building Official shall interpret and enforce the applicable International Building Code.
- c. **Enforce the Land Use Code.** The Building Official shall enforce the provisions of this Title.

Section 6.02 Summary table of review and decision-making bodies.

- (a) The table below summarizes the types of applications available under this Code and the roles of various town/city staff and appointed or elected officials that make decisions on each type of application. More information about each procedure is set forth in other sections of this Article 6, Procedures and Administration, and in case of conflict, provisions elsewhere in Article 6 shall supersede the information in this table.

Table 6.02-1: Summary Of Development Review Procedures

R = Recommendation

D= Decision

A = Appeal

*= Neighborhood Meeting Required

<u>Procedure</u>	<u>Section</u>	<u>Town Planner</u>	<u>Board of Adjustment</u>	<u>Planning and Zoning Commission</u>	<u>Board of Trustees</u>
ZONING AND SITE PLANNING PROCEDURES					
ADMINISTRATIVE PERMITS					
<u>Certificates of Occupancy</u>	<u>§ 6.04(a)</u>	<u>D [1]</u>			
<u>Short-Term Rental Permit</u>	<u>§ 6.04(b)</u>	<u>D</u>	<u>A</u>		
<u>Sign Permit</u>	<u>§ 6.04(c)</u>	<u>D [2]</u>	<u>A</u>		
<u>Temporary Use Permit</u>	<u>§ 6.04(d)</u>	<u>D [2]</u>	<u>A</u>		
<u>Zoning Development Permit</u>	<u>§ 6.04(e)</u>	<u>D [3]</u>	<u>A</u>		
ADMINISTRATIVE APPROVALS					
<u>Expedited Review for Affordable Housing</u>	<u>§ 6.05(a)</u>	<u>D</u>	<u>A</u>		
<u>Site Plan</u> (including PUD)	<u>§ 6.05(b)</u>	<u>D</u>	<u>A</u>		
<u>Subdivision Amendment</u>	<u>§ 6.05(c)</u>	<u>D</u>	<u>A</u>		
APPLICATIONS REQUIRING A PUBLIC HEARING					
<u>Annexation</u>	<u>§ 6.06</u>	<u>R</u>			<u>D</u>
<u>Appeal</u>	<u>§ 6.07</u>	<u>R</u>	<u>D</u>		
<u>Conditional Use Review</u>	<u>§ 6.08</u>	<u>R</u>		<u>R</u>	<u>D</u>

**Table 6.02-1: Summary Of Development Review Procedures**R = RecommendationD= DecisionA = Appeal*= Neighborhood Meeting Required

<u>Procedure</u>	<u>Section</u>	<u>Town Planner</u>	<u>Board of Adjustment</u>	<u>Planning and Zoning Commission</u>	<u>Board of Trustees</u>
<u>Land Use Code Text Amendment</u>	<u>§ 6.09</u>	<u>R</u>		<u>R</u>	<u>D</u>
<u>Major Electric or Natural Gas Facility</u>	<u>§ 6.10</u>	<u>R</u>		<u>R</u>	<u>D</u>
<u>Master Plan Adoption/Amendment</u>	<u>§ 6.11</u>	<u>R</u>		<u>R</u>	<u>D</u>
<u>Rezoning/Amendment of Official Zoning Map (including PUD)</u>	<u>§ 6.12</u>	<u>R</u>		<u>R</u>	<u>D</u>
<u>Subdivision, Major</u>	<u>§ 6.13</u>	<u>R</u>		<u>R</u>	<u>D</u>
<u>Subdivision, Minor</u>	<u>§ 6.14</u>	<u>R</u>		<u>R</u>	<u>D</u>
<u>Variance</u>	<u>§ 6.15</u>	<u>R</u>	<u>D</u>		
<u>Vested Property Rights</u>	<u>§ 6.16</u>	<u>R</u>			<u>D</u>

Notes:

- [1] A Certificate of Occupancy is approved and issued by the Building Official.
- [2] Sign Permits and Temporary Use Permits are approved and issued by the Town Administrator.
- [3] A Zoning Development Permit may be issued as part of the review and approval of another application type by the Town Planner, or it could be issued as a standalone permit by the Town Administrator.

Section 6.03 Common Review Procedures**(a) Pre-Application Conference**

- (1) **Purpose.** The pre-application conference is intended to provide an opportunity for the applicant to meet with Town staff to review submittal requirements, review procedures, and applicable Code standards associated with the proposed development concept.
- (2) **Applicability.** A pre-application conference is optional for all development applications but is strongly encouraged for minor subdivisions, major subdivisions, and site plan applications. A pre-application conference should also be conducted when a proposal involves significant infrastructure improvements, potential environmental constraints, complex site design issues, or requests for deviations from standard development requirements.
- (3) **Procedure.**



- a. **Scheduling of Pre-application Conference.** The applicant shall submit a request for a pre-application conference on a form provided by the Town.
 - b. **Materials.** Unless otherwise specified by this Code, the applicant shall bring a conceptual site plan to the conference. The conceptual site plan shall include sufficient detail to accurately convey the concept, character, location, parcel size, and magnitude of the proposed development.
 - c. **Participants.** In addition to the Planning Department staff, if the Town Planner determines that the proposal raises potential issues for roads, access, parking, traffic, water supply, sanitation, natural resource protection, or any combination of these, staff from other agencies or Town departments may be included in the pre-application conference.
 - d. **Town Planner Review.** The Town Planner will assist the applicant in identifying key issues and concerns regarding the proposed development project so the applicant may address them as part of their formal application.
- (4) **Effect.** Any comments or commitments made by staff during the pre-application conference are preliminary in nature and may change significantly as the project is more clearly defined at later stages of the development review process. Discussions of potential conditions to mitigate impacts do not reflect actions by the decision-making body until and unless a decision-making body takes formal action to attach that condition to a development approval. No comments made during a pre-application conference shall be interpreted by the applicant to mean that the Town of Norwood will approve the application or will approve it under certain conditions.

(b) Neighborhood Meeting

- (1) **Purpose.** The neighborhood meeting provides an opportunity for the applicant to share the goals of the proposed project and to receive constructive input from the community on how the forthcoming application could be improved. The neighborhood meeting process also provides an opportunity for the residents and property owners of the Town of Norwood to help shape the direction of the development and reduce the likelihood of disagreements later in the project review and approval process.
- (2) **Applicability.** A neighborhood meeting shall be required prior to the submittal of applicable projects as identified in Table 6.02-1.
- (3) **Procedure.**
 - a. Neighborhood meetings shall be conducted by the applicant or the applicant's designee.
 - b. The Town Planner and the applicant shall coordinate meeting time, place, and notice to neighbors.
 - c. To provide reasonable accommodations to those experiencing impaired mobility, the applicant shall make provisions for virtual/remote participation in the neighborhood meeting through telephone or internet connections and shall treat comments made by those participating virtually or remotely on the same basis as comments from those present in person.
 - d. Property owners and residents within 100 feet of the property line for the proposal shall be notified of a neighborhood meeting by written notice mailed at least 14 days in advance of the meeting date.
 - e. The applicant is responsible for all expenses of the neighborhood meeting including but not limited to facility costs and the cost of the meeting notice.



- f. The applicant shall provide a list of mailing list of property owners notified and prepare a written report of meeting comments and submit the report with the development application. The applicant may elect to make changes to the proposal based on neighborhood comments to improve the project outcome.

- (4) **Effect.** Staff may forward the applicant's written report to each board and/or commission that will be reviewing the application describing comments received and any modification(s) made in response to the comments. Comments will be considered by decision makers in determining if applicable review standards have been met.

(c) Application Submittal and Processing

- (1) **Authority to Submit Application.** Unless expressly stated otherwise in this Code, a development application shall be submitted by:

- a. The owner, contract purchaser, or any other person having a recognized property interest in the land on which development is proposed;
 - (i) If there are multiple owners, contract purchasers, or other persons authorized to submit the application, all such persons shall sign the application or a letter or document consenting to the application.
- b. A person authorized to submit the application on behalf of the owner, contract purchaser, or other person having a recognized property interest in the land, as evidenced by a letter or document signed by the owner, contract purchaser, or other person; or
- c. The Planning and Zoning Commission, Board of Trustees, or Town staff may file an application for a Master Plan Amendment, Land Use Map Revision, Land Use Code Text Amendment, Planned Unit Development, or a Rezoning.

(2) Application Content.

- a. The application shall be submitted to the Town Planner a form provided by the Town.
- b. The applicant bears the burden of ensuring that an application contains sufficient information to demonstrate compliance with application requirements, and contains all required supporting documents indicated on the Town website.
- c. A list of any supporting materials required to be submitted with each application form shall be provided by the Town.

- (3) **Application Fees.** Application fees in accordance with Sec. 1.09 shall be included with the application. Applications are not complete and will not be processed until all required application fees have been paid.

- (4) **Determination of Completeness.** The Town Planner shall determine whether the application is complete based on compliance with the submittal requirements for the applicable review process. If the application is determined to be incomplete, the Town Planner shall notify the applicant in writing of the inadequate or missing materials, and no further action regarding the application shall occur unless and until the applicant submits the required information.

(5) Concurrent Applications.



- a. Applicants may request, and the Town Planner may permit simultaneous submission and review of all necessary development applications for the project. The Town Planner may waive any overlapping application submission requirements in the concurrent review.
- b. Review and decision-making bodies considering applications submitted concurrently shall make separate recommendations and decisions on each application based on the specific standards applicable to each approval.
- c. If one or more decisions related to concurrent applications is made by the Town Planner and another decision is made by an appointed or elected board or commission, the Town Planner's approval or approval with conditions shall be final unless the approval is expressly conditioned upon approval of a concurrent application by an appointed or elected board or commission. Any approval subject to such a condition shall not become final unless and until the required approval or approval with conditions is issued by the applicable appointed or elected body.

(d) Application Review

- (1) **Referral to Staff and Review Agencies.** The Town Planner shall distribute the complete application to Town staff and to agencies or entities outside the Town government that provide or maintain services or manage or protect areas or facilities that may be affected by the application, as determined by the Town Planner or required by state law.
- (2) **Staff Review and Application Revisions.** If Town staff or outside agencies or entities submit recommendations and comments to the Town Planner, the Town Planner shall notify the applicant of such comments and recommendations. The application shall not move forward for further review until the Town Planner determines that:
 - a. The applicant has adequately responded to the Town's recommendations and comments; or
 - b. The applicant requests that the application move forward without responding to the Town's recommendations and comments.
- (3) **Review of Response.** The Town Planner shall determine if sufficient information has been provided to schedule an application for a hearing or approve, approve with conditions, or disapprove the application. If the application is insufficient the applicant shall be notified. The applicant shall be allowed additional resubmittals and responses, pursuant to the same timeframes as the original response, before the application is scheduled for a hearing or before the Town Planner decides whether the application is complete.
- (4) **Final Report.** The Town Planner's written report and recommendations shall be made publicly available at least three calendar days before a public hearing.

(e) Scheduling and Notice of Public Hearing

(1) Scheduling

- a. If an application is subject to a public hearing, the Town Planner shall schedule the public hearing for a meeting of the Planning and Zoning Commission or Board of Trustees, as applicable, after determining that the application contains sufficient information to proceed through the development review process.
- b. The public hearing shall be scheduled to allow sufficient time to prepare a staff report and to allow the required public notice to be given pursuant to subsection 2 below.

(2) Public Hearing Notice**Table 6.03-1: Summary Table of Public Notice Requirements**Days/Distance/Yes = Required

<u>Application Type</u>	<u>Section</u>	<u>Published Notice</u>	<u>Mailed Notice</u>
<u>ADMINISTRATIVE PERMITS</u>			
<u>Certificates of Occupancy</u>	<u>§ 6.04(a)</u>		
<u>Short-Term Rental Permit</u>	<u>§ 6.04(b)</u>		<u>Yes</u>
<u>Sign Permit</u>	<u>§ 6.04(c)</u>		
<u>Temporary Use Permit</u>	<u>§ 6.04(d)</u>		
<u>Zoning Development Permit</u>	<u>§ 6.04(e)</u>		
<u>Administrative Approvals</u>			
<u>Expedited Review for Affordable Housing</u>	<u>§ 6.05(a)</u>		
<u>Site Plan</u> <u>(including PUD)</u>	<u>§ 6.05(b)</u>		<u>Yes</u>
<u>Subdivision Amendment</u>	<u>§ 6.05(c)</u>		<u>Yes</u>
<u>Applications Requiring A Public Hearing</u>			
<u>Annexation [1]</u>	<u>§ 6.06</u>	<u>15 Days</u>	<u>Yes</u>
<u>Appeal</u>	<u>§ 6.07</u>	<u>[2]</u>	<u>[2]</u>
<u>Conditional Use Review</u>	<u>§ 6.08</u>	<u>15 Days</u>	<u>Yes</u>
<u>Land Use Code Text Amendment</u>	<u>§ 6.09</u>	<u>15 Days</u>	
<u>Major Electric or Natural Gas Facility</u>	<u>§ 6.10</u>	<u>15 Days</u>	<u>Yes</u>
<u>Master Plan Adoption/Amendment [1] [3]</u> <u>(including Land Use Map revisions)</u>	<u>§ 6.11</u>	<u>15 Days</u>	<u>Yes</u>
<u>Rezoning (including PUD) [1]</u>	<u>§ 6.12</u>	<u>15 Days</u>	<u>Yes</u>
<u>Subdivision, Major</u>	<u>§ 6.13</u>		<u>Yes</u>
<u>Subdivision, Minor</u>	<u>§ 6.14</u>		<u>Yes</u>
<u>Variance</u>	<u>§ 6.15</u>	<u>15 Days</u>	<u>Yes</u>
<u>Vested Property Rights</u>	<u>§ 6.16</u>	<u>Within 10 Days of Approval</u>	<u>Yes</u>

Notes:

- [1] Mailed notice is not required for Annexation, Master Plan Land Use Map revision, Rezoning, or for requests relating to more than 5% of the area of the Town.



- [2] Notice of the appeal hearing shall be provided in the same manner as was required with the original action.
- [3] Mailed notice is not required for a Code Text Amendment or Master Plan text amendment.

a. Published Notice

- (i) Except as stated in subsections (2) and (3) below, for each application for which Table 6.03-1 requires published notice, at least 15 calendar days prior to the date of a scheduled public hearing before the Planning and Zoning Commission, Board of Adjustment, or Board of Trustees, the applicant shall have published a notice of public hearing in a newspaper of general circulation in the area where the proposed land use change is located.
- (ii) Published notice shall:
 - 1. Identify the application type;
 - 2. Describe the nature and scope of the proposed project;
 - 3. Identify the location subject to the application;
 - 4. Identify where and when the application and associated materials may be inspected; and
 - 5. Indicate an opportunity to appear at the public hearing, including the date, time, and location.

b. Mailed Notice

- (i) For each application for which Table 6.03-1 requires mailed notice, at least 15 calendar days prior to the date of each public hearing for which mailed notice is required by Table 6.03-1, the applicant shall send by first class mail a written notice of the public hearing to the owners of record and tenants of property in the Town of Norwood located within 100 feet of the subject property.
 - 1. Mailed notice shall:
 - i. Identify the application type;
 - ii. Describe the nature and scope of the proposed project;
 - iii. Identify the location subject to the application;
 - iv. Identify where and when the application and associated materials may be inspected;
 - v. Indicate an opportunity to appear at the public hearing, including the date, time, and location; and
 - vi. Include any other information required by Colorado law for the type of application submitted.
 - 2. Depositing the notice in the U.S. mail with postage prepaid and filing an affidavit under oath that the action has been completed satisfies the mailed notice requirement.

c. Notice to Mineral Interest Owners and Lessees.



- (i) C.R.S. 24-65.5-103(1) requires an applicant for certain types of development to notify all owners and lessees of a mineral interest on the subject property of the pending application.
 - (ii) This notice shall be provided at the time of the first complete application for a rezoning of all or part of the property, a preliminary plan or minor subdivision plat of all or part of the property, or approval of a conditional use on the property, whichever occurs first.
 - 1. If notice related to the same proposed development and proposed uses of the property has been provided earlier, it need not be provided a second time.
 - 2. If notice was not provided at the first to occur of the three events listed in subsection (2) above regarding the proposed development and the property, then it must be provided at the time of the next complete application regarding the proposed development and use of the property.
 - (iii) If this provision is applicable, the applicant shall submit to the Town Planner a certification of compliance with this notice requirement at least seven days prior to the initial public hearing.
- d. Notices for Creation of a Vested Right.** Notices required for creation of a vested right are listed in Sec. 6.16 and are in addition to any other notices required under this Code.
- e. Responsibility for Notice.**
- (i) In each case where this Code requires notice to property owners within a stated distance of the property and the mineral interest owners and lessees, the applicant shall deliver to the Town at least 30 days before the date of the first required public hearing a list of all persons or entities required to be notified, as identified by examining records in the office of the county tax assessor and clerk and recorder of the county.
 - (ii) Unless otherwise specifically required by this Code, the applicant shall be responsible for publishing, mailing, and posting all required notices fully and accurately, for ensuring that any required posted notice remains in place and legible to passers-by for the full required posting period, for removing posted signs after the Town has made a decision on the application, and for paying all related costs of notice, and shall provide to the Town an affidavit confirming compliance with all applicable requirements of this Sec. 6.03(e)(2) at least seven days prior to the scheduled public hearing.
 - (iii) Town staff may independently confirm the timing and accuracy of completion of required notices and shall investigate any complaints received before the scheduled hearing regarding the accuracy, timing, or performance of applicant's notices.
 - (iv) The provisions of this section shall be considered met if the applicant has attempted to fully comply with and has achieved substantial compliance with the requirements of this section and due process as determined by the Town Planner. Unintentional mistakes in notice due to inaccurate records, failures of notification systems, or failures of the U.S. Postal Service to make timely and accurate delivery of mail shall not require the delay or cancellation of a public hearing if the applicant has demonstrated substantial compliance



and the Town Planner determines that the mistake was not caused in whole or in part by the applicant.

- (v) If the Town Planner determines, prior to the scheduled public hearing, that notice pursuant to this Sec. 6.03(e)(2) has not occurred, then the public hearing shall be rescheduled to allow time to provide required notices.

(3) Conduct of Public Hearing

- a. **Rights of All Persons.** Any person may appear at a public hearing and submit evidence, including oral testimony, either individually or as a representative of an organization. Comments also may be submitted in written form before or during the hearing, or within a designated period of time if the hearing is continued pursuant to subsection 6 below.
- b. **Remote Participation**
 - (i) To facilitate participation in the public hearing, provisions shall be made for remote attendance through telephone or internet connections.
 - (ii) Comments made by those participating remotely shall be considered on the same basis as comments from those present in person.
 - (iii) Any written comments submitted by those participating remotely shall be considered on the same basis as written comments from those present in person if they are received by the Town prior to the public hearing.

(f) Review and Decision

(1) Decision

- a. **General.** The decision-making body shall approve, approve with conditions, or deny an application based upon the applicable standards and criteria in this Code. The decision shall be deemed to have been made on the date that the review body adopts a reasoned statement. A decision is final unless appealed.
- b. **Statement of Findings.** The approval, approval with conditions, or denial of an application shall be in writing and accompanied by a statement that explains the applicable criteria and standards, states the relevant facts relied upon, and explains the rationale for the decision based on the applicable provisions of the comprehensive plan, relevant and statutory provisions, pertinent constitutional principles, and factual information contained in the record.
- c. **Burden of Proof.** The burden shall be on the applicant to present sufficient evidence that the applicable criteria for approval have been satisfied.
- d. **Record of Decision.** The record of decision shall include the following materials:
 - (i) The application materials;
 - (ii) The minutes of the public hearing(s) and other related meetings of the recommending and decision-making bodies reviewing the application;
 - (iii) The recording of the public hearing, if any;
 - (iv) Written materials submitted to the Town by an individual or agency regarding the application;
 - (v) The staff report;



- (vi) Any consultant or referral agency reports; and
- (vii) Documentation of decisions by the recommending and decision-making bodies.

(2) General Review Criteria

a. Decision by Town Planner

- (i) Where Table 6.02-1 indicates that the Town Planner shall make the decision on an application, the Town Planner shall approve the application, or approve it with conditions, if it complies with the following criteria, unless specific criteria for approval of that type of application are listed in another section of this Code, in which case the specific criteria listed in the other section of this Code shall apply.
- (ii) The Town Planner shall determine that the following criteria are met, based on the evidence submitted with the application, comments from referral agencies, information on file with the Town, and any required approvals from other bodies:
 - 1. The application complies with all applicable provisions of this Code and other Town regulations, as modified by any previously administrative adjustments or variances;
 - 2. The property is not subject to a pending notice of violation or legal action as a result of a violation of any federal, state, or Town land use law or administrative rule;
 - 3. The application is consistent with any previous approvals and agreements related to the property including but not limited to Planned Unit Development approvals, subject to the provisions of Sec. 6.03(g)(2).
 - 4. The property is not subject to a development agreement with any provision that was required to be performed before the date of the subject application remains unsatisfied.

b. Recommendation by Planning and Zoning Commission and Decision by Board of Trustees

- (i) Where Table 6.02-1 or another provision of this Code indicates that the Planning and Zoning Commission shall make a recommendation on an application, or that the Board of Trustees shall make a decision on an application, the Planning and Zoning Commission shall recommend approval or approval with conditions, and the Board of Trustees shall approve the application or approve it with conditions, if it complies with the criteria in subsection ii below.
- (ii) The Planning and Zoning Commission shall recommend, and the Board of Trustees shall make a decision, to approve the application or approve it with conditions, if it complies with the following criteria:
 - 1. The approval is consistent with the policies of the comprehensive plan;
 - 2. The application complies with all applicable provisions of this Code and other adopted Town regulations, including any specific criteria for approval of that type of application, if applicable;



3. The application is consistent with any previous approvals and agreements related to the property including, but not limited to any Planned Unit Development approval, subject to the provisions of Sec. 6.03(g)(2) the Property;
 4. The property is not subject to a pending notice of violation or legal action as a result of a violation of any federal, state, or Town land use law or administrative rule; and
 5. The application will mitigate any negative impacts on surrounding properties to the maximum extent practicable.
- c. **Decision by Board of Adjustment.** Where Table 6.02-1 indicates that the Board of Adjustment shall make the decision on an application, the Board of Adjustment shall approve the application, or approve it with conditions, if it complies with the criteria listed in the specific procedures for appeals and variances in Sec. 6.07 and Sec. 6.15 as applicable.
- d. **Conditions of Approval**
- (i) Where this Code authorizes a decision-making body to recommend or make a decision on an application subject to applicable criteria, the advisory and/or decision-making body may approve or recommend approval of the application with conditions necessary to bring the proposed development into compliance with this Code or other regulations
 - (ii) Where this code authorizes the Board of Trustees to make a decision on an application subject to applicable criteria, the Board of Trustees may also approve an application with conditions necessary to mitigate the impacts of that development on the surrounding properties and streets.
 - (iii) All conditions of approval shall be reasonably related to the anticipated impacts of the proposed use or development or shall be based upon standards duly adopted by the Town prior to the review of the application. Such conditions may include those necessary to carry out the purpose and intent of Town policies and this Code.
 - (iv) Any condition of approval that requires an applicant to dedicate land or pay money to a public entity in an amount that is not calculated according to a formula applicable to a broad class of applicants shall be roughly proportional both in nature and extent to the anticipated impacts of the proposed development, as shown through an individualized determination of impacts.
 - (v) During its consideration, the advisory and/or decision-making body may consider alternative potential conditions, and no discussion of potential conditions shall be deemed an attempt or intent to impose any condition that would violate federal or state constitutions, statutes, or regulations. Discussions of potential conditions to mitigate impacts do not reflect actions by the advisory and/or decision-making body unless and until the advisory and/or decision-making body takes formal action to attach that condition to a development approval.
 - (vi) Unless otherwise provided in this Code, any representations of the applicant in submittal materials or during public hearings shall be binding as conditions of approval.



(vii) Any conditions of approval shall be listed in or attached to the approval document, and violation of any approved condition shall be a violation of this Code.

(3) Term of Approval

- a. **Running with the Land.** Approvals issued and executed prior to expiration under this Code run with the land and are not affected by changes in ownership or the form of ownership of the property, unless otherwise stated under this Code, or unless otherwise stated as a condition of the approval or the permit.
- b. **Period of Validity**
 - (i) Unless otherwise indicated in a specific procedure, the term of an approval shall be as shown in Table 6.03-2 unless the property owner or permit holder has taken action to initiate construction of the improvements (including the installation of utilities), initiate the allowed use or activity, modify the property, or take other actions authorized by that permit or development approval within the period of validity.

TABLE 6.03-2: PERMIT AND APPROVAL VALIDITY	
Type of Approval	Period of Validity
ADMINISTRATIVE PERMITS	
<u>Certificate of Occupancy, Sign Permit, Zoning Development Permit</u>	<u>180 days from the date of approval if the permitted signs have not been constructed or erected by that time</u>
<u>Short-Term Rental Permit</u>	<u>Valid for the calendar year in which it is issued</u>
<u>Temporary Use Permit</u>	<u>To be specified on the permit</u>
ADMINISTRATIVE APPROVALS	
<u>Site Plan</u>	<u>2 years unless a building permit for the primary building is issued by that time</u>
<u>Subdivision Amendment</u>	<u>30 days unless a plat has been recorded by that time</u>
APPLICATIONS REQUIRING A PUBLIC HEARING	
<u>Annexation, Appeal, Land Use Code Text Amendment, Master Plan Adoption/Amendment, Rezoning/Amendment of Official Zoning Map (including PUD)</u>	<u>Do not expire</u>
<u>Conditional Use Review</u>	<u>Does not expire until the property changes use or the use is abandoned and nonoperational for a period of 12 consecutive months.</u>

**TABLE 6.03-2: PERMIT AND APPROVAL VALIDITY**

<u>Type of Approval</u>	<u>Period of Validity</u>
<u>Major Electric or Natural Gas Facility</u>	<u>3 years unless construction has begun by that time</u>
<u>Subdivision, Major [1]</u>	<u>Preliminary: 1 year, unless a final plat is submitted within that time</u> <u>Final: 1 year, unless construction has commenced within that time; if construction has commenced, final plat must be recorded within 18 months from date of final plat approval</u>
<u>Subdivision, Minor [1]</u>	<u>1 year, unless construction has commenced within that time; if construction has commenced, final plat must be recorded within 18 months from date of final plat approval</u>
<u>Variance</u>	<u>1 year, unless development consistent with the approval is begun by that time</u>
<u>Vested Property Rights [1]</u>	<u>3 years unless a building or zoning development permit is issued by that time</u>

Notes:

[1] An extension may be available; refer to specific procedures for application type.

(ii) In order to remain in effect, at least one of the actions listed below must occur before the end of the period of validity indicated in Table 6.03-2 above.

1. Vested rights have been established pursuant to Sec. 6.16;
2. A building permit has been issued and is being diligently pursued toward completion of the site for which the approval was originally granted;
3. A Certificate of Occupancy has been issued for any structure(s) that were the subject of the application; or
4. The site has been occupied for a permitted use if no building permit or Certificate of Occupancy is required.

(g) Development and Improvement Agreements**(1) Development Agreement**

In connection with any approval under this Code, and in addition to any agreements authorized by Sec. 7-102 or Sec. 7-103, the Board of Trustees is authorized to enter into a development agreement with the applicant for any of the following purposes:



- a. To establish schedules for development, or for the installation of improvements and/or amenities on the property by the applicant, or the Town, or both;
- b. To ensure that conditions related to the applicant's mitigation of impacts of the development on surrounding areas are performed without cost to the Town;
- c. To document what portions, if any, of the costs of infrastructure or facilities needed to serve the property will be borne by the Town, and under what terms or conditions; and
- d. To address any other matter related to the completion of the development consistent with the comprehensive plan, or related to reducing or mitigating the potential impacts of the development on surrounding areas or the Town, that is not contrary to state or federal law.

(2) Modification of Previous Agreements Concerning the Property

Where this Code requires that approval of an application shall comply with previous approvals and agreements regarding development of the property, and the applicant requests modification or removal of all or some of the conditions included in one or more of those previous approvals or agreements, the request for modification or removal may be considered concurrently with the application under this Code, provided that:

- a. The Town Attorney has determined that Town of Norwood and the applicant are the only two parties affected by the terms of the previous approval or agreement, and that there are no third-party beneficiaries of the previous approval or agreement (including but not limited to purchasers of land within or adjacent to the property affected by the application or the previous approval or application) whose interests may be affected by the requested modification or removal of conditions).
- b. If the Town attorney does not make the determination required in subsection a, any modification or removal of conditions in a previous approval or agreement shall require a separate application to be considered by the Board of Trustees requiring compliance with Sec. 6.03(e)(2) and Sec. 6.03(e)(3), and such application may not be considered concurrently with a different application concerning the property under this Code.
- c. If the Town Attorney makes the determination required in subsection a, the decision on all concurrent applications shall be made by the Board of Trustees rather than by the Town Planner or an appointed body.

(3) Improvements Agreements. Prior to the issuance of a building permit and/or the recording of a final plat, an applicant shall submit for approval to the Board of Trustees an improvements agreement for construction of any required public improvements designated on the approved construction plans.

- a. **Agreement to Run with the Land.** The Improvements Agreement shall provide that the requirements contained therein shall run with the land and bind all successors, heirs, and assignees of the applicant. The Agreement for subdivisions shall be recorded with the San Miguel County Clerk and Recorder. All existing lien holders shall be required to subordinate their liens to the guarantees contained in the Agreement.

(4) Performance Guarantee. Prior to the issuance of any building or zoning development permit, the Board of Trustees may require an applicant for subdivision to file a financial guarantee to ensure compliance with any or all requirements of the Board stipulated in the improvements agreement and the final plat.



- a. The applicant shall provide security, as determined by the Director, in an amount equal to 120% of the estimated cost of the improvements identified in the approved Construction Plan. Such security shall be sufficient to ensure compliance with all obligations, promises, and conditions of this Agreement.
- b. The security shall be in the form of a letter of credit to the Board of Trustees from a commercial bank, savings and loan institution, insurance company or other qualified lending institution(s) licensed or authorized to do business in the State of Colorado, or a letter from the Federal Housing Administration or Veterans Administration in a form satisfactory to the Mayor shall be required. The Board of Trustees may approve other forms of financial security.
- c. In addition to all other security, if the Town participates in the cost of an improvement, the applicant shall provide a performance bond from the contractor, with the Town as a co-obligee.
- d. The issuer of any guarantee shall be subject to the approval of the City in accordance with adopted policies.

(h) Post-Decision Actions

(1) Appeal

- a. An applicant, an adjacent property owner, or a party aggrieved or adversely affected by any other final decision by the Town Planner or another Town administrative official under this Code may appeal the decision to the Board of Adjustment pursuant to the procedures and standards in Sec. 6.07.
- b. Any appeal to the Board of Adjustment regarding an application for a sign permit, an application related to a religious assembly use or any other application pursuant to this Code involving exercise of First Amendment rights or where state or federal laws or court decisions have required a prompt final decision by the Town shall be heard and a decision made within 30 day of filing an appeal that complies with the requirements of Sec. 6.07.
- c. An applicant, an adjacent property owner, or a party aggrieved or adversely affected by any quasi-judicial decision by the Board of Trustees or Board of Adjustment may seek review of the decision in Colorado District Court in accordance with applicable state law.

(2) Extensions of Period of Validity

- a. For each permit or application approval for which Table 6.03-2 shows a period of validity, the Town Planner may approve one extension of validity for a time not to exceed one year for that permit or approval for good cause shown; provided, that the applicant or property owner files with the Town Planner a written request for the time extension before the expiration of the original permit or approval.
- b. Following such extension, the Board of Trustees may approve one additional extension of validity for a time not to exceed one year for good cause shown; provided, that the applicant or property owner files with the Town Planner a written request for time extension before the expiration of the initial extension granted by the Town Planner.
- c. The Board of Trustees may condition the approval of an extension upon the applicant's compliance with the standards in this Code or in other adopted Town regulations in effect at the time of



extension request, unless the application of those standards is prevented by a valid vested right approved by the Town pursuant to Sec. 6.16.

- (3) **Limitation on Subsequent Similar Applications.** For one year following the revocation or denial of an application by the decision-making body, the Town shall not accept a new application for subject property that is the same or substantially similar to the one previously denied.

Division 2. Administrative Applications

Section 6.04 Administrative Permits

(a) Certificate of Occupancy

- (1) **Applicability.** No building hereafter erected, converted or structurally altered shall be used or occupied and no land or nonresidential building may be changed in use unless or until a Certificate of Occupancy shall have been issued by the Building Official of the Town of Norwood stating that the building or proposed use of land or building complies with the provisions of this Title and other building and health laws of the Town of Norwood.
- (2) **Specific Procedure.** A Certificate of Occupancy shall be applied for concurrently with the application for a Building Permit and will be issued within 10 days after the completion of the erection, alteration or conversion of such building or land provided such construction or change has been made in complete conformity to the provisions of this Title.
- (3) **Record.** A record of all certificates shall be kept on file in the office of the Building Official, and copies shall be furnished, on request, to any person having a proprietary or tenancy interest in the land or building affected.

(b) Short-Term Rental (STR) Permit

- (1) **Purpose.** The purpose of this section is to provide for the appropriate integration of Short-Term Rentals within designated zone districts through regulations that protect public health, safety, and welfare, ensure the safety of residents and visitors, and preserve neighborhood and community character.
- (2) **Applicability.** These regulations apply to any property owner of real property used as a Short-Term Rental for less than 30 consecutive days.
 - a. Private covenants or deed restrictions running with the land may restrict or prohibit Short-Term Rentals. It is the responsibility of the property owner, not the Town or any employee or agent thereof, to ensure compliance with restrictive covenants or deed restrictions.
 - b. These regulations shall not apply to motels or hotels.
 - c. A Short-Term Rental land use is only allowed in the R-1 and Medium Density Residential zone districts. Short-Term Rentals are not allowed in any other zone district.
- (3) **Cap on Short-Term Rental Permit Licenses.**
 - a. A maximum of five Short-Term Rental permits are allowed within the Town of Norwood.
 - b. If the cap has been reached, STR permit applications will not be accepted by Town Staff for review until a permit spot becomes available.

(4) Specific Process.



a. Permit Required.

- (i) Prior to the operation of a short-term rental, a short-term rental permit must be obtained.
- (ii) Proof of ownership is required prior to the issuance of a short-term rental permit and must be provided with the application. Proof of ownership, in the form of a deed, of the property on which the structure proposed as a short-term rental is located. The applicants name must appear on the deed for the property on which the proposed short-term rental is located.
- (iii) Applications for a short-term rental permit, including renewals, shall submit a complete application form which contains such information as required by the Town, and shall pay all fees required for a permit application.
- (iv) The Town shall review the application for compliance with this section. Upon completion of an inspection by the Building Official, receipt of a Certificate of Occupancy, and satisfaction of the notice requirements of this section, the Town shall issue a permit.

b. Validity.

- (i) The Short-Term Rental permit does not run with the land but is issued to the specific property owner. The permit shall expire upon the sale or transfer of the property. The permit shall not be transferred or assigned to another individual, person, or entity.
- (ii) The Short-Term Rental permit is valid for the calendar year in which it was issued.

c. Notification Requirements. Upon approval of a short-term rental permit, an applicant shall mail the written notice of the approval notice pursuant to Sec. 6.03(e)(2).

d. Permit Renewals

- (i) A Short-Term rental permit must be renewed by the property owner for which it was originally approved.
- (ii) Renewal requests must be received by the Town no later than October 31st of the calendar year.
- (iii) Existing short-term rental permits have first right of refusal for renewal before new permits are considered, if the maximum number of allowed short-term rental permits has been reached.
- (iv) The owner shall obtain a business license and shall be responsible for payment of all applicable sales and lodging taxes.

(5) Requirements and Limitations. In addition to the other requirements of the Land Use Code and other Town Ordinances, a Short-Term Rental permit issued pursuant to this Ordinance shall, as a condition of such permit, be subject to the following requirements and limitations:

a. General.

- (i) No more than one short-term rental permit shall be issued for a single lot.
- (ii) Short-Term rentals are only allowed in primary dwelling units. Short-Term rentals are not allowed in accessory dwelling units, campers, recreational vehicles, tents, temporary structures or other dwellings that do not have a certificate of occupancy.



- (iii) The short-term rental must be owner-occupied; occupancy of an accessory dwelling unit on the property where the short-term rental is located qualifies for owner-occupancy.
- (iv) No outdoor sign advertising or identifying the short-term rental is allowed.
- (v) The owner is responsible for ensuring the short-term rental meets all applicable local, state and federal standards and regulations, including but not limited to the requirements and limitations of this Ordinance.
- (vi) The Town issued permit number shall be used in all rental marketing materials.

b. **Activities.**

- (i) Use of the short-term rental for any commercial or large social events or gatherings, such as weddings, is prohibited.

c. **Life Safety Standards:**

- (i) Each Short-Term rental property licensed under this Ordinance shall obtain an inspection from the Building Department and/or the Fire Department prior to scheduling the required public hearing dates. No short-term rental permit shall be issued for rooms, structures, properties or uses that have not been issued a Certificate of Occupancy consistent with the proposed use.
- (ii) Each Short-Term rental unit shall be equipped with operational smoke detectors, carbon monoxide detectors, fire extinguishers, and other life safety equipment as may be required by the Town.
- (iii) The permit with all local contact information and emergency safety information shall be displayed within the short-term rental.

- d. **Trash Handling.** There shall be a sufficient number of trash receptacles to accommodate all trash generated by those occupying the short-term rental property, and instructions on outdoor trash containers, storage, pickup locations, and times shall be posted within the short-term rental property. Where the short-term rental property is served by curbside garbage pickup, the garbage can or similar receptacle shall be removed from public view the same day as pickup and there shall be no garbage can or similar refuse receptacle at the curb on any day except the day of pickup.

- e. **Parking.** Parking in private driveways shall be utilized first with overflow parking on the street where permitted. Parking on-site in non-driveway areas (i.e. front yard areas, parkways, and rear-yards) shall be prohibited.

- f. **Designated Contact.** During the term that the short-term rental unit is occupied by a short-term rental tenant, the owner and/or the local contact person designated by the owner shall be available 24 hours per day, seven days per week, for the purposes of responding within one hour to complaints regarding the condition or operation of the short-term rental unit or the conduct of the short-term rental tenants. If the local contact person designated by the owner changes, then the owner shall update the permit on file within three days.

(6) Violations, Penalty and Enforcement

- a. It is unlawful for any owner, responsible agent or occupant of a short-term rental property to violate any provisions of this Ordinance, as applicable.



- b. It shall be unlawful to submit an application with information that is materially false or misleading.
- c. Any properties used for short-term rental purposes in violation of this title shall be subject to the following administrative penalties:
 - (i) First offense: written warning
 - (ii) Second offense: fine as established by the Board of Trustees
 - (iii) Third offense: revocation of license without possibility of reapplication for the subject property for two years from the date of revocation and fine established by the Board of Trustees.
- d. The Town expressly reserves the right to accelerate any enforcement action as it deems appropriate and shall not be required to follow the enforcement steps in the subsection above.
- e. Failure to pay the penalty shall constitute a further violation of this Title, which shall subject the license to revocation; provided that there shall be no administrative appeal right for a revocation based on failure to pay the penalty.

(7) Permit Suspension or revocation.

- a. The Board of Trustees finds that the suspension or revocation of a short-term rental permit may be necessary when an owner fails to operate the short-term rental in accordance with the provisions of this part. The Town Administrator is authorized to initiate permit suspension or revocation proceedings against an owner when these circumstances arise, by issuing a notice to show cause to the owner.
- b. The Planning and Zoning Commission and Board of Trustees shall hold a public hearing on the allegations contained in the notice to show cause. Notice to show cause shall be served to the owner not less than ten days prior to the scheduled hearing date. Service may be accomplished by hand delivery to the owner or the local contact person or by first class mail, postage prepaid, to the last address furnished to the Town by the owner. The notice to show cause shall give the owner notice of the alleged ground for suspension or revocation and of the date, time and place of the hearing on the alleged violations.
- c. The Planning and Zoning Commission may recommend to the Board of Trustees to suspend or revoke a permit if it finds, by a preponderance of evidence, that:
 - (i) The operation of the short-term rental no longer conforms with the review criteria of this part; or
 - (ii) The owner has violated the rules and regulations provided for in the part.
- d. A suspension or revocation shall be effective immediately upon the decision of the Board of Trustees.
- e. A suspended permit shall be suspended for a term not to exceed 60 days, and for so long thereafter until proof of the cause of suspension has been remedied at the discretion of the Town Administrator.
- f. A revoked permit may not be considered for re-approval for one year from the date of revocation of the Board of Trustees.

(c) Sign Permit



(1) **Applicability.** This subsection applies to the erection, placement, or installation of a sign, or changes to a sign, for which a permit is required pursuant to Sec. 5.06

(2) Specific Procedure

- a. All applicable provisions of Sec. 6.03 for a decision by the Town Planner shall apply.
- b. **Fees.** Except as provided for in this section, every sign permit application shall be accompanied by a permit application fee payable to the Town of Norwood. Fees shall be as follows:
 - (i) The application fee for pennants, banners and posters that are erected pursuant to subsection 5.06(c) a fee of \$5 dollars shall be charged.
 - (ii) For all other sign permits required, a fee of one dollar per square foot of surface area shall be charged to cover the costs of administration.
 - (iii) No fee shall be required for special event or public announcement signs for bona fide charitable and other non-profit organizations.

(3) Criteria for Approval

- a. The Town Planner shall approve the application, or approve it with conditions, if it complies with the criteria in Sec. 6.03(f)(2)(a) including all applicable provisions of this code, including the standards in Sec. 5.06.
- b. No condition attached to the approval of any sign permit shall include any form of content regulation prohibited by state or federal law.

(d) Temporary Use Permit (TUP)

(1) **Applicability.** This subsection shall apply to any application for the temporary or seasonal use of property for a use not listed in Sec. 3.05(c) for the zoning district in which the property is located.

(2) Specific Procedure

- a. All provisions of Sec. 6.03 applicable to staff review and a decision by the Town Administrator shall apply, except as modified by subsection b below.
- b. An application for a seasonal activity may be approved for a period of up to three consecutive seasons without the need for a re-application or re-approval each year.

(3) Criteria for Approval

- a. The Town Administrator shall approve the application, or approve it with conditions, if the following criteria are met:
 - (i) The proposed temporary use is for a period of one month or less. Temporary uses lasting more than one month shall require approval of the town/city council;
 - (ii) The applicant has made provisions to provide adequate parking for the facility without inconvenience to surrounding areas;
 - (iii) The applicant has made provisions to mitigate any potential adverse impacts on the surrounding areas and the environment to the maximum extent practicable;
 - (iv) The applicant has made provisions to clean up and restore the site of the temporary use to its previous condition when the use ends; and
 - (v) The proposed use shall not result in increased risks to public health or safety.



- (vi) If the Town Administrator determines that there is a material risk of adverse impacts to the surrounding area or the environment, the Town Administrator may require the applicant to post financial guarantees pursuant to Sec. 6.03(g).

(e) Zoning Development Permit

- (1) No building permit may be issued and no person(s) may engage in any development within the incorporated area of the Town of Norwood without obtaining a Zoning Development Permit (Appendix "A" to this Code). Failure to comply with any condition(s) of approval, as determined by the Board of Trustees, shall result in inability to obtain any rights granted conditionally thereunder and Town revocation of the development permit. Upon 30 days' notice by Developer, the Town shall set a hearing for determination of non-compliance with conditions.

Section 6.05 Administrative Approvals

(a) Expedited Review for Affordable Housing.

- (1) **Purpose.** The Affordable Housing Expedited Review process is established to implement the "fast track approval process" for affordable housing that is contemplated by C.R.S. 29-32-105(2). It is the intent of the Board of Trustees to implement the affordable housing development objectives of Proposition 123 and to maximize state funding that may be available under its terms.
- (2) **Eligibility.**
- a. The Affordable Housing Expedited Review shall apply to developments in which 50% or more of the dwelling units are Affordable Housing. This shall include mixed-use developments meeting this threshold.
 - b. Application types that are subject to expedited review include: Administrative Adjustments, Zoning Authorizations, Building Permits, Site Plans (Major or Minor), Special Use Permits, Variances, and Civil or Construction Drawings.
 - c. Application types that are exempt from expedited review include: Appeals, Pre-Application Reviews, Major or Minor Subdivisions, Condominium Plats, Planned Unit Developments, Accessory Use Permits, Annexations, or Rezoning.
- (3) **Applicability.** The Affordable Housing Expedited Review provides a prioritized approval process by which a final decision for a qualifying Town of Norwood affordable housing development is reached not more than 90 calendar days after submission of a complete application, subject to the following:
- a. Review procedures shall adhere to the requirements set forth in Chapter 6 of this Code.
 - b. The review period may be extended for an additional 90 days at the request of the applicant, for the purposes of compliance with state law or court order, or for a review period required by another agency for any component of the application requiring the other agency's approval;
 - c. The review period may include extensions to allow for the submission of additional information or revisions to an application in response to requests from the Town. However, no extension under this subsection shall extend more than thirty (30) calendar days after submittal of receipt of the response to the Town's request.
 - d. **Definition of a 90 Day Timeline.**



- (i) **Start Date.** Upon submission of a complete application, as determined by the Town Planner or Town Administrator. Any deficiencies or missing items shall not constitute a complete application.
 - (ii) **End Date.** Final decision by the appropriate decision-making body pursuant to Table 6.02-1.
 - (iii) **Continuous Timeline.** Runs uninterrupted from complete application to final decision. Only pauses for properly exercised extensions outlined in Subsections 6.05(a)(3)(b) and (c).
- (4) **Prioritization.** Applications within the Affordable Housing Expedited Review are given priority in the Town's development review process with regard to placement on the agendas of the Planning and Zoning Commission, Board of Trustees, and Board of Adjustment, as applicable. A special meeting may be called by the Planning Commission, Board of Trustees or Board of Adjustment, pursuant to applicable noticing requirements in Sec. 6.03(e).
- (5) **Participation.** Participation in the Affordable Housing Expedited Review is optional. Any developer may opt out of expedited review in writing and an applicant may withdraw in writing from the program at any time.
- (6) **Concurrent Review.** Any application for which the expedited review is applicable is subject to concurrent review. Any of the applications may be submitted concurrently with another application for an expedited review. Concurrent review will take place if practicable, as determined by staff.

(b) Site Plan

- (1) **Applicability.** Site plan review is required for all development and changes of use subject to this Code, and must occur before issuance of a building permit, site grading, or construction of site improvements, unless exempted by this subsection.
- a. **Exemptions.** The following uses and activities are exempt from site plan approval but remain subject to all other applicable requirements of this Code. Such exemption does not waive any other required permit or approval, including, but not limited to, a Zoning Development Permit, Temporary Use Permit, or Sign Permit.
- (i) A residential structure with one or two dwellings and associated accessory structures;
 - (ii) Nonresidential, interior remodeling which will cost 25% or less of the fair market value of the existing structure;
 - (iii) An approved home occupation;
 - (iv) An approved temporary use;
 - (v) An approved fence or wall;
 - (vi) An approved sign;
 - (vii) Parking lot resurfacing, provided that the number of stalls is not reduced beyond the minimum required or, if legally nonconforming, in compliance with Sec. 1.07;
 - (viii) Enclosing outdoor courtyards within existing building envelopes;
 - (ix) Co-location of telecommunication tower;
 - (x) Electric vehicle charging stations;
 - (xi) Public utility structures;



- (xii) Unenclosed structures constructed over already impervious areas that do not require water/sewer; and
 - (xiii) Similar development that the Town Planner or Town Administrator determines does not require a Minor Site Plan review when the development will not adversely affect the neighborhood and meets the purpose and intent of this Code.
- (2) **Specific Procedures.** All provisions of Sec. 6.03 applicable to staff review and a decision by the Town Planner shall apply, except as modified by Sec. 6.05(a)(3).
- (3) **Criteria for Approval.** The Town Planner shall approve the site plan, or approve it with conditions, if the application complies with the following criteria:
 - a. The site plan complies with all applicable standards in this Code.
 - b. The site plan complies with all previous approvals and agreements related to the property, subject to the provisions of Sec. 6.03(g)(2).
- (4) **Post-Decision Actions.**
 - a. **Zoning Development Permit and Building Permit.** Site Plan review shall be completed prior to issuance of a Zoning Development Permit and a Building Permit.
 - b. **Construction Plans.**
 - (i) **Purpose and Applicability.**
 - 1. The purpose of Construction Plans is to confirm the location, design, and composition of all improvements identified in an approved development application.
 - 2. Construction Plans are required for any Major Site Plan approval that necessitates the construction, reconstruction, or modification of new or existing improvements.
 - (ii) **Specific Procedures.**
 - 1. When required, a completed Improvements Agreement for any required public improvements, together with an acceptable performance guarantee, must be submitted with the construction drawings pursuant to Sec. 6.03(g)(3)-(4).
 - 2. Construction Plans shall be prepared in conformance with the approved Final Plat and the City's adopted standards for public improvements including those contained in this Code.
 - 3. As-built plans must be submitted to the Director prior to acceptance of public improvements for City maintenance.
- (c) **Subdivision Amendment.** This section applies to all divisions of land that are exempt from the requirement to obtain approval of a major or minor subdivision, as listed in Sec. 6.05(c)(1) below, but that are nevertheless required to file an accurate subdivision exemption map reflecting the division of land with the San Miguel County Clerk and Recorder.
 - (1) **Exemptions.** All divisions of a parcel or lot into two or more lots or parcels shall require approval through the Subdivision Amendment, Minor Subdivision, or Major Subdivision process, except as provided for in this section. These provisions shall also apply to any Planned Unit Development unless the approved Planned Unit Development documents provide an alternative standard.



- a. Review and approval of a subdivision plat or subdivision exemption map shall not be required for any of the following:
- (i) A division of land that occurred prior to 1972;
 - (ii) A transfer of land required by law;
 - (iii) A division of land for sale as part of an approved cemetery;
 - (iv) A dedication, acquisition, or condemnation of land for right-of-way or other public use, or conveyances relating to the vacation of land designated for public rights-of-way or public use;
 - (v) A bona fide division or portion of agricultural land for agricultural use or related purposes;
 - (vi) A division of land created by lien, mortgage, deed of trust, or any other security interest;
 - (vii) A division of land that is created by a security or unit of interest in any investment trust regulated under state law or any other interest in an investment entity;
 - (viii) A division of land that creates an interest in oil, gas, minerals, or water that is severed from the surface ownership of real property;
 - (ix) A division of land ordered by a court if the Board of Trustees has been given the notice and opportunity to join as a party of interest in the proceeding for the purpose of raising the issue of an intent to evade the statutory requirements for subdivision of land;
 - (x) A division of land that is created by the acquisition of an interest in land in the name of a husband and wife or other persons in joint tenancy or as tenants in common. Any such interest shall be deemed as only one interest for purposes of this section; and
 - (xi) A division of land created as part of a condominium provided that the applicant has complied with all of the provisions of the Colorado Common Interest Ownership Act, C.R.S. Title 38, Article 33.3; and
 - (xii) A lease of property.

(2) Applicability. This section applies to the following types of land divisions.

- a. **Statutory Exemptions.** Divisions of interests in land to which the term subdivision and subdivided land does not apply pursuant to C.R.S. 30-28-101(10)(b) c) and (d). Easements and rights-of-way shall not be considered interests for the purposes of this section.
- b. **Correction Plats.** Corrections of technical errors in approved and recorded final plats that do not increase the number of subdivided lots or parcels previously approved or recorded. Technical errors include errors to legal descriptions, acknowledgments, dedication language, plat notes and other items that do not constitute substantial modification of the approved plat.
- c. **Boundary or Lot Line Revision or Correction.** Revisions to boundary lines or lot lines for the purpose of correcting an engineering or survey error in a recorded plat or reflect an agreement between property owners to adjust the boundary between properties, and that do not increase the number of subdivided lots or parcels previously approved or recorded.
- d. **Lot Combination.** Any consolidation of contiguous parcels or lot merger.
- e. **Lot Split.** Division of land to create up to one additional lot.



- f. **Townhouse Lots.** Divisions of land to create individual townhouse lots, each to accommodate an existing single-household attached dwelling, from a lot or parcel currently platted as a single lot parcel and currently containing a single structure that includes more than one attached single-household attached dwelling unit.

(3) Specific Procedure

- a. All applicable provisions of Sec. 6.03 for a decision by the Town Planner shall apply, except as modified by this Sec. 6-6.05(c).
- b. Review, decision-making, and appeal responsibilities shall be as shown in Table 6.02-1.
- c. If a proposed subdivision amendment would result in one or more lot or parcel boundary lines that previously aligned with a Town boundary no longer aligning with that boundary; or would result in one or more lot or parcel boundary lines that currently do not align with a Town boundary becoming aligned with that boundary, the application shall be referred to the county or municipality sharing that boundary for comment pursuant to Sec. 6.03(d)(1).
- d. **Plat Notes.** Approved Lot Splits shall include the following plat note, as applicable: "Any additional lot splits are required to be processed through applicable City subdivision processes. The property shown hereon may not be further subdivided without approval of the City in accordance with then applicable law."

(4) Criteria for Approval. An application for a subdivision amendment shall be reviewed in light of the following criteria:

- a. **Correction Plat.** If the application is for a correction plat:
 - (i) The correction plat is consistent with any preliminary plan approved for the subdivision in which the property is located; and
 - (ii) A surveyor's certificate is included to confirm the accuracy of any of the following, as applicable to the correction:
 - 1. Any distance or elevation that has been omitted;
 - 2. Any text that has been misspelled;
 - 3. Any error or omission; or
 - 4. Any error within a parcel description shown on a recorded plat.
- b. **Boundary or Lot Line Revision or Correction; Lot Combination; Lot Split.**
 - (i) Any changes to existing easements or right-of-way have been completed in accordance with this Code or otherwise allowed by law (additional easements or right-of-way may be dedicated);
 - (ii) The right-of-way shown and described in the Norwood Major Streets and Future Land Use Plan is not changed; and
 - (iii) If a new lot(s) is being created, the subject property must not have been included in a Subdivision Amendment resulting in more than two lots in total over the preceding 10 years.
- c. **Townhouse Lots.**



- (i) Each lot created for a townhouse meets the requirements of the appropriate zoning district in Chapter 3; and
 - (ii) No change to lots or right-of-way other than the creation of lots for individual townhouse units is made.
 - d. **Adequate Provision of Public Services.** The application complies with Sec. 1.06. Any required utility capacity verification, infrastructure analyses, public improvements, improvement agreements, or development phasing requirements have been satisfied or appropriately conditioned as part of the application.
 - e. **Taxes.** All taxes applicable to the land have been paid.
- (5) **Post-Decision Actions.** The Subdivision Amendment plat shall be recorded pursuant to Sec. 6.13(e)(1).

Division 3. Applications Requiring a Public Hearing

Section 6.06 Annexation

- (a) **Authority.** The provisions of the Colorado Municipal Annexation Act of 1965 ("Act"), as the same may from time to time be amended, shall govern the filing and processing of all petitions for annexation of land to the Town of Norwood. The provisions herein contained are intended to be complementary and in addition to the Act and not to be construed as altering, modifying, eliminating or replacing any requirements set forth in that Act, or any requirements set forth in other sections of this Land Use Code.
- (b) **Purpose.** In accordance with state law, land may be annexed to, or de-annexed from, the Town as determined by the Board of Trustees.
- (c) **Reimbursement of Costs.** The petitioner shall reimburse all of the Town's actual costs of reviewing and processing any annexation request. At any time during the review process, the Town may employ professional consultants to assist the Planning Commission and Board of Trustees in their review of the annexation request. As used in this section, "actual costs" shall include all direct and indirect costs incurred by the Town to review and process an annexation submission, the costs of consultants, publication, mailing, recording, engineering, legal, town personnel expenses, supplied, material and equipment. In addition, the petitioner shall assume the cost of updating the Town boundary map upon the successful completion of an annexation proceeding.
- (d) **Applicability.** Any lands to be added to or deleted from the corporate limits of the City shall comply with this section.
 - (1) **Waiver of Vested Rights.** Any landowner requesting annexation shall waive in writing any preexisting vested property rights from other jurisdictions in the petition for annexation. An owner's written consent is considered sufficient to waive any prior vested property rights. Specific Procedure.
 - (2) **Town-Initiated Annexations.** Annexations of enclaves, property owned by the Town or under lease to the Town with an option to purchase, and property predominately containing a Town-managed or - operated facility are exempt from Sec. 6.03(a-c).
- (e) **Specific Procedure.** Application requirements and processing procedures shall comply with those described in state law.
 - (1) The Planning and Zoning Commission shall hold a public hearing to consider the zoning request pursuant to Sec. 6.03(e)(3) with notice pursuant to Sec. 6.03(e)(2) prior to making a recommendation of approval,



approval with conditions, or denial to the Board of Trustees based on the criteria for approval in Sec. 6.06(f) below.

- (2) The Board of Trustees shall hold a public hearing to consider the annexation and zoning, if applicable, pursuant to Sec. 6.03(e)(3) with notice pursuant to Sec. 6.03(e)(2). When satisfied with the proposals, the Board of Trustees shall approve, approve with conditions, or deny the application based on the criteria for approval in Sec. 6.06(f) below.
- (f) **Criteria for Approval.** The application shall meet all applicable statutory and City administrative requirements. The City Council shall use the following criteria when evaluating a request for annexation. Annexation is, however, a discretionary, legislative act. The City shall never be compelled to annex, unless otherwise required by state law, even if all these review criteria have been satisfied.

 - (1) The annexation complies with the Municipal Annexation Act of 1965, as amended (C.R.S. 31-12-101, et seq.). Contiguity is presumed to satisfy the eligibility requirement of C.R.S. 31-12-104.
 - (2) The proposed zoning is appropriate, based upon consideration of the following factors:

 - a. The proposed zoning is consistent with the Comprehensive Plan designation of the property; and
 - b. The proposed land uses, if known, are consistent with the purpose and intent of the proposed zone district.
 - (3) The annexation will not limit the ability to integrate surrounding land into the City or cause variances or exceptions to be granted if the adjacent land is annexed or developed.
 - (4) The landowner has waived in writing any preexisting vested property rights as a condition of such annexation.
 - (5) **Use.** That the master plan for the area to be annexed is consistent with the Norwood Comprehensive Plan and the Norwood Major Streets and Future Land Use Plan, is in harmony with the intent of Town zoning and policies of the Town, and compatible with adjacent neighborhoods. The annexation of lots that have less than the minimum area required by the respective zone district that implement the Comprehensive Plan will be nonconforming and shall be subject to the provisions of subsection 1.06 (b).
 - (6) **Open Space.** That the open spaces have a workable program established for maintenance and up-keep.
 - (7) **Necessity.** That the proposed annexation is necessary or desirable and will contribute to the general well being of the community.
 - (8) **Health, safety and general welfare.** That the proposed annexation will in no way be detrimental to the health, safety, or general welfare of person residing within the corporate boundaries or injurious to property or improvements in the vicinity of the annexed area.
 - (9) **Logical Road System.** That the area has incorporated in its design, if a design has been developed, a logical extension of roads.
 - (10) **Utilities and Roads.** That the extension of services is feasible and will be financed totally by the petitioner; and that the petitioners will post performance guarantees to assure the completion of public improvements.
 - (11) **Water Rights.** That the petitioner has or will convey all right, title and interest in any water rights associated with the property or in any and all water located beneath the property to be annexed if the annexed area



is to be served by the municipal water system or water is needed for the maintenance of open space or parks.

- (12) Revenues.** That the revenues and/or public benefit to be gained from the Town’s portion of the increased tax base are equal to or greater than the cost of services to be provided.
- (13) Public Lands and Trails.** That a minimum of eight percent of the gross land area approved for annexation is dedicated to the Town in fee simple, or equivalent cash or consideration given; and that trails shall be dedicated and constructed consistent with an adopted trails plan. Land area dedicated for trails may be credited toward the land dedication required herein.
- (g) Conditions on Annexation; Policies.** The Town will impose terms and conditions on annexation to protect the public interest and to that end shall ensure that the following policies are met:

 - (1)** All annexations shall be consistent with the Norwood Comprehensive Plan and the Norwood Major Streets and Future Land Use Plan.
 - (2)** The Norwood Major Streets and Future Land Use plan identifies a Master Plan Boundary area surrounding the Town as an area appropriate for the future residential, commercial and industrial growth of the Town. Consent to annexation by petitioning landowners within the Master Plan Boundary and conformance with the Comprehensive Plan as amended by the Norwood Major Streets and Future Land Use Plan and the implementation zoning shall be a condition of extension of municipal utility service.
 - (3)** There will be no annexations of areas outside the boundaries of the Master Plan Boundary identified by the Norwood Major Streets and Future Land Use Plan, with the possible exception of annexation of any acquired open space.
 - (4)** The Town is very concerned about long-term maintenance costs of annexed land. Petitioners and developers shall identify revenues adequate to pay the long-term costs of maintenance of their development, and the Town shall ensure that revenues will be adequate prior to approval of a petition for annexation.
- (h) Zoning of Annexed Areas.** Land annexed to the City shall be zoned in accordance with Sec. 6.12 to a district that is consistent with the adopted Comprehensive Plan and the criteria set forth.
- (i) Concurrent Applications.** Simultaneously with the filing of the annexation submission, the petitioner may file additional development applications for the property proposed for annexation. Any development applications and all proceedings taken thereon shall conform to the requirements of this Land Use Code and shall be in addition to the requirements of this Sec. 6.12. The processing of the annexation submission, rezoning and other development applications may proceed concurrently, but applications and approvals must be sequenced and processed according to the requirements of the Norwood Land Use Code and the Act. See also Sec. 4.01(c)(3).

Section 6.07 Appeal

- (a) Applicability.** This section applies to appeals of a final decision under this Code or an interpretation of this Code made by the Town Planner or another Town of Norwood administrative official.
- (b) Specific Procedure.** All applicable provisions of Sec. 6.03 for a decision by the Board of Adjustment shall apply unless specifically modified by the provisions below:

 - (1)** An appeal may be submitted by a person aggrieved by the decision being appealed:



- a. A person aggrieved shall include but is not limited to the applicant, by the owner of a property that is adjacent to or partially or completely located within 300 feet of the property that was the subject of the application, or by the provider of a utility or public service that is affected by the decision.
 - b. A person aggrieved does include any person that does not own, occupy, or use for business purpose any property within a reasonable distance of the property that was the subject of the decision or whose personal or business activities are not affected by the decision in any way not shared by the general public.
- (2) The appeal shall be filed with the Town Planner within 30 days of the date of the written interpretation or notice of decision.
- (3) The application for appeal must specifically identify what section or subsection of this Code was interpreted or applied incorrectly.
- (4) The Town Planner or administrative official whose decision is being appealed shall at once transmit to the Board of Adjustment all the papers constituting the record upon which the decision being appealed was made.
- (5) The filing of a complete request for appeal stays all proceedings in furtherance of the decision being appealed unless the Town Planner or administrative official who made the decision certifies to the Board of Adjustment that by reason of facts stated in the certificate a stay would cause imminent peril to life or property, in which case proceedings shall not be stayed otherwise than by a restraining order granted by the Board of Adjustment or by the district court based on due cause shown.
- (6) In order for the Board of Adjustment to grant an appeal that reverses or modifies an administrative interpretation or decision, at least three members of the Board of Adjustment must vote in favor of the appellant.
- (7) Public hearing by the Board of Adjustment shall be held within 45 days of the date of determination of completeness unless the party appealing the decision agrees in writing to an extension of time beyond that date.
- (8) Following the public hearing, the Board of Adjustment shall uphold, modify, or reverse the decision under this Code or the interpretation of this Code, based upon the criteria set forth in subsection c below.
- (9) The Town Planner shall provide the applicant with written notice of decision by the Board of Adjustment within five days of the date of the decision by the Board of Adjustment.
- (10) Where the appeal concerns a land use or facility for which regulations of the state or federal government or decisions of state or federal courts require a prompt decision or a decision within a stated time period, the appeal shall be reviewed and a decision made within 60 days of the date the complete appeal was filed, or within the date required by law if that is shorter than 60 days, unless the owner of the property affected by the decision agrees to an extension of time beyond that date.

(c) Criteria for Approval

- a. The Board of Adjustment may reverse the decision being appealed only if the Board of Adjustment determines that the decision or interpretation being appealed was incorrect based on the standards and criteria in this Code.
- b. As an alternative to reversal of the decision, the Board of Adjustment may modify the decision or interpretation, or may modify conditions attached to an approval being appealed, to bring it into



conformance with the standards and criteria of this Code, provided that such action does not have the effect of approving a variance that would not be permitted under Sec. 6.15.

Section 6.08 Conditional Use Review

- (a) **Applicability.** This section applies to each application to approve a land use indicated as a conditional use in the zoning district where the property is located in Sec. 3.05(c).
- (b) **Specific Procedure.** All applicable provisions of Sec. 6.03 for a decision by the Board of Trustees shall apply unless specifically modified by the provisions below:
- (1) Conditional use review applications may be reviewed in combination with a site plan application. However, each application shall be decided separately based upon the applicable criteria of this Code, and the site plan decision shall be deemed approved only following approval or approval with conditions of the conditional use review application.
 - (2) Where the application concerns a land use or facility for which regulations of the state or federal government or decisions of state or federal courts require a prompt decision or a decision within a stated time period, the application shall be reviewed and decided upon within 60 days of the date the completed application was filed, or within the date required by law, whichever is shorter.
- (c) **Criteria for Approval.** In making its recommendation or decision, the Planning and Zoning Commission and the Board of Trustees, respectively, shall approve the application or approve it with conditions if the application complies with the following criteria:
- (1) The proposed use is consistent with the comprehensive plan;
 - (2) The proposed use complies with all applicable requirements of this Code, including without limitation any applicable standards in Sec. 3.05;
 - (3) Sufficiency of water pressure and supply, availability of sewer service and other utilities as determined by the utility provider;
 - (4) Adequacy of roads to accommodate proposed use and ability to ensure fire protection, snow removal and road maintenance;
 - (5) Suitability of soils and subsurface geologic conditions to support proposed use;
 - (6) The proposed use will not have a deleterious effect on air quality in the surrounding area and the town;
 - (7) The design and location of any proposed structure, access or other characteristics of the use will not adversely affect surrounding land uses or the character of the town, nor cause harmful disturbance to critical natural features of the site or surrounding area; and
 - (8) Compatibility with surrounding area.

Section 6.09 Land Use Code Text Amendment

- (a) **Applicability.** This section shall apply to all applications to revise the text of this Land Development Code, except for an application to create, modify, or repeal an overlay zoning district, that shall be processed pursuant to Sec. 6.12.
- (b) **Specific Procedure.** All applicable provisions of Sec. 6.03 for a decision by the Board of Trustees shall apply unless specifically modified by the provisions below:



- (1) Applications to amend the text of this Code may be initiated only by the Town Planner, the Planning and Zoning Commission, or the Board of Trustees.
 - (2) Public hearing by the Board of Trustees shall be held within 45 calendar days of the date of the Planning and Zoning Commission's recommendation.
 - (3) Unless otherwise specified by the Board of Trustees, an approved amendment to the text of this Land Development Code shall become effective 30 days after the Board of Trustees decision.
- (c) Criteria for Approval.** In making its recommendation or decision, the Planning and Zoning Commission and Board of Trustees, respectively, shall approve the application or approve it with conditions if the proposed amendment complies with the following criteria:
- (1) The proposed Code amendment is consistent with the comprehensive plan, or is needed to implement the comprehensive plan, and is consistent with other policies and plans adopted by the Town of Norwood; and at least one of the following criteria is met:
 - a. The amendment is required because of changed conditions or circumstances in the area of the Town surrounding the property; or
 - b. The amendment is required to address a new or previously unforeseen threat to public health, safety, and welfare; or
 - c. The amendment is required to promote economic growth and investment that will not create material risks to public health, safety, and welfare; and
 - (2) The proposed Code amendment provides for equitable treatment of and opportunities for all portions of the Town of Norwood population.

Section 6.10 Major Electric or Natural Gas Facility Statutory Requirements

(a) Applicability.

- (1) This section applies to any application by an application of a public utility or a power authority providing electric or natural gas service that relates to the location, construction, or improvement of major electrical or natural gas facilities.
- (2) This section implements the requirements of C.R.S. 29-20-108. In the event of a conflict between the provisions of this section and those of C.R.S. 29-20-108, the provisions of state law shall apply, and the requirements of this section shall be modified to the least extent necessary to comply with C.R.S. 29-20-108.

(b) Specific Procedure.

- (1) Unless the Town of Norwood has an agreement with the applicant providing for a different timeframe for requests for additional information or for decision by the Board of Trustees, the following shall apply:
 - a. Within 28 days of the submission of an application the Town Planner shall notify the applicant of any additional information that must be supplied by the utility or authority to complete the application. The notice must specify the particular provisions of this Code or other Town land use regulations that require the submission of the additional information.
 - b. A decision on the application by the Board of Trustees shall be made within 90 days after the Town receipt of a complete application, or the date on which the applicant supplies to the Town of



Norwood the additional information requested pursuant to subsection (a) above, whichever occurs first.

- c. If the Town requests additional information after the 28-day period listed in subsection (a), the 90-day decision requirement shall not be extended pending receipt of any of the requested information.
- d. The Town of Norwood may request information related to the application from a state agency, but any delay or failure of the state agency to provide such information shall not extend the 90-day decision requirement.

(2) If the Town of Norwood denies the application or approves it with conditions that the applicant determines will impair its ability to provide safe, reliable, and economical service to the public, the public utility or power authority may appeal the local government action to the public utilities commission for a determination under C.R.S. 29-20-108(5), C.R.S. 40-4-102, and other applicable provisions of state law. Any appeal of the decisions shall be conducted pursuant to Sec. 6-302.A.

(c) **Criteria for Approval.** The planning board may recommend approval or approval with conditions, and the Board of Trustees may approve the application or approved it with conditions if the Board of Trustees determines that:

- (1) The applicant has timely performed all of its duties to the Town under C.R.S. 29-20-108, including without limitation:
 - a. Its duty to notify the Town of its plans to site a major electrical or natural gas facility at those times required by C.R.S. 30-20-108(4)(a);
 - b. Its duty to consult with the Town regarding the proposed route of the major electrical or natural gas facility, and to attempt to resolve any land use issues, pursuant to C.R.S. 30-28-108(4)(a);
 - c. Its duty to present to the Town reasonable siting and design alternatives to its preferred location, or to explain why no reasonable alternatives are available, pursuant to C.R.S. 30-28-108(4)(b); and
 - d. Its duty to timely notify the Town of the potential to locate a powerline trail in connection with the proposed facility, pursuant to C.R.S. 30-28-108(6); and
- (2) Any material negative impacts of the proposed major electrical or natural gas facility have been mitigated to the maximum extent practicable.

Section 6.11 Master Plan Adoption or Amendment

(a) **Applicability.** This section applies to all applications to adopt or amend a comprehensive plan for the orderly development and redevelopment of the Town of Norwood.

(b) **Specific Procedure.** All applicable provisions of Sec. 6.03 for a decision by the Board of Trustees shall apply unless modified by this subsection.

- (1) **Positive Commission recommendation.** If the Commission has recommended approval, such plan or amendment shall not become effective except by the favorable vote of a majority of the quorum of the Board of Trustees present and voting.



- (2) **Negative Commission recommendation.** If the Commission has recommended denial, such plan or amendment shall not become effective unless the Board of Trustees overrules such disapproval by a recorded vote of not less than two-thirds of its entire membership
- (c) **Criteria for Approval.** In making their recommendation or decision, the Planning and Zoning Commission and Board of Trustees, respectively, shall approve the adoption of a comprehensive plan, or an amendment to the comprehensive plan, only if it:
 - (1) Promotes the long term economic, social, and environmental health of the Town of Norwood;
 - (2) Provides for equitable treatment of and opportunities for all portions of the Town of Norwood population;
 - (3) Is consistent with or incorporates any master plan for the extraction of commercial mineral deposits adopted by the Town of Norwood pursuant to C.R.S. 34-1-304.
 - (4) Complies with all requirements of Colorado law regarding the Town of Norwood comprehensive plan including but not limited to C.R.S. 31-23-200 et seq; and
 - (5) Protects the public health, safety, and welfare of the Town of Norwood residents.

Section 6.12 Rezoning (Amendment to Official Zoning Map)

- (a) **Applicability.** This section applies to all applications to change the zoning district classification of a lot or parcel to a different zoning district classification, including applications to create or repeal a Planned Unit Development zoning district, or to create, modify, or repeal an overlay zoning district.
- (b) **Specific Procedure.**
 - (1) All applicable provisions of Sec. 6.03 for a decision by the Board of Trustees shall apply unless specifically modified by the provisions below:
 - (2) If the application is to create or modify a Planned Unit Development zoning district, the application shall comply with all requirements of Sec. 3.13. In the event of a conflict between the requirements of Sec. 3.13 and this Sec. 6.12, the provisions of Sec. 3.13 shall apply.
 - (3) Except as stated in subsection b, an application for rezoning may be initiated by the owner of the property that is the subject of the application, the Town Planner, the Planning and Zoning Commission, or the Board of Trustees.
- (c) **Criteria for Approval.** In making their recommendation or decision, the Planning and Zoning Commission and the Board of Trustees, respectively, shall approve the application, or approve it with conditions, if it complies with the criteria in Sec. 6.03(F)(2)(b) and the following criteria:
 - (1) The proposed rezoning addresses technical errors in the current zoning district map; or
 - (2) The rezoning is required because of changed conditions or circumstances in the area of the Town of Norwood surrounding the property, or is needed to implement the comprehensive plan; and
 - a. The proposed rezoning is consistent with the comprehensive plan and with other policies and plans adopted by the Town of Norwood;
 - b. Any impacts on the surrounding area associated with the environment, wildlife, access, traffic, emergency services, utilities, parking, refuse areas, noise, glare, odor, and other material adverse impacts have been or will be addressed or mitigated to the maximum extent practicable through



- compliance of future development with the provisions of this Code or through a development agreement with the applicant;
- c. The proposed rezoning provides for equitable treatment of and opportunities for all portions of the Town of Norwood population;
 - d. The Town of Norwood or other service providers have the capacity to serve the development enabled by the rezoning with adequate roads, water, sewer, and other public services and facilities; and
 - e. If the application is to create or modify an overlay zoning district, the application will effectively and efficiently promote the purpose of the overlay zoning district.
- (3) If the rezoning is to create or modify a PUD zoning district:
- a. A general development plan has been submitted with the application, and the general development plan complies with all applicable standards and requirements of Sec. 6.12; and
 - b. The application complies with the criteria for approval in Sec. 3.13. In the event of a conflict between the criteria for approval in Sec. 3.13 and those in this Sec. 6.12, the criteria for approval in Sec. 3.13 shall apply.

Section 6.13 Subdivision, Major

(a) Applicability

- (1) This section applies to all divisions of land except the following:
- a. Divisions that are exempt from the requirements of this Article 6 pursuant to Sec. 6.05(c);
 - b. Divisions that are eligible for processing of a subdivision amendment pursuant to Sec. 6.05(c); and
 - c. Divisions that are eligible for processing as a minor subdivision pursuant to Sec. 6.14.
- (2) Resubdivisions of existing platted lands are not plat vacations and are subject to approval pursuant to the appropriate subdivision review process in Chapter 6 based on the scale of requested revisions.

(b) Common Procedures

- (1) All applicable provisions of Sec. 6.03 for a decision by the Town Planner apply to the final plat, except as modified by this Sec. 6.13(b).
- (2) Review, decision-making, and appeal responsibilities for the preliminary plan shall be as shown in Table 6.02-1.
- (3) A neighborhood meeting pursuant to Sec. 6.03(b) is required for the preliminary plan and does not need to be repeated prior to submitting a final plat.
- (4) Public hearings before the Planning and Zoning Commission and before the Town Board of Trustees, pursuant to Sec. 6.03(e)(3) with notice pursuant to Sec. 6.03(e)(2) are required.

(c) Specific Procedures

(1) Preliminary Plan

- a. The applicant shall submit an application requesting preliminary plan approval, a title certificate from a licensed title company or attorney listing the name of the property owner(s) and all liens, easements and judgements of record affecting the subject property, and of the preliminary plat. The application shall include signature of property owner. If the applicant is not the owner of the



property, s/he shall also submit a letter from the property owner designating the applicant as his/her agent with the authority to represent the application. Such plat shall be accompanied by or show the following information:

- b. Prior to the public hearing, the Town Planner shall attempt to resolve any plat deficiency or non conformance with the requirements of this Code or state law with the applicant. The Town Planner shall forward a recommendation of approval, approval with conditions, or denial to the Planning and Zoning Commission based on the criteria for approval in Sec. 6.13(d) below.
 - (i) If the Town Planner determines that the application will require the applicant to construct public improvements in order to comply with applicable requirements of this Code, the Town Planner may require that the applicant sign a development agreement pursuant to Sec. 6.03(g)(1) and/or provide financial guarantees pursuant to Sec. 6.03(g)(4) in order to ensure the completion of those improvements.
- c. The Planning and Zoning Commission shall hold a public hearing to consider the preliminary plan pursuant to Sec. 6.03(e)(3) with notice pursuant to Sec. 6.03(e)(2) prior to making a recommendation of approval, approval with conditions, or denial to the Board of Trustees based on the criteria for approval in Sec. 6.13(d) below.
- d. The Board of Trustees shall hold a public hearing to consider the preliminary plan pursuant to Sec. 6.03(e)(3) with notice pursuant to Sec. 6.03(e)(2). When satisfied with the proposals, the Board of Trustees shall approve, approve with conditions, or deny the application based on the criteria for approval in Sec. 6.13(d) below.

(2) Final Plat

- a. If the Board of Trustees approves or approves with conditions the preliminary plan, the applicant shall submit a final plat for the property for review by the Town Planner within 12 months after preliminary plan approval. If the final plat is not submitted within that time, the preliminary plat approval shall lapse and a new application for a preliminary plat shall be required, unless the Town approves an extension of the 12-month period pursuant to Sec. 6.03(h)(2).
 - (i) The land area encompassed by an approved Preliminary Plan may be platted in phases; however, to maintain the validity of the Preliminary Plan, a final plat for the subsequent phase shall be submitted within 12 months following approval of the preceding phase by the Board of Trustees.
- b. The applicant shall be required to execute a development agreement pursuant to Sec. 6.03(g)(1) and may also be required to provide financial guarantees pursuant to Sec. 6.03(g)(4) in order to ensure the completion of all required improvements related to the subdivision, with the exception of those improvements, if any, that the Town or another governmental or quasi-governmental entity has agreed in writing to complete.
- c. Prior to the public hearing, the Town Planner shall attempt to resolve any plat deficiency or non conformance with the requirements of this Code or state law with the applicant. The Town Planner shall forward a recommendation of approval, approval with conditions, or denial to the Planning and Zoning Commission based on the criteria for approval in Sec. 6.13(d) below.



- d. The Planning and Zoning Commission shall hold a public hearing to consider the final plat pursuant to Sec. 6.03(e)(3) with notice pursuant to Sec. 6.03(e)(2) prior to making a recommendation of approval, approval with conditions, or denial to the Board of Trustees based on the criteria for approval in Sec. 6.13(d)(2) below.
- e. The Board of Trustees shall hold a public hearing to consider the final plat pursuant to Sec. 6.03(e)(3) with notice pursuant to Sec. 6.03(e)(2). When satisfied with the proposals, the Board of Trustees shall approve, approve with conditions, or deny the application based on the criteria for approval in Sec. 6.13(d)(2) below.

(d) Criteria for Approval

(1) Preliminary Plan. The application for a Preliminary Plan shall be reviewed in light of the following additional criteria:

- a. Conformance with the Norwood Major Streets and Future Land Use Plan and other adopted plans;
- b. Conformance with the standards and requirements of this Code and other Town policies and regulations;
- c. The project will have little or no adverse or negative impact(s) upon the natural or social environment;
- d. Adequate public facilities and services will be available concurrent with the subdivision, consistent with Sec. 1.06;
- e. Compatibility with existing and proposed development on adjacent properties;
- f. Adjacent agricultural property and land uses will not be harmed;
- g. Is neither piecemeal development nor premature development of agricultural land or other unique areas;
- h. There is adequate land to dedicate for provision of public services; and
- i. This project will not cause an undue burden on the Town for maintenance or improvement of land and/or facilities.

(2) Final Plat. The application for a Final Plat shall be reviewed in light of the following additional criteria:

- a. The decision criteria for a Preliminary Subdivision Plan set forth in Sec. 6.13(d)(1);
- b. The terms of the Preliminary Subdivision Plan approval and any conditions attached to the approval;
- c. Any actions required to remedy existing or potential boundary line encroachments, including the relocation of fences or structures, prior to recording the Final Plat;
- d. **Development Agreement and Financial Guarantees.** A development agreement and any financial guarantees required by the Town of Norwood have been prepared in form and substance acceptable to the Town Attorney and have been signed by the applicant and delivered to the Town for recording along with the final plat; and
- e. **Taxes.** All taxes applicable to the land have been paid, as certified by the Town treasurer's office.

(3) Homeowner's Association



- a. **Applicability.** When a residential subdivision contains any physical facilities, structures, improvements, systems, areas or grounds held in common and necessary or desirable for the welfare of the area or subdivision, or that are of common use or benefit and that are not or cannot be satisfactorily maintained by the Town or another public agency, the Town may require the establishment and creation of a mandatory homeowners' association to assume and be responsible for the continuous and perpetual operation, maintenance and supervision of such facilities, structures, improvements, systems, areas or grounds.
- b. **Approval.** If the establishment and creation of a mandatory homeowners' association is required by the Town, a copy of the agreements, covenants and restrictions establishing and creating the association must be approved by the Town Attorney and Board of Trustees prior to the approval of the final plat of the subdivision and must be filed of record with said final plat in the Map and Plat Records of San Miguel County, Colorado. Said final plat shall clearly identify all facilities, structures, improvements, systems, areas or grounds that are to be operated, maintained and/or supervised by said association.
- c. **Responsibilities.** Such mandatory homeowners' associations shall be responsible for the continuous and perpetual operation, maintenance and/or supervision of landscape systems, features or elements located in parkways, common areas, between screening walls or living screens and adjacent curbs or street pavement edges, adjacent to drainage ways or drainage structures, or at subdivision entryways. Subdivision entryway treatments or features shall not be allowed unless a mandatory homeowners' association as required herein is established and created.

(e) Post-Decision Actions

- (1) **Recordation.** The Applicant shall record all Final Plats and related documents within 30 days after the date of signature by the Board of Trustees and is responsible for all fees associated with recording. Following the remediation of all boundary line encroachments, the Applicant shall proceed with recording as follows:
 - a. The original plat, together with any other required documentation such as, but not limited to, the following, shall be submitted for recording along with all necessary recording fees: a Mylar copy; improvements agreements; powers of attorney; easement or right-of-way dedications not shown on the plat; covenants; deeds conveying property to the homeowners' association; etc. The plat shall contain notarized signatures of each owner of the property, necessary engineer's and surveyor's signatures, and corporate seal, if required. All signatures and seals on the plat shall be in permanent black ink.
 - b. Following the public hearing, the Town Administrator shall obtain the applicable signatures of public officials required on the plat.
 - c. Upon recording the plat, applications for Zoning Development and Building Permits may be submitted in accordance with the provisions of this Code.
- (2) **Development Agreement and Financial Guarantees.** If the Town Planner has required execution of a development agreement and/or the provision of financial guarantees pursuant to Sec. 6.03(g) above, those documents have been prepared in form and substance acceptable to the Town Attorney and have been signed by the applicant for recording along with the final plat.



- (3) **Construction Plans.** Construction Plans shall be submitted and reviewed pursuant to Sec. 6.05(b)(4)b.
- (4) **Effect.** Approval and/or recording of a final plat does not transfer property between affected property owners. The real estate transfer must be achieved through separate action by all property owners involved.
- (5) **Sales Prohibited Prior to Plat Approval.** No person with any interest in land located within a subdivision or a proposed subdivision shall transfer or agree to sell or offer to sell any portion of that land before the plat for the subdivision has been approved by the Board of Trustees and recorded with the San Miguel County Clerk and Recorder. However, title to the entirety of an existing legally created and undivided parcel of land may be transferred to a buyer during the subdivision process, and the buyer may complete the subdivision from the point in the subdivision approval process achieved at the time of transfer on behalf of the original applicant.

Section 6.14 Subdivision, Minor

(a) **Applicability.** This section applies to the following types of divisions of land:

- (1) **Creation of Two to Four New Lots.** The division of a single lot or parcel of land, or more than one contiguous lots or parcels of land into no more than four residential lots, and such division does not include the dedication or vacation of any public or private street or right-of-way.
- (2) **Vacation of Plat.** Vacation of all or a portion of a previously recorded subdivision plat.
- (3) **Condominium Subdivision and Conversion.** common interest community in which portions of the real estate are designated for separate ownership and the remainder of which is designated for common ownership solely by owners of the separate ownership portions.

Resubdivisions of existing platted lands are not plat vacations and are subject to approval pursuant to the appropriate subdivision review process in Chapter 6 based on the scale of requested revisions.

(b) Common Procedures

- (1) All applicable provisions of Sec. 6.03 for a decision by the Town Planner apply to the Minor Subdivision.
- (2) Review, decision-making, and appeal responsibilities for the Minor Subdivision shall be as shown in Table 6.02-1.
- (3) A neighborhood meeting pursuant to Sec. 6.03(b) is not required.
- (4) Public hearings before the Planning and Zoning Commission and before the Town Board of Trustees, pursuant to Sec. 6.03(e)(3) with notice pursuant to Sec. 6.03(e)(2) are required.

(c) Specific Procedure

- (1) Prior to the public hearing, the Town Planner shall attempt to resolve any plat deficiency or non-conformance with the requirements of this Code or state law with the applicant. The Town Planner shall forward a recommendation of approval, approval with conditions, or denial to the Planning and Zoning Commission based on the criteria for approval in Sec. 6.14(d) below.
 - a. If the Town Planner determines that the application will require the applicant to construct public improvements in order to comply with applicable requirements of this Code, the Town Planner may require that the applicant sign a development agreement pursuant to and/or provide financial guarantees pursuant to Sec. 6.03(g) in order to ensure the completion of those improvements.



- (2) The Planning and Zoning Commission shall hold a public hearing on a minor subdivision prior to making a recommendation of approval, approval with conditions, or denial to the Board of Trustees based on the criteria for approval in Sec. 6.14(d) below.
- (3) The Board of Trustees shall consider all proposals with respect to the dedication of right of way for public use, the construction of utilities, streets, drainage, and other improvements, and when satisfied with the proposals, shall authorize the establishment of agreements for same and ratify the approval action of the Planning and Zoning Commission relative to the final plat.

(d) Criteria for Approval

- (1) An application for a minor subdivision shall be reviewed in light of the following criteria:
 - a. **Not Used to Avoid Compliance with Major Subdivision Requirements.** The application of a larger development that would require approval of a major subdivision pursuant to Sec. 6.13 has not been divided into smaller developments for the purpose of avoiding evaluation and potential requirements for mitigation of the impacts of the larger development through a major subdivision process. If the Town Planner determines that this criterion has not been met, the application will be deemed to be an application for major subdivision approval, and the submittal of additional materials, the conduct of additional hearings, and compliance with additional approval may be required.
 - b. **Compliance with Comprehensive Plan and Intergovernmental Agreements.** The application complies with any provisions of the comprehensive plan and any intergovernmental agreement between the Town of Norwood and San Miguel County.
 - c. **Compliance with Previous Approvals and Agreements.** The application complies with any approvals, agreements, or conditions on development related to the property previously approved by the Town, including without limitation any general development plan approved in connection with a PUD zoning district that includes all or part of the property, subject to the provisions of Sec. 6.03(g)(2).
 - d. **Compliance With Land Development Code.** Each of the lots and parcels resulting from the proposed subdivision exemption shall comply with all standards in this Code and in other regulations adopted by Town.
 - a. **Compliance with Applicable Major Street Plan.** The subdivision is consistent with any plan adopted by the Board of Trustees that designates existing or proposed major streets, including but not limited to freeways, arterial streets, and/or collector streets.
 - e. **Adequate Provision of Public Services.** The application complies with Sec. 1.06. Any required utility capacity verification, infrastructure analyses, public improvements, improvement agreements, or development phasing requirements have been satisfied or appropriately conditioned as part of the application.
 - f. **Preservation of Access.** If the application is for vacation of some or all of a recorded subdivision plat, the plat preserves public street or road access to each of the lots or parcels in the plat that are not being vacated.
 - g. **Taxes.** All taxes applicable to the land have been paid, as certified by the Town treasurer's office.



(2) **Condominium Subdivision and Conversion.** In the case of an application to convert an existing structure or development to condominium units, the owner of such property shall demonstrate that the following requirements have been or will be met:

- a. The structure or development subject to the proposed condominium conversion meets current off street parking requirements for the underlying zone district found in Sec. 5.02. Each residential condominium unit shall be considered a separate dwelling unit for purposes of determining parking compliance.
- b. There is or will be a one hour firewall between all units.
- c. Owners of the property proposed for condominium conversion have or will give the notice to residential tenants of the building required by, and otherwise comply with the requirements of C.R.S. 38-33-112, being a part of the Condominium Ownership Act, as amended. Copies of the notification shall be filed with the Town Clerk as proof of compliance.

(e) **Post-Decision Actions.**

- (1) **Recordation.** The Minor Subdivision plat shall be recorded pursuant to Sec. 6.08(e).
- (2) **Construction Plans.** Construction Plans shall be submitted and reviewed pursuant to Sec. 6.05(b)(4)b.

Section 6.15 Variance

(a) **Applicability.** This section applies to all applications requesting deviations from the height, yard setback, area, coverage and parking regulations as may be necessary to secure appropriate development of a parcel of land that differs from other parcels in the district by being of such restricted area, shape or slope that it cannot be appropriately developed without such modification.

(b) **Specific Procedure**

- (1) **General.** All applicable provisions of Sec. 6.03 for a decision by an appointed body shall apply unless specifically modified by the provisions below:
 - a. All decisions on variances are site specific. No single decision of the board sets a precedent. The decision of the board shall be made on the particular facts of each case.
 - b. The Town Planner shall inform the applicant of the approval, conditions of approval, or basis for denial in writing within five days of the date of the decision by the Board of Adjustment.
- (2) **Criteria for Approval.** A variance application shall be approved or approved with conditions if the Board of Adjustment finds the request complies with the following criteria:
 - a. All of the following conditions are met:
 - (i) There are special circumstances existing on the property on which the application is made related to size, shape, area, topography, surrounding conditions and location that do not apply generally to other property in the same area and the same zoning district;
 - (ii) That a variance is necessary to permit the applicant the same rights in the use of this property that are presently enjoyed under this Title, by other properties in the vicinity and zone, but which rights are denied to the property on which the application is made;



- (iii) That the granting of the variance on the specific property will not adversely affect the land use pattern as outlined by the Land Use Plan and will not adversely affect any other feature of the Comprehensive Plan of the Town of Norwood;
- (iv) That the variance, if granted, will be no material detriment to the public welfare or injury to the use, enjoyment or value of property in the vicinity;
- (v) That such unnecessary hardship has not been created by the applicant; and
- (vi) That the proposed use is a Permitted Use in the underlying zone district.

Section 6.16 Vested Property Rights

(a) **Purpose.** The purpose of this Division is to establish a system of vested property rights for this Code as authorized by C.R.S. Title 24, Article 68.

(b) **Establishment of Vested Property Rights**

- (1) **General.** A vested property right shall be established for a period of three years with the approval of a site-specific development plan. An approved vested property right shall confer upon the landowner the right to undertake and complete the development and use of the property under the terms and conditions of the site-specific development plan for a period of three years following approval, or for any longer term approved by the Board of Trustees pursuant to subsection (3) below or pursuant to a development agreement between the applicant and the Town.
- (2) **Site-Specific Development Plan.** The following documents, when approved by the Town, shall constitute a site-specific development plan establishing a vested property right when the procedures and requirements of this Code are met by the applicant. The document that triggers a vested property right shall be identified at the time of its approval.
 - a. A subdivision exemption map;
 - b. A final plat for a major or minor subdivision;
 - c. A site plan; or
 - d. A final PUD plan.
- (3) **Development Agreement and Extension of Vested Property Rights.** The Town may enter into a development agreement with the landowner for the extension of a vested property right beyond a three-year period if the Board of Trustees determines that an extension is warranted due to project size, phasing of the development, or to anticipate or respond to economic cycles and changes in market conditions.
- (4) **Effective Date.** A site-specific development plan shall be deemed approved upon the effective date of the approval. Failure to comply with the terms of the approval, including without limitation any conditions attached to that approval, shall terminate the vested property right.
- (5) **Public Notice of Vested Right.** Within 14 days after approval of the site-specific development plan, the applicant shall publish a notice of site-specific development plan approval and creation of a vested property right in a newspaper of general circulation in Town. The three-year period or other period approved by the Board of Trustees shall not begin to run on the date of publication of the notice. Failure to publish this notice in a timely manner shall terminate the vested property right.



(6) Exceptions to Vesting of Property Rights. Once established pursuant to this Code, a vested property right precludes any zoning or land use action by the Town during the period of time that the property right is vested that would alter, impair, prevent, diminish, or otherwise delay the development or use of the land subject to and consistent with the site-specific development plan, except as provided by C.R.S. Title 24, Article 68.

(7) Modifications of Site-Specific Development Plan

- a. Minor modifications of a site-specific development plan are permitted but shall not result in any extension of the three-year vesting period, or other vesting period approved by the Board of Trustees, based on the date on which the minor modification was approved.
- b. Major modifications of a site-specific development plan shall require a new application pursuant to the applicable review process and shall only result in a vested property right if the applicant completes all of the requirements of Article 6 in connection with that new application.

...

The following text amendments are hereby adopted, with each cited section amended as indicated below:

Sec. 1.06(b)(1): “single family dwelling” shall be replaced with “single-household dwelling”

Sec. 1.06(b)(1)a.: “single family dwelling” shall be replaced with “single-household dwelling”

Sec. 2.02 Definitions, Alley House: “single family dwelling” shall be replaced with “single-household dwelling”

Sec. 2.02 Definitions, Bed and Breakfast: “single-family dwelling” shall be replaced with “single-household dwelling”

Sec. 2.02 Definitions, Single-family dwelling: “single-family dwelling” shall be replaced with “single-household dwelling”

Sec. 2.02 Definitions, Multi-family dwelling: “multi-family dwelling” shall be replaced with “multi-household dwelling”

Sec. 3.05(c) Schedule of Use Regulations, “single-family dwelling” shall be replaced with “single-household dwelling”

Sec. 3.05(c) Schedule of Use Regulations, “multi-family dwelling” shall be replaced with “multi-household dwelling”

Sec. 3.05(d)(5)(d) Special use conditions, “family” shall be replaced with “household”

Sec. 3.05(d)(9) Special use conditions, “multi-family dwelling” shall be replaced with “multi-household dwelling”



Sec. 3.05(d)(12)(j) Special use conditions, Double-wide manufactured/mobile home: “single family house” shall be replaced with “single-household dwelling”

Sec. 3.06(a) Area Regulations, Schedule of residential area regulations: “single-family” shall be replaced with “single-household”

Sec. 3.06(a) Area Regulations, Schedule of residential area regulations: “Multi-Family” shall be replaced with “multi-household”

Sec. 3.06(g)(1)(a) Area Regulations, Minimum Side Yard Setback: single-family” shall be replaced with “single-household dwelling”

Sec. 3.06(g)(1)(b) Area Regulations, Minimum Side Yard Setback: single-family” shall be replaced with “single-household”

Sec. 3.07(a) A, Agricultural District, Purposes: “single-family” shall be replaced with “single-household”

Sec. 3.07(b) A, Agricultural District, Permitted Uses: “single-family dwelling” shall be replaced with “single-household dwelling”

Sec. 3.08(b) R-1, Residential District, Permitted Uses: “single-family dwelling” shall be replaced with “single-household dwelling”

Sec. 3.08(c) R-1, Residential District, Conditional Uses: “multi-family dwelling” shall be replaced with “multi-household dwelling”

Sec. 3.08(e)(1) R-1, Residential District, Minimum Lot Area Per Dwelling: “single-family dwelling” shall be replaced with “single-household dwelling”

Sec. 3.08(e)(3) R-1, Residential District, Minimum Lot Area Per Dwelling: “multi-family dwelling” shall be replaced with “multi-household dwelling”

Sec. 3.08(e)(5) R-1, Residential District, Minimum Lot Area Per Dwelling: “single-family dwelling” shall be replaced with “single-household dwelling”

Sec. 3.08(f)(1) R-1, Residential District, Minimum Lot Width: “single-family dwelling” shall be replaced with “single-household dwelling”

Sec. 3.08(f)(2) R-1, Residential District, Minimum Lot Width: “multi-family dwelling” shall be replaced with “multi-household dwelling”

Sec. 3.08(i)(1) R-1, Residential District, Minimum Rear Yard Setback: “single-family dwelling” shall be replaced with “single-household dwelling”

Sec. 3.08(i)(2) R-1, Residential District, Minimum Rear Yard Setback: “multi-family dwelling” shall be replaced with “multi-household dwelling”



Sec. 3.08(j) R-1, Residential District, Maximum Lot Coverage: “single-family dwelling” shall be replaced with “single-household dwelling”

Sec. 3.08(l)(1) R-1, Residential District, Minimum Floor Area Per Unit: “single-family dwelling” shall be replaced with “single-household dwelling”

Sec. 3.08(l)(2) R-1, Residential District, Minimum Floor Area Per Unit: “multi-family dwelling” shall be replaced with “multi-household dwelling”

Sec. 3.09(b) MH, Mobile Home District, Permitted Uses: “single-family dwelling” shall be replaced with “single-household dwelling”

Sec. 3.09(e)(1) MH, Mobile Home District, Minimum Lot Area Per Dwelling: “single-family dwelling” shall be replaced with “single-household dwelling”

Sec. 3.09(f)(1) MH, Mobile Home District, Minimum Lot Width: “single-family dwelling” shall be replaced with “single-household dwelling”

Sec. 3.09(i)(2) MH, Mobile Home District, Minimum Rear Yard Setback: “single-family dwelling” shall be replaced with “single-household dwelling”

Sec. 3.09(i)(3) MH, Mobile Home District, Minimum Rear Yard Setback: “single-family dwelling” shall be replaced with “single-household dwelling”

Sec. 3.09(l) MH, Mobile Home District, Minimum Floor Area Per Unit: “single-family dwelling” shall be replaced with “single-household dwelling”

Sec. 3.10(b) B-1, Business District, Permitted Uses: “multi-family dwelling” shall be replaced with “multi-household dwelling”

Sec. 3.10(c) B-1, Business District, Conditional Uses: “single-family dwelling” shall be replaced with “single-household dwelling”

Sec. 3.10 B-1, Business District, Note 1, Restriction on Residential Dwellings: “single-family” shall be replaced with “single-household”

Sec. 3.10(e) B-1, Business District, Minimum Lot Area: “single-family dwelling” shall be replaced with “single-household dwelling”

Sec. 3.10(e) B-1, Business District, Minimum Lot Area: “multi-family dwelling” shall be replaced with “multi-household dwelling”

Sec. 3.10(f)(1) B-1, Business District, Minimum Lot Width: “single-family dwelling” shall be replaced with “single-household dwelling”

Sec. 3.10(g)(1) B-1, Business District, Minimum Floor Area Per Dwelling Unit: “single-family dwelling” shall be replaced with “single-household dwelling”



Sec. 3.10(j) B-1, Business District, Minimum Rear Yard Setback: “single-family dwelling” shall be replaced with “single-household dwelling”

Sec. 3.10(j) B-1, Business District, Minimum Rear Yard Setback: “multi-family dwelling” shall be replaced with “multi-household dwelling”

Sec. 3.10(k) B-1, Business District, Maximum Lot Coverage: “single-family” shall be replaced with “single-household”

Sec. 3.10(k) B-1, Business District, Maximum Lot Coverage: “multi-family” shall be replaced with “multi-household”

Sec. 3.10(l) B-1, Business District, Maximum Height: “single-family” shall be replaced with “single-household”

Sec. 3.10(m) B-1, Business District, Minimum Floor Area Per Unit: “single-family dwelling” shall be replaced with “single-household dwelling”

Sec. 3.11(b) I, Industrial District, Permitted Uses: “single-family dwelling” shall be replaced with “single-household dwelling”

Sec. 3.13(e)(1) PUD, Planned Unit Development Overlay District, Status of Prior and Future Approvals: “single-family dwelling” shall be replaced with “single-household dwelling”

Sec. 3.13(e)(2) PUD, Planned Unit Development Overlay District, Status of Prior and Future Approvals: “single-family dwelling” shall be replaced with “single-household dwelling”

Sec. 3.13(h)(1) PUD, Planned Unit Development Overlay District, Minimum Lot Area Per Dwelling: “single-family dwelling” shall be replaced with “single-household dwelling”

Sec. 3.13(h)(3) PUD, Planned Unit Development Overlay District, Minimum Lot Area Per Dwelling: “multi-family dwelling” shall be replaced with “multi-household dwelling”

Sec. 3.13(i)(1) PUD, Planned Unit Development Overlay District, Minimum Lot Width: “single-family dwelling” shall be replaced with “single-household dwelling”

Sec. 3.13(i)(2) PUD, Planned Unit Development Overlay District, Minimum Lot Width: “multi-family dwelling” shall be replaced with “multi-household dwelling”

Sec. 3.13(l) PUD, Planned Unit Development Overlay District, Minimum Rear Yard Setback: “multi-family dwelling” shall be replaced with “multi-household dwelling”

Sec. 3.13(l)(2) PUD, Planned Unit Development Overlay District, Minimum Rear Yard Setback: “single-family” shall be replaced with “single-household”

Sec. 3.13(n) PUD, Planned Unit Development Overlay District, Maximum Height: “single-family dwelling” shall be replaced with “single-household dwelling”



Sec. 3.13(o) PUD, Planned Unit Development Overlay District, Minimum Floor Area Per Unit: “single-family dwelling” shall be replaced with “single-household dwelling”

Sec. 3.14(b) Medium Density Residential District, Permitted Uses: “single-family dwelling” shall be replaced with “single-household dwelling”

Sec. 3.14(c) Medium Density Residential District, Conditional Uses: “multi-family dwelling” shall be replaced with “multi-household dwelling”

Sec. 3.14(e)(1) Medium Density Residential District, Minimum Lot Area Per Dwelling: “single-family unit” shall be replaced with “single-household dwelling”

Sec. 3.14(e)(3) Medium Density Residential District, Minimum Lot Area Per Dwelling: “multi-family unit” shall be replaced with “multi-household dwelling”

Sec. 3.14(f)(1) Medium Density Residential District, Minimum Lot Width: “single-family dwelling” shall be replaced with “single-household dwelling”

Sec. 3.14(f)(2) Medium Density Residential District, Minimum Lot Width: “multi-family dwelling” shall be replaced with “multi-household dwelling”

Sec. 3.14(i)(1) Medium Density Residential District, Minimum Rear Yard Setback: “single-family dwelling” shall be replaced with “single-household dwelling”

Sec. 3.14(i)(2) Medium Density Residential District, Minimum Rear Yard Setback: “multi-family dwelling” shall be replaced with “multi-household dwelling”

Sec. 3.14(j) Medium Density Residential District, Maximum Lot Coverage: “single-family” shall be replaced with “single-household”

Sec. 3.14(l)(1) Medium Density Residential District, Minimum Floor Area Per Unit: “single-family dwelling” shall be replaced with “single-household dwelling”

Sec. 3.14(l)(3) Medium Density Residential District, Minimum Floor Area Per Unit: “multi-family dwelling” shall be replaced with “multi-household dwelling”

Sec. 5.02(d) Site Development Standards, Parking, Loading and Access, Off-Street Parking Requirements (table): “Single-Family” shall be replaced with “Single-Household”

Sec. 5.02(d) Site Development Standards, Parking, Loading and Access, Off-Street Parking Requirements (table): “Multi-Family” shall be replaced with “Multi-Household”

Sec. 7.02(B) Definitions, Residential Dwelling: “Single-family” dwelling shall be replaced with “Single-Household” dwelling.

Sec. 7.02(B) Definitions, Residential Dwelling: “Multi-family” dwelling shall be replaced with “Multi-Household” dwelling.

TOWN OF NORWOOD, COLORADO



**SHORT FORM OF AGREEMENT
BETWEEN OWNER AND ENGINEER
FOR PROFESSIONAL SERVICES
KLJ Project #: 2604-10864**

THIS IS AN AGREEMENT effective as of September 9, 2026 ("Effective Date") between TOWN OF NORWOOD ("Owner") and KLJ Engineering LLC ("Engineer").

Owner's Project, of which Engineer's services under this Agreement are a part, is generally identified as follows: Norwood Master Plan Update ("Project").

Engineer's services under this Agreement are generally identified as follows: Strategic Update to the Town of Norwood Comprehensive Plan for compliance with state laws and modernization. See Exhibit A. ("Services").

Owner and Engineer further agree as follows:

1.01 Basic Agreement and Period of Service

- A. Engineer shall provide or furnish the Services set forth in this Agreement. Engineer shall furnish services in addition to those set forth above ("Additional Services") only upon Owner's prior written authorization, executed by an authorized representative of Owner, stating the scope, schedule, and not-to-exceed compensation. Engineer shall have no entitlement to compensation for Additional Services performed without such prior written authorization.
- B. Engineer shall complete its Services within the following specific time period: September 9, 2026 through June 30, 2027. If no specific time period is indicated, Engineer shall complete its Services within a reasonable period of time.
- C. If, through no fault of Engineer, the periods of time or dates are changed, or the orderly and continuous progress of Engineer's Services is materially impaired, delayed, or suspended, the parties may equitably adjust the time for completion. Any adjustment to compensation must be approved in advance by Owner in a written amendment executed by an authorized representative of Owner; no increase in compensation shall arise automatically by reason of delay or suspension.

2.01 Payment Procedures

- A. Invoices: Engineer shall submit itemized invoices to Owner monthly, with reasonable supporting documentation sufficient to verify Services performed, percentage of completion, and any authorized Additional Services. Invoices are due and payable within 30 days after receipt and approval by Owner, subject to Owner's right to dispute amounts under Paragraph 2.01.B. Any interest on properly due, undisputed amounts shall not exceed the rate permitted by applicable Colorado law. Engineer may suspend Services for nonpayment of an undisputed amount only after giving Owner at least 14 days' written notice and a reasonable opportunity to cure. No waiver of claims by Owner is made by reason of any suspension.

- B. Payment: As compensation for Engineer providing or furnishing Services and Additional Services, Owner shall pay Engineer as set forth in Paragraphs 2.01, 2.02 (Services), and 2.03 (Additional Services). If Owner disputes an invoice, either as to amount or entitlement, then Owner shall promptly advise Engineer in writing of the specific basis for doing so, may withhold only that portion so disputed, and must pay the undisputed portion.

2.02 Basis of Payment—Lump Sum

- A. Appropriation and Fiscal Limitation: Notwithstanding any provision to the contrary, Owner's payment obligations are subject to annual lawful appropriation and availability of funds. Nothing in this Agreement shall constitute or be construed as a multiple-fiscal-year direct or indirect debt or other financial obligation of Owner within the meaning of Article X, Section 20 of the Colorado Constitution, nor a pledge of Owner's credit, taxing power, or future revenues. Owner does not waive any rights or requirements applicable to municipal expenditures under Colorado law.

- B. Owner shall pay Engineer for Services as follows:

1. A Lump Sum amount of \$60,000.
2. In addition to the Lump Sum amount, reimbursement for the following expenses: None

- C. The portion of the compensation amount billed monthly for Engineer's Services will be based upon Engineer's estimate of the percentage of the total Services actually completed during the billing period.

2.03 *Additional Services*: For Additional Services authorized in advance under Paragraph 1.01.A, Owner shall pay Engineer only as stated in the applicable written authorization or amendment, and in no event more than the stated not-to-exceed amount without a further written amendment executed by Owner. Hourly rates, reimbursable expenses, and consultant charges, if applicable, must be expressly identified in the written authorization. No rate schedule or appendix shall be binding unless attached to and expressly incorporated into this Agreement.

3.01 Termination

- A. The obligation to continue performance under this Agreement may be terminated:

1. For cause,
 - a. By either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party. Failure to pay Engineer for its services is a substantial failure to perform and a basis for termination.
 - b. By Engineer:

1) upon seven days written notice if Owner demands that Engineer furnish or perform services contrary to Engineer's responsibilities as a licensed professional; or

2) upon seven days written notice if the Engineer's Services are delayed for more than 90 days for reasons beyond Engineer's control, or as the result of the presence at the Site of undisclosed Constituents of Concern, as set forth in Paragraph 5.01.I.

c. Engineer shall have no liability to Owner on account of a termination for cause by Engineer.

d. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under Paragraph 3.01.A.1.a if the party receiving such notice begins, within seven days of receipt of such notice, to correct its substantial failure to perform and proceeds diligently to cure such failure within no more than 30 days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.

2. For convenience, by Owner effective upon Engineer's receipt of written notice from Owner.

B. In the event of termination under Paragraph 3.01, Engineer will be entitled to payment only for Services satisfactorily performed and authorized Additional Services satisfactorily performed through the effective date of termination, together with properly authorized reimbursable expenses, less prior payments and any amounts reasonably necessary to protect Owner from defective or incomplete work. Engineer shall promptly deliver to Owner all completed and work-in-progress Project documents for which Owner has paid or tenders payment. Engineer shall not be entitled to lost profits or compensation for Services not performed.

4.01 Successors, Assigns, and Beneficiaries

A. Owner and Engineer are hereby bound and the successors, executors, administrators, and legal representatives of Owner and Engineer (and to the extent permitted by Paragraph 4.01.B the assigns of Owner and Engineer) are hereby bound to the other party to this Agreement and to the successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.

B. Neither Owner nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, money that is due or may become due) in this Agreement without the written consent of the other party, except to the extent that any assignment, subletting, or transfer is mandated by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

C. Unless expressly provided otherwise, nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Owner or Engineer to any Constructor, other third-party individual or entity, or to any surety for or employee of any of them. All duties and responsibilities

undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Owner and Engineer and not for the benefit of any other party.

5.01 *General Considerations*

- A. Engineer is an independent contractor and is not an employee, agent, partner, or joint venturer of Owner. Engineer has no authority to bind Owner or incur obligations on Owner's behalf unless expressly authorized in writing.
- B. During performance of the Services, Engineer shall maintain, at its expense, insurance customary and commercially reasonable for the Services, including workers' compensation as required by law, commercial general liability, automobile liability when vehicles are used in performance, and professional liability/errors and omissions coverage. Upon request, Engineer shall furnish certificates evidencing such coverage. Professional liability coverage shall be maintained for not less than three years after completion of the Services, to the extent commercially available on reasonable terms.
- C. Engineer acknowledges that Owner is a Colorado public entity and records relating to this Agreement may be subject to the Colorado Open Records Act and other disclosure requirements. Engineer shall cooperate with Owner in responding to lawful records requests and shall clearly identify, at the time of submission, information Engineer contends is confidential or proprietary, together with the legal basis for withholding it. Owner makes no promise that any record will be withheld from disclosure.
- D. No term of this Agreement shall be construed as a waiver, express or implied, of any immunity, defense, limitation of liability, or other protection available to Owner, its officers, officials, employees, or agents under the Colorado Governmental Immunity Act or other applicable law.
- E. Notwithstanding any provision to the contrary, Owner shall have no obligation to indemnify, defend, or hold harmless Engineer or any third party. Any provision purporting to impose such an obligation on Owner is deleted and of no force or effect.
- F. Engineer shall promptly disclose any actual or reasonably apparent conflict of interest relating to the Services. Engineer remains fully responsible for the acts and omissions of its consultants and subconsultants to the same extent as for its own acts and omissions. No material subconsultant may be added or replaced without prior written notice to Owner.
- G. The standard of care for all professional engineering, planning, and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily exercised by similarly situated licensed professionals practicing under similar circumstances at the same time and in the same locality. Engineer shall perform the Services in compliance with applicable federal, state, and local laws, regulations, ordinances, and professional licensing requirements. Engineer makes no warranties or guarantees, express or implied, except that nothing in this Agreement limits Engineer's obligation to meet the foregoing standard of care or comply with applicable law.
- H. Engineer shall not at any time supervise, direct, control, or have authority over any Constructor's work, nor shall Engineer have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, or the safety precautions and programs incident thereto, for security or safety at the Project site, nor for any failure of a Constructor to comply with laws and regulations applicable to such Constructor's

furnishing and performing of its work. Engineer shall not be responsible for the acts or omissions of any Constructor.

- I. Engineer neither guarantees the performance of any Constructor nor assumes responsibility for any Constructor's failure to furnish and perform its work.
- J. Engineer's opinions (if any) of probable construction cost are to be made on the basis of Engineer's experience, qualifications, and general familiarity with the construction industry. However, because Engineer has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive bidding or market conditions, Engineer cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from opinions of probable construction cost prepared by Engineer. If Owner requires greater assurance as to probable construction cost, then Owner agrees to obtain an independent cost estimate.
- K. Engineer shall not be responsible for any decision made regarding the construction contract requirements, or any application, interpretation, clarification, or modification of the construction contract documents other than those made by Engineer or its consultants.
- L. All documents, data, reports, maps, graphics, electronic files, and other work product prepared specifically for the Project by Engineer are instruments of service. Engineer retains its underlying intellectual-property rights, but upon payment for the Services giving rise to such materials, Owner shall have a perpetual, irrevocable, royalty-free, nonexclusive license to use, reproduce, publish, disclose, modify, and reuse them for the Project, Town planning and governmental purposes, future updates, procurement, public-records compliance, and related Owner purposes. Engineer shall provide final deliverables in reasonably requested native and PDF formats. The foregoing license is subject to the following limitations:
 - 1. Owner acknowledges that such documents are not intended or represented to be suitable for use on the Project unless completed by Engineer, or for use or reuse by Owner or others on extensions of the Project, on any other project, or for any other use or purpose, without written verification or adaptation by Engineer;
 - 2. any such use or reuse, or any modification of the documents, without written verification, completion, or adaptation by Engineer, as appropriate for the specific purpose intended, will be at Owner's sole risk and without liability or legal exposure to Engineer or to its officers, directors, members, partners, agents, employees, and consultants;
 - 3. To the extent Owner uses or materially modifies Engineer's documents for a purpose other than the Project or related governmental purposes without Engineer's written verification or adaptation, such use shall be at Owner's risk. Nothing in this Agreement requires Owner to indemnify, defend, or hold harmless Engineer or any other person; and
 - 4. such limited license to Owner shall not create any rights in third parties.

- M. Owner and Engineer may transmit, and shall accept, Project-related correspondence, documents, text, data, drawings, information, and graphics, in electronic media or digital format, either directly, or through access to a secure Project website, in accordance with a mutually agreeable protocol.
- N. To the fullest extent permitted by law, Owner and Engineer waive against each other claims for special, incidental, indirect, or consequential damages arising solely from this Agreement, except to the extent such damages arise from a party's willful misconduct, violation of law, breach of confidentiality, infringement of intellectual-property rights, or obligations that cannot lawfully be waived. No contractual limitation or cap shall apply to Engineer's liability for its negligent acts or omissions, professional negligence, willful misconduct, or violation of law. Nothing in this Agreement waives or limits any defense, immunity, limitation of liability, or other protection available to Owner under the Colorado Governmental Immunity Act or other applicable law.
- O. Engineer assumes, and hereby expressly disclaims, any fiduciary responsibilities or duties to the Owner or to any third parties in connection with its services provided pursuant to this Agreement.
- P. Neither Party shall be considered in default to the extent performance is prevented by an event beyond that Party's reasonable control that could not have been avoided or mitigated through reasonable diligence. The affected Party shall give prompt written notice, diligently mitigate the effects, and resume performance as soon as reasonably practicable. Force majeure does not excuse payment obligations for Services already performed and does not automatically entitle Engineer to additional compensation. Any change in compensation or material extension of schedule must be documented in a written amendment executed by Owner.
- Q. The parties acknowledge that Engineer's Services do not include any services related to unknown or undisclosed Constituents of Concern. If Engineer or any other party encounters, uncovers, or reveals an unknown or undisclosed Constituent of Concern, then Engineer may, at its option and without liability for consequential or any other damages, suspend performance of Services on the portion of the Project affected thereby until such portion of the Project is no longer affected, or terminate this Agreement for cause if it is not practical to continue providing Services.
- R. Owner and Engineer agree to negotiate each dispute in good faith for 30 days after written notice of dispute. If negotiations are unsuccessful, the parties shall participate in nonbinding mediation in Colorado before commencing litigation, except that either party may seek emergency or provisional judicial relief when necessary. If mediation is unsuccessful, exclusive venue for any action arising from this Agreement shall lie in a court of competent jurisdiction in San Miguel County, Colorado, unless applicable law requires otherwise. Each party shall bear its own attorneys' fees and costs except as otherwise awarded by a court under applicable law.
- S. This Agreement shall be governed by and construed in accordance with the laws of the State of Colorado, without regard to conflict-of-laws principles.
- T. Engineer's Services and Additional Services do not include: (1) serving as a "municipal advisor" for purposes of the registration requirements of Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act (2010) or the municipal advisor registration rules issued by the Securities and Exchange Commission; (2) advising Owner, or any municipal entity or other person or entity, regarding municipal financial products or the issuance of municipal securities, including advice with

respect to the structure, timing, terms, or other similar matters concerning such products or issuances; (3) providing surety bonding or insurance-related advice, recommendations, counseling, or research, or enforcement of construction insurance or surety bonding requirements; or (4) providing legal advice or representation.

- U. Engineer shall abide by the requirements of 41 CFR 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.

6.01 Total Agreement

- A. Notices required under this Agreement shall be in writing and delivered personally, by nationally recognized overnight courier, by certified U.S. mail, return receipt requested, or by email with confirmation of receipt, to the addresses stated in the signature block or to such other address as a party designates in writing.
- B. If any provision of this Agreement is held invalid or unenforceable, the remaining provisions shall remain in effect to the fullest extent permitted by law. A party's failure to enforce any provision
- C. This Agreement may be executed in counterparts and by electronic signature, each of which shall be deemed an original and all of which together constitute one instrument, to the extent permitted by applicable law.
- D. This Agreement (including any expressly incorporated attachments), constitutes the entire agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

7.01 Definitions

- A. *Constructor*—Any person or entity (not including the Engineer, its employees, agents, representatives, and consultants), performing or supporting construction activities relating to the Project, including but not limited to contractors, subcontractors, suppliers, Owner's work forces, utility companies, construction managers, testing firms, shippers, and truckers, and the employees, agents, and representatives of any or all of them.
- B. *Constituent of Concern*—Asbestos, petroleum, radioactive material, polychlorinated biphenyls (PCBs), hazardous waste, and any substance, product, waste, or other material of any nature whatsoever that is or becomes listed, regulated, or addressed pursuant to (a) the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. §§9601 et seq. ("CERCLA"); (b) the Hazardous Materials Transportation Act, 49 U.S.C. §§5101 et seq.; (c) the Resource Conservation and Recovery Act, 42 U.S.C. §§6901 et seq. ("RCRA"); (d) the Toxic Substances Control Act, 15 U.S.C. §§2601 et seq.;

(e) the Clean Water Act, 33 U.S.C. §§1251 et seq.; (f) the Clean Air Act, 42 U.S.C. §§7401 et seq.; or (g) any other federal, State, or local statute, law, rule, regulation, ordinance, resolution, code, order, or decree regulating, relating to, or imposing liability or standards of conduct concerning, any hazardous, toxic, or dangerous waste, substance, or material.

8.01 Attachments

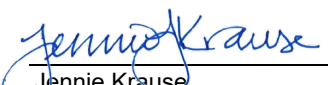
Exhibit A (Scope of Services), and any other exhibit or appendix expressly attached to and incorporated into this Agreement. If Appendix 1 (hourly rates) is intended to apply, it must be attached before execution. In the event of a conflict, the body of this Agreement, as modified by the parties, controls over any exhibit, proposal, rate sheet, or standard term.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

Owner: Town of Norwood

Engineer: KLJ Engineering LLC

By: _____
Printed Name: _____
Title: _____
Date Signed: _____

By: 
Printed Name: Jennie Krause
Title: Associate VP, Eng. & Planning Services
Date Signed: September 22, 2026

Address for Owner's receipt of notices:

Address for Engineer's receipt of notices:

KLJ Engineering LLC
400 East Broadway Ave., Ste. 600
Bismarck, ND 58501
Legal Notices to legal@kljeng.com

NORWOOD MASTER PLAN UPDATE

Scope of Work

Project Framework & Integration with WE Vision August 2026 This Comprehensive Plan update will be grounded in the extensive community input and shared values established through the West End Vision Project, which engaged more than 700 people over 14 months and outlined eight community goals supported by 45 strategies. The plan will translate this regional vision into a Norwood-specific planning framework, defining spaces for local priorities, context, and implementation pathways to be clearly defined. This provides a strong, community-validated foundation that avoids duplicative engagement and strengthens continuity across Town initiatives.	<u>Deliverables:</u> • <i>Master Plan Outline</i> • <i>WE Vision Integration Matrix and Memo</i>
Baseline Data Refresh and Key Issue Analysis August – September 2026 We will update Norwood’s foundational demographic, economic, housing, environmental, and land use datasets to reflect current conditions and trends, using information already available from the WE Vision project for efficiency when possible. This includes integrating emerging state guidance on water and land use alignment. Colorado’s Water & Land Use Integration program identifies local government best practices and emphasizes the importance of linking land use patterns with long-term water availability and conservation goals. These requirements and best practices will be incorporated into baseline chapters and subsequent policy updates, creating a plan that meets modern expectations and supports long-term resource resilience.	<u>Deliverables:</u> • <i>Baseline Conditions Report (will provide basis for update to Chapter III)</i> • <i>Water Land Use Compliance Summary</i> • <i>Future Trends Snapshot</i>
Strategic Community & Stakeholder Engagement October 2026 – March 2027 Building on the engagement structure already in place for the Norwood Land Use Code update, we will add targeted Comprehensive Plan–focused engagement components to existing activities. Engagement will reference the WE Vision’s demonstrated success with community review sessions and small-group discussions across Norwood and regional partners. The scope will include: • A combined community open house aligned with an existing code update event to introduce plan goals, share updated baseline findings, and gather input on policy refinements. • Inclusion of subject matter in any materials for online public engagement such as the online surveys and/or quick-poll tools to allow for broad representation. This model leverages established momentum in Norwood around land use conversations while respecting limited staff and community bandwidth.	<u>Deliverables:</u> • <i>Engagement Materials</i> • <i>Summary of Public Feedback</i>

Goals, Policies, & Implementation Framework Update

September – November 2026

We will modernize the Town's goals, policies, and strategies so they:

- Align with local values identified through the regional process;
- Coordinate with the structure and direction of the ongoing Code update;
- Present a clear, actionable set of implementation steps, partner roles, and timelines tailored to Norwood's scale; and
- Incorporate all requirements from Colorado Revised Statutes for Municipal Master Plans, including:
 - A narrative description of the procedure used for the development and adoption of the master plan;
 - An updated 3-mile plan;
 - A water supply plan, including adequacy and conservation – topics emphasized in State guidance and enabling legislation requiring integration of water supply considerations into development review and planning activities; and
 - A recreation and tourism element.

Policies will be streamlined, consistent, and simple for staff, boards, and the public to use.

Deliverables:

- *Updated Goals & Policies*
- *Water & Land Use Policy Integration Addendum*
- *Implementation Matrix*

Plan Drafting, Layout, and Modernized Design

December 2026 – February 2027

Deliverables will include a fully updated, easy-to-navigate Comprehensive Plan that meets Colorado's expectations for integrated land use and water planning and reflects the Town's contemporary priorities. The document will be:

- Visually modern, graphically intuitive, and accessible;
- Structured around themes that clearly show alignment with both the WE Vision and the updated Land Use Code;
- Inclusive of map updates, revised future land use categories, and new summary infographics; and
- Written in clear, plain language for use by elected officials, staff, and community members alike.

Deliverables:

- *Draft Master Plan*
- *2027 Norwood Master Plan*

Review, Refinement, & Adoption Support

March – June 2027

KLJ will facilitate:

- A Planning Commission work session to review the full draft;
- Revisions based on staff and board direction;
- Preparation of the adoption-ready plan and public hearing materials; and
- Support during Planning Commission and Board of Trustees adoption hearings.

This creates a smooth, well-coordinated process between the Comprehensive Plan and Code update timelines.

Deliverables:

- *Hearing Materials & Presentation*

TOTAL PROJECT COST

\$60,000

TOWN OF NORWOOD

Board of Trustees Regular Session

Meeting Date:

October 14, 2026

Presented By:

Niki Galehouse, AICP and Kat Herbert | KLJ Engineering

Department:

Planning

Submitted By:

Niki Galehouse, AICP and Kat Herbert | KLJ Engineering

SUBJECT

Consider adoption of Phase I amendments to the Norwood Land Use Code. The amendments are intended to address immediate state-law compliance matters, code integration and clarity, infrastructure and development-review needs, and priority procedural improvements.

RECOMMENDATION

The Planning and Zoning Commission heard this item at the regularly scheduled meeting on September 21, 2026 and recommended approval to the Board of Trustees for the Phase I Land Use Code Amendments. There were several questions regarding the proposed revisions to the Planning and Zoning Commission and Board of Adjustment provisions. These have been reviewed with the Town's legal counsel, and the following changes have been made to the updates per the Planning Commission's recommendations:

- Sec. 1.06(b)(3)d., Sec. 1.06(c)(6), and Sec. 1.06(f): The references to 'emergency access requirements' have been modified to include 'capacity demands,' reflecting the need to demonstrate the ability to serve by the associated agencies.
- Sec. 6.01(b)(1)a.: The following language has been removed: "All cases heard by the Board of Adjustment must always be heard by a minimum of four members."
- Sec. 6.01(b)(3)c.: The number of board members constituting a quorum and required to reverse decisions (enumerated in the text) has been reduced from four to three.
- Sec. 6.01(a)(1)c. and Sec. 6.01(b)(2)c.: Term of office provisions have been modified to reflect four-year terms while maintaining staggering of appointments.
- Sec. 6.01(a)(4)c. and Sec. 6.01(b)(4): The term 'bylaws' has been removed from these sections in favor of 'rules of procedure.'
- Sec. 6.01(b)(1)b.: The second provision that was in this section, precluding service in another municipal office, has been removed.

- NOTE: This provision has not been removed from Sec. 6.01(a)(1)b.(ii), as this language is consistent with requirements in C.R.S. § 31-23-203(3). Planning and Zoning Commission members may not hold another municipal office, except that one may serve on the Board of Appeals.

EXECUTIVE SUMMARY

The Town of Norwood contracted with KLJ Engineering in 2026 to update the Town's Land Use Code. The Town is considering Phase I amendments to the Land Use Code as the first step in a broader code modernization effort. The existing Land Use Code was adopted in 1994 and has been amended incrementally over the past three decades. As a result, portions of the code contain outdated terminology, inconsistent procedures, and administrative provisions that no longer reflect current planning practices, development patterns, housing needs, or state requirements.

Through a grant-funded code assessment process, the Town identified several priority issues requiring immediate attention, including development review procedures, housing regulations, subdivision processes, code organization, and administrative efficiency. Phase I focuses on targeted amendments intended to improve clarity, consistency, predictability, and usability of the Land Use Code while establishing a foundation for future updates.

Key components of the Phase I amendments include establishing a structured infrastructure review system; replacing the former alley-house framework with modern accessory dwelling unit (ADU) regulations; updating occupancy terminology; consolidating development-review procedures and notice requirements; integrating short-term rentals into the use and permitting structure; providing an expedited affordable-housing review process; and eliminating the existing broad general-waiver authority.

BACKGROUND

Norwood's existing Land Use Code was adopted in 1994 and has been amended incrementally over the past three decades to address specific issues, development proposals, operational needs, and changes in state and local policy. While many of those amendments addressed immediate concerns at the time, the cumulative effect has been a code that contains a mixture of older regulations, recent amendments, and administrative procedures developed under different planning and legal frameworks. As a result, portions of the code have become difficult to administer, contain inconsistent terminology, rely on outdated development practices, or no longer reflect the Town's current needs and priorities.

Over the last thirty years, the regulatory environment surrounding land use planning in Colorado has changed significantly. State legislation has introduced new requirements related to housing, occupancy standards, affordable housing programs, development review procedures, vested property rights, and public notice requirements. At the same time, local governments have increasingly been expected to administer more complex land use regulations with limited staff resources while providing clear and predictable processes for applicants, property owners, and

residents. The Town's existing code structure predates many of these changes and no longer provides the level of clarity or consistency expected in a modern land use code.

In addition to regulatory changes, Norwood's community context has evolved considerably since the code was adopted in 1994. Housing availability and affordability have become increasingly important community issues throughout western Colorado. Development patterns, property ownership trends, tourism activity, infrastructure planning, and development expectations have changed substantially since the mid-1990s. These changes have highlighted limitations in portions of the existing code, particularly regarding housing regulations, development review procedures, subdivision processes, and administrative requirements.

Recognizing these challenges, the Town initiated a comprehensive review of the Land Use Code to evaluate its effectiveness, identify deficiencies, improve usability, and determine where updates were necessary. The review focused on legal sufficiency, administrative efficiency, internal consistency, housing regulations, development review procedures, and alignment with contemporary planning practices. The assessment identified a number of priority issues requiring near-term attention and established a phased approach to code modernization.

The Phase I amendments represent the first implementation step in that modernization effort. Rather than undertaking a complete rewrite of the Land Use Code, Phase I focuses on targeted amendments intended to resolve immediate issues, improve administration, and establish a more modern framework for future updates. Key areas of focus include development review procedures, subdivision processes, housing regulations, occupancy standards, definitions, administrative processes, and affordable housing implementation measures.

A major component of Phase I is the repeal and replacement of Chapter 6, Administration and Procedures. The existing procedural framework has been amended repeatedly over time and contains review processes, notice requirements, and administrative provisions that are difficult to administer consistently. The proposed Chapter 6 establishes a comprehensive development review framework modeled after the Colorado Department of Local Affairs (DOLA) Template Land Development Code and then modified extensively to reflect Norwood's unique governance structure, community goals, staffing capacity, and policy direction. The new framework consolidates application procedures, establishes clear review authorities, clarifies approval pathways, improves public notice requirements, and creates a more predictable process for applicants and decision-makers.

The Phase I amendments are intended to create a stronger foundation for future code modernization by improving clarity, consistency, transparency, and administrative efficiency while maintaining local decision-making authority and preserving the character and development objectives of the Town of Norwood. The amendments are also intended to position the Town to better respond to future housing initiatives, infrastructure planning needs, and ongoing changes in state land use policy.

NOTIFICATION REQUIREMENTS

Notice was completed as required by Section §6.02(c)(3). Notice of public hearing for the Planning Commission was published on September 3, 2026 and September 10, 2026 in the San Miguel Basin Forum. Mailed notices were sent to owners of all mineral estates on September 4, 2026.

In addition to the required public notice, KLJ conducted an online survey and a day long public engagement event on April 29, 2026 to introduce the public to the project and solicit feedback. Planning and Zoning Commission and the Board of Trustees also conducted a series of noticed public meetings, including a code workshop with KLJ on July 20, 2026.

OVERVIEW OF PHASE I AMENDMENTS

The Phase I amendments represent the first implementation step in the Town's broader Land Use Code modernization effort. Rather than undertaking a complete rewrite of the Code, Phase I focuses on a series of targeted amendments intended to address immediate issues identified through the code assessment process while establishing a stronger foundation for future updates. The amendments focus on improving administration, increasing consistency throughout the Code, addressing identified regulatory gaps, responding to changes in state law, and creating a more predictable development review process. Many of the broader policy topics identified during the assessment, including parking, lighting, and zoning district refinements, are intentionally reserved for future phases of work.

IMPROVING DEVELOPMENT REVIEW PROCEDURES

A significant portion of the Phase I amendments is dedicated to modernization of the Town's development review procedures. The existing procedural framework has been amended numerous times over the past three decades and contains application-specific procedures, varying notice requirements, and administrative provisions that can be difficult to navigate and administer consistently. The proposed amendments establish a more comprehensive and integrated review framework intended to improve clarity, transparency, and predictability for applicants, staff, decision-making bodies, and the public.

The revised procedures consolidate application requirements, clarify review authorities, establish more consistent public-notice standards, and provide clearer guidance regarding findings, decisions, appeals, and permit administration. Collectively, these changes are intended to create a more user-friendly process while providing a stronger administrative framework for future growth and development.

ADDRESSING INFRASTRUCTURE AND GROWTH MANAGEMENT

The code assessment identified a need for additional tools to evaluate whether development can be adequately served by public facilities and municipal services. The Phase I amendments establish a structured framework for evaluating infrastructure capacity and coordinating development review with infrastructure planning. The amendments provide procedures for evaluating service availability, identifying potential deficiencies, and addressing impacts associated with larger development proposals.

These provisions are intended to improve the Town's ability to evaluate infrastructure needs early in the review process and provide greater predictability regarding the information required to support development applications. The amendments also establish mechanisms that allow infrastructure improvements, phasing, and development agreements to be coordinated with future growth when appropriate.

MODERNIZING HOUSING REGULATIONS

Several Phase I amendments focus on housing-related regulations. The code assessment identified opportunities to improve housing terminology, modernize existing regulations, and better position the Town to respond to future housing initiatives. The amendments update occupancy terminology, establish a modern accessory dwelling unit framework, incorporate affordable housing review procedures, and revise related definitions and administrative provisions throughout the Code.

These changes are intended to create greater consistency within the Code while improving the Town's ability to administer housing-related regulations in a manner that reflects current state requirements and contemporary planning practice.

IMPROVING CONSISTENCY AND ADMINISTRATIVE EFFICIENCY

Over time, incremental amendments can create inconsistencies between definitions, procedures, use classifications, and development standards. One objective of Phase I is to address identified areas where terminology, definitions, or administrative procedures no longer align with other sections of the Code. The amendments update definitions, improve coordination between related code sections, reorganize procedural requirements, clarify nonconforming provisions, and integrate short-term rental regulations into the broader land use framework.

The amendments also eliminate the existing general waiver authority and instead rely upon specifically authorized adjustment and relief procedures. This approach improves consistency in code administration and reinforces the use of established review processes when flexibility is necessary.

ANALYSIS

Section 6.02(e) of the Town of Norwood Land Use Code provides the criteria applicable to a proposed amendment. The Code requires that an amendment satisfy at least one of the criteria:

(1) There has been a substantial change in conditions in the neighborhood or area proposed to be rezoned since the date of approval of the existing zoning map designation.

This criterion applies to a proposed rezoning or zoning-map amendment affecting a particular neighborhood or geographic area. The Phase I request consists of legislative amendments to the text of the Land Use Code. It does not propose to rezone property, change an existing zoning-map designation, or modify the boundaries of a zone district.

Finding: This criterion is not applicable.

(2) There has been a substantial change in the circumstances or conditions of the Town at large.

Norwood's existing Land Use Code was adopted in 1994. Since that time, the circumstances affecting land use regulation throughout the Town have changed substantially. Housing availability and affordability have become increasingly important community issues, development and property ownership patterns have evolved, infrastructure planning has become more complex, and applicants and residents have greater expectations for clear and predictable development-review procedures.

The state regulatory environment has also changed. Recent legislation addresses local regulation of accessory dwelling units and household occupancy, while Proposition 123 establishes an expedited review framework for qualifying affordable housing developments. The Town's existing alley-house provisions, family-based occupancy terminology, and development-review procedures predate these requirements and do not provide a complete framework for their implementation.

Phase I responds to these town-wide changes by establishing updated ADU standards, replacing family-based occupancy terminology, creating an optional expedited affordable housing review process, and improving the Town's ability to evaluate infrastructure and municipal service capacity. These changes allow the Town to be compliant with substantial changes in state law, housing needs, infrastructure considerations, development practices, and administrative expectations have occurred since adoption of the existing Land Use Code.

Finding: This criterion has been met.

(3) There is demonstrated to be an error in the existing zoning or land use code text.

Staff has identified limited provisions within the existing Land Use Code that contain errors requiring correction. These include provisions that are inconsistent with current state law, provisions that contain conflicting or inaccurate regulatory language, and provisions requiring clarification to ensure accurate administration and interpretation. The proposed amendments correct these identified errors through updates to the applicable definitions, terminology, and related code provisions.

Finding: To the extent the identified amendments correct errors within the existing Land Use Code text, this criterion has been met.

(4) The proposed amendment is in conformance with or would implement the Norwood Master Plan, Major Streets Plan/Future Land Use Plan, as amended.

The proposed Phase I amendments further implementation of several goals and policies contained within the Town's adopted Major Streets and Future Land Use Plan. A central theme throughout the Plan is the promotion of orderly and predictable development, efficient provision of public facilities and services, compact growth patterns, housing diversity, and affordability. The Plan also identifies amendment of the Land Use Code as a primary implementation tool for achieving these objectives.

The Plan emphasizes the importance of coordinating growth with available infrastructure and municipal services and notes the challenges associated with inefficient development patterns and infrastructure constraints. The proposed infrastructure review framework, development agreement provisions, and related development review procedures directly support these objectives by providing clearer processes for evaluating service capacity, growth impacts, and infrastructure needs.

The Plan further encourages a variety of housing types, housing affordability, infill development, and Land Use Code amendments to allow alley houses and secondary residential units where appropriate. The proposed ADU regulations, affordable housing review procedures, and related housing amendments implement these recommendations by expanding housing opportunities and providing a more modern framework for housing-related regulations.

Finding: This criterion has been met.

(5) There exists a substantial and compelling public interest in such amendment.

There is a substantial public interest in maintaining a Land Use Code that is understandable, internally consistent, legally supportable, and administered in a fair and consistent manner. Applicants benefit from knowing which procedures apply, what information is required, who holds decision-making authority, and which standards will be used to evaluate a request. Property owners and residents benefit from clear notice requirements, meaningful opportunities to participate, and decisions based on adopted criteria and facts in the record.

Phase I advances these interests by consolidating development-review and notice procedures, clarifying administrative responsibilities, requiring reasoned written decisions, and establishing common provisions governing conditions of approval, appeals, and approval periods. The required neighborhood meeting for major subdivisions provides an additional opportunity for early public participation before the formal review process begins.

The public interest is also served by establishing a clearer framework for infrastructure review. The amendments allow the Town to evaluate whether adequate facilities and services are available while limiting individualized requirements to those related and proportional to the impacts of a proposed development. This provides a more transparent basis for addressing development-related infrastructure needs and distinguishes those needs from deficiencies that existed before a project was proposed.

Updated housing, occupancy, short-term rental, nonconforming property, fee, and waiver provisions further improve predictability and consistency. Reserving unresolved policy matters for Phase II also serves the public interest by allowing the Town to address immediate legal and procedural needs without making broader policy decisions before the necessary analysis and community discussion have occurred.

Finding: This criterion has been met.

(6) The amendment protects the public health, welfare and safety of the Town and its residents.

The proposed amendments strengthen the Town's ability to evaluate the effects of development on infrastructure, municipal services, access, utilities, neighboring properties, and the community as a whole. The three-tier infrastructure framework allows the Town to tailor the required analysis to the scale and potential impacts of a development rather than applying the same level of review to every project.

For larger projects, an Infrastructure Capacity Analysis may be required to identify existing capacity, anticipated demand, deficiencies, and improvements or phasing needed to provide adequate service. This review may include potable water, wastewater, roadways and access, drainage and stormwater facilities, electrical service, emergency access, and other infrastructure reasonably related to the development. Development and improvements agreements, financial guarantees, and phasing requirements provide mechanisms for documenting and completing improvements required to serve a project.

The revised Chapter 6 further protects public health, safety, and welfare by establishing common procedures for application review, referral to affected agencies, public notice, hearings, findings, conditions of approval, and appeals. These procedures support consideration of relevant development impacts and provide a clearer record demonstrating how an application was evaluated.

The housing and occupancy amendments retain applicable building, life-safety, state, and federal occupancy limitations. Short-term rental provisions retain life-safety, parking, licensing, local-contact, enforcement, and permit suspension or revocation requirements. The amendments therefore modernize housing terminology and development options without removing regulations intended to address health and safety.

Finding: This criterion has been met.

OVERALL FINDING

The first criterion is not applicable because the request does not involve the rezoning of a neighborhood, property, or geographic area. Staff finds that each of the remaining criteria has been met. Specifically, the Phase I amendments:

1. Respond to substantial changes in the circumstances and conditions of the Town at large;
2. Correct demonstrated errors and deficiencies within the existing Land Use Code;
3. Conform with and further implementation of the Town's adopted planning objectives;
4. Serve a substantial and compelling public interest; and
5. Strengthen the Town's ability to protect public health, safety, and welfare.

Based on these findings, the Planning and Zoning Commission recommends approval of the Phase I amendments to the Town of Norwood Land Use Code.

EXHIBITS

1. Phase I Amendment Matrix
2. Ordinance No._____, Adopting Phase I Land Use Code Amendments
3. Ordinance No. _____, Exhibit A, modified 10.08.2026
4. Memorandum: Executive Summary of Ordinance
5. Memorandum: Executive Summary of Phase I Amendments
6. Memorandum: Regarding Terminology

SUGGESTED MOTION

I move that the Board of Trustees [approves/approves with conditions/denies] the request to consider adoption of Phase I amendments to the Norwood Land Use Code based on the finding of facts as provided in the staff report and the evidence presented during the public hearing.

Memo

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To: Mayor Candy Meehan, Members of the Board of Trustees, Town
Administrator, Sara Owens, Niki Galehouse, AICP

From: Dufford Waldeck Law, J. David Reed, Esq.

CC: File

Date: October 13, 2026

Re: **Executive Summary – Ordinance Adopting Phase I Amendments to
the Norwood Land Use Code**

PURPOSE OF THIS MEMORANDUM

The purpose of this memorandum is to provide the Mayor and Board of Trustees with a concise executive summary of the ordinance presented for consideration on October 14, 2026, adopting the Town's Phase I Land Use Code amendments.

The ordinance is the formal legislative vehicle by which the Board would adopt the Phase I amendments prepared by KLJ Engineering and attached to the ordinance as **Exhibit A**. The ordinance does not itself restate the numerous individual amendments contained in Exhibit A. Instead, it establishes the legal and procedural basis for their adoption, makes findings supporting the amendments, incorporates Exhibit A into the Land Use Code, and addresses implementation, transition, publication, and effective-date matters.

EXECUTIVE SUMMARY

The ordinance accomplishes five principal objectives:

1. **Formally adopts the Phase I Land Use Code amendments.** The ordinance adopts the September 2026 KLJ Phase I amendment document attached as Exhibit A. Strikeout language in Exhibit A is repealed and underlined

language is enacted. Editorial or explanatory material contained in the KLJ document is expressly excluded from the regulatory text.

2. **Clarifies the status of the “Title 7” designation.** The existing Land Use Code historically refers to itself as “Title 7,” “Title 7: Land Use Code,” and, in places, “Title 7, Town Code of Norwood.” Because the Town does not presently maintain or publish a separately organized comprehensive codification that can readily be identified as the “Norwood Town Code,” the ordinance avoids suggesting that such a comprehensive codified Town Code presently exists. It therefore refers principally to the Town of Norwood Land Use Code, while preserving “Title 7” as its historical designation.
3. **Makes detailed findings supporting adoption.** The ordinance contains findings explaining the purposes and legal basis for the Phase I amendments. These findings document the Board's consideration of state-law changes, accessory dwelling units, residential occupancy terminology, short-term rentals, development-review procedures, infrastructure requirements, nonconforming properties, administrative procedures, definitions, and related integration amendments.
4. **Provides for orderly implementation.** The ordinance authorizes Town staff to make only non-substantive editorial changes necessary to incorporate the amendments into the Land Use Code, such as renumbering, correcting cross-references and typographical errors, and conforming formatting. Staff is not authorized to make substantive changes through this process.
5. **Provides standard legal protections and transition provisions.** The ordinance includes repealer and severability provisions, protects vested rights and existing final approvals, addresses pending applications, and establishes publication and the effective date.

WHY THE ORDINANCE REFERS TO THE “LAND USE CODE”

One drafting issue deserves particular attention.

The existing Land Use Code itself uses several different descriptions, including “Title 7,” “Title 7: Land Use Code,” and “Title 7, Town Code of Norwood.” Ordinarily, the phrase “Title 7” would suggest that the Land Use Code is one title within a larger, formally codified municipal code.

Based upon the Town's presently available records, however, we have not identified a separately maintained comprehensive codification that can readily be described as the current “Norwood Town Code.”

The ordinance therefore takes a conservative approach. It does not attempt to resolve the Town's historical codification practices or make a finding that a comprehensive Town Code does or does not legally exist. Instead, it recognizes that the land-use regulations have historically been designated “Title 7” and preserves that designation while referring to the enactment principally as the Town of Norwood Land Use Code.

This approach allows the Town to adopt the substantive Phase I amendments without unnecessarily creating or perpetuating confusion regarding the status of a broader municipal code.

PRINCIPAL FINDINGS SUPPORTING ADOPTION

The ordinance contains twenty findings and determinations establishing the legislative record supporting adoption.

Among other things, the Board would find that the Phase I amendments:

- constitute a coordinated package of targeted amendments rather than a comprehensive rewrite of the Land Use Code;
- improve clarity, consistency, administration, and legal sufficiency;
- respond to changed Colorado statutory requirements affecting residential occupancy and accessory dwelling units;
- replace the former “alley house” framework with an accessory dwelling unit framework;
- replace familial-relationship terminology with household-based terminology;
- integrate short-term rentals into the use and development-review provisions;
- establish a more coherent and predictable development-review framework;
- revise infrastructure requirements to provide proportionate review based upon the scale and reasonably anticipated impacts of development;
- expressly recognize the required legal relationship and proportionality between development impacts and individualized conditions or exactions;
- clarify provisions governing nonconforming structures and lots;
- clarify application fees and recoverable review costs;
- eliminate the broad general waiver authority in favor of specifically authorized variance, modification, appeal, and other relief procedures;
- add and revise definitions necessary to administer the amended Code; and
- integrate the Phase I changes throughout related use, area, district, site-development, subdivision, and procedural provisions.

The findings also expressly recognize that certain subjects identified during the broader code assessment—including additional zoning-map or Medium Density district verification, exterior-lighting standards, parking analysis, and the separate comprehensive-plan update—remain matters for later consideration rather than being adopted through this Phase I ordinance.

PLANNING AND ZONING COMMISSION

The ordinance documents the anticipated September 21, 2026 public hearing before the Planning and Zoning Commission and the Commission's anticipated recommendation that the Board approve the Phase I amendments.

Assuming the hearing occurs and the recommendation is made as anticipated, those recitals and findings will document the Commission's review and recommendation as part of the legislative record supporting the Board's subsequent action.

If the Commission's actual action on September 21 differs from what is presently anticipated, the ordinance should be conformed to the actual record before presentation to the Board.

WHAT IS ACTUALLY BEING ADOPTED

Section 2 is the operative provision of the ordinance.

It adopts the document entitled "Town of Norwood, Colorado – Land Use Code Update – Draft Code – Phase I," prepared by KLJ Engineering and dated September 2026, as Exhibit A.

Importantly, the ordinance distinguishes between actual proposed Code language and consultant/editorial material that may appear in the KLJ document. Strikeouts constitute repealed Code language and underlined provisions constitute newly enacted language. Consultant comments, priority tables, status descriptions, explanatory notes, and similar material that is plainly editorial rather than regulatory are not adopted as part of the Land Use Code.

This distinction is intended to ensure that the official Land Use Code ultimately contains the legislation adopted by the Board rather than the working notes associated with preparation of the amendments.

IMPLEMENTATION AFTER ADOPTION

Following adoption, Town staff and those assisting the Town with maintenance of the Land Use Code may make non-substantive editorial changes necessary to integrate the Phase I amendments.

Permitted changes include:

- renumbering sections or subsections;
- correcting internal cross-references;
- correcting obvious typographical or formatting errors;
- conforming capitalization and punctuation; and
- updating tables of contents.

This authority is expressly limited: no administrative or editorial change may alter the substantive meaning of the amendments adopted by the Board.

EXISTING APPROVALS AND PENDING APPLICATIONS

The ordinance also contains an important transition provision.

It provides that adoption of the Phase I amendments is not intended to impair vested property rights or final approvals lawfully established before the ordinance becomes effective.

Applications that are pending on the effective date will be processed under the law applicable to those applications, including any applicable transition or vesting provisions contained in the Land Use Code or Colorado law.

This provision is intended to avoid inadvertently disturbing legally established rights while allowing the amended Code to govern prospectively as provided by law.

EFFECTIVE DATE

The ordinance provides that it will become effective thirty days after publication following adoption, or on such later date as applicable law may require.

The ordinance is presently drafted for first and final reading and adoption at the Board's October 14, 2026 regular meeting, subject to completion of the required public process and any revisions resulting from the September 21 Planning and Zoning Commission proceedings.

ORDINANCE AT A GLANCE

<u>Issue</u>	<u>What the Ordinance Does</u>
Phase I Amendments	Formally adopts the September 2026 KLJ Phase I amendments attached as Exhibit A.
“Title 7” Terminology	Preserves “Title 7” as the historical designation but principally identifies the enactment as the Town of Norwood Land Use Code.
Town Code Issue	Avoids implying that the Town presently maintains a separately organized comprehensive codified “Norwood Town Code.”
State-Law Compliance	Supports amendments responding to Colorado legislation affecting residential occupancy and accessory dwelling units.
ADUs	Supports replacement of the former “alley house” framework with an accessory dwelling unit framework.
Short-Term Rentals	Integrates STRs into use tables, review procedures, permitting, and enforcement.

Development Review	Establishes more consistent review paths, decision-making authority, completeness review, notice, hearings, permit validity, and post-decision procedures.
Infrastructure	Establishes proportionate infrastructure review and legally appropriate standards for conditions, improvements, mitigation, and exactions.
Nonconforming Property	Clarifies rules governing nonconforming structures and lots.
General Waivers	Removes the broad general waiver authority and relies upon specifically authorized relief procedures.
Future Phases	Preserves identified subjects such as lighting, parking, zoning-map/Medium Density verification, and comprehensive-plan work for later consideration.
Editorial Material	Ensures KLJ notes, comments, priority tables, and similar explanatory material are not enacted as regulatory text.
Staff Authority	Permits only non-substantive editorial corrections when incorporating the amendments into the Land Use Code.
Existing Rights	Protects vested rights and previously established final approvals.
Pending Applications	Preserves applicable transition and vesting rules.
Effective Date	Thirty days after publication following adoption, unless applicable law requires a later date.

RECOMMENDED BOARD ACTION

Assuming that the Planning and Zoning Commission conducts its September 21, 2026 hearing and recommends approval as anticipated, and subject to consideration of any testimony, comments, or revisions arising from that process, the ordinance provides an appropriate legislative vehicle for the Board to adopt the Phase I Land Use Code amendments.

The ordinance is intentionally broader than a simple statement that “Exhibit A is adopted.” Its findings establish the legislative rationale for the amendments, document the public review process, address the historical “Title 7” terminology, distinguish regulatory text from consultant commentary, provide implementation authority, and preserve appropriate transition protections.

Accordingly, following completion of the required proceedings and consideration of the entire record, the Board may determine whether to approve the ordinance and thereby formally adopt the Phase I Land Use Code amendments.

Memo

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To: Mayor Candy Meehan, Board of Trustees, Town Administrator, Sara Owens,
Niki Galehouse, AICP

From: Dufford Waldeck Law, J. David Reed, Esq.

CC: File

Date: October 13, 2026

Re: **Executive Summary - Phase I Amendments to the Norwood Land Use Code**

Executive Summary. The Phase I amendments are a targeted first-stage update to the Norwood Land Use Code. They are not a wholesale rewrite. The package addresses immediate state-law compliance items, infrastructure-capacity concerns, gaps in the Town's development-review procedures, and several code-consistency issues. The principal practical effects are to establish a structured infrastructure review system; replace the former alley-house framework with modern accessory dwelling unit (ADU) regulations; update occupancy terminology; consolidate development-review procedures and notice requirements; integrate short-term rentals into the use and permitting structure; provide an expedited affordable-housing review process; and eliminate the existing broad general-waiver authority. Several broader policy matters are expressly reserved for Phase II or separate planning work.

I. Purpose and Scope of Phase I

Exhibit A is the September 2026 "Land Use Code Update - Draft Code Amendments - Phase I" prepared by KLJ Engineering for the Board of Trustees. The document describes Phase I as a package of targeted amendments intended to address immediate state compliance requirements, key integration gaps, and priority process improvements without requiring a complete rewrite of the Land Use Code.

The amendments should therefore be evaluated as a coordinated first phase. They resolve matters that warrant immediate attention while leaving broader modernization and policy choices for Phase II. The major changes are summarized below.

II. Principal Phase I Amendments

A. Infrastructure Capacity and Municipal Services

One of the most significant additions is a new framework governing whether adequate infrastructure and utility services are available to support proposed development. The amendments establish three development tiers - minor, small, and major - with the level of required documentation increasing as the size and potential infrastructure impacts of a project increase.

The review may address potable water, wastewater, roadways and access, electrical service, drainage and stormwater facilities, emergency access, and other infrastructure reasonably related to the proposed development. Larger Tier 3 projects must submit an Infrastructure Capacity Analysis identifying existing capacity, anticipated demand, deficiencies, and any improvements or phasing needed to serve the development.

If adequate capacity is not available, the Town may require appropriate improvements, development or improvements agreements, financial security, project phasing, or another acceptable means of providing adequate service. The amendments also place express limits on development exactions: individualized requirements must bear an essential nexus and be reasonably related and roughly proportional to impacts attributable to the development. The Town may not require a developer to correct a preexisting infrastructure deficiency except to the extent the proposed development creates, contributes to, or materially exacerbates that deficiency.

B. Accessory Dwelling Units (ADUs)

Phase I replaces the existing “alley house” framework with an Accessory Dwelling Unit classification. ADUs become permitted uses where authorized by the Code, subject to objective dimensional and operational standards, rather than proceeding under the former conditional alley-house process. The changes are identified in Exhibit A as necessary to implement HB 24-1152.

Among the principal standards: one ADU may be allowed on an eligible lot; ADUs are not included in density calculations; an additional off-street parking space is not required merely because an ADU is added; location and setback rules are revised; and size is generally limited to 50% of the principal structure, with an allowance of up to 750 square feet when the principal structure is less than 1,500 square feet. Related use-table and dimensional standards are revised throughout the Code for consistency.

C. Occupancy and “Household” Terminology

The amendments remove the existing definition of “family,” which limits the number of unrelated persons who may occupy a dwelling, and replace it with “household.” The new definition focuses on persons occupying a dwelling as a single housekeeping unit and preserves occupancy limits imposed by applicable building, safety, state, or federal law. Related references to “single-family” and “multi-family” dwellings are revised to “single-household” and “multi-household.” Exhibit A identifies these changes as implementing HB 24-1007.

D. Definitions and Code Integration

Phase I adds or revises definitions needed to administer the substantive amendments, including definitions addressing ADUs, affordable housing, household, manufactured and modular dwellings, tiny homes, and dwelling types. These changes are intended to make the amended provisions internally consistent and to provide clearer terms for future administration and interpretation.

E. Short-Term Rentals

Short-term rentals (STRs) are incorporated directly into the use table and administrative-permit structure. Existing STR regulations are generally carried forward and reorganized for clarity. STRs remain limited to designated residential districts, and the Town-wide cap of five permits is retained.

The principal substantive change is that an ADU may not itself be used as a short-term rental. STRs are limited to primary dwelling units. Owner-occupancy, annual permitting, life-safety requirements, business-license and tax obligations, local-contact requirements, parking standards, enforcement, and suspension/revocation procedures are retained or reorganized within the new procedural framework. Exhibit A explains that excluding ADUs from STR use is intended to support Norwood's status as an ADU-supportive jurisdiction.

F. Comprehensive Development-Review Procedures

A major portion of Phase I reorganizes Chapter 6 to create a more uniform development-review framework. The revised procedures address pre-application conferences, application content, fees, completeness review, concurrent applications, staff and referral-agency review, public hearing scheduling and notice, decision standards, findings, conditions of approval, periods of validity, appeals, development agreements, improvements agreements, and financial guarantees. A neighborhood meeting is made mandatory for major subdivisions, providing an opportunity for public input before a formal application proceeds. Public-notice requirements are consolidated into a single table and common procedural section. The Town Planner is expressly assigned responsibility for determining completeness, coordinating staff and agency review, and moving applications forward when adequate information has been submitted.

The amendments also require reasoned written decisions based on applicable criteria and facts in the record. The applicant bears the burden of establishing compliance with approval standards. Conditions of approval must be related to applicable Code requirements or the impacts of the development, and individualized land or monetary exactions must be roughly proportional to those impacts.

G. Development and Improvements Agreements

Phase I expressly authorizes the use of development agreements to establish development schedules, allocate responsibility for improvements, document Town and developer infrastructure obligations, and address mitigation. Where required public improvements are involved, an improvements agreement may be required before issuance of a building permit or recording of a final plat, together with financial security. The draft generally establishes subdivision security at 120% of the estimated cost of the approved improvements, subject to the detailed Code provisions.

H. Affordable Housing Expedited Review

The amendments establish an Affordable Housing Expedited Review process intended to implement the Proposition 123 fast-track review framework and preserve eligibility for available state housing funding. Qualifying projects generally include developments in which at least 50% of the dwelling units meet the Code's affordable-housing definition. The process is designed to produce a final decision within 90 calendar days after submission of a complete application, subject to the extensions and exceptions specified in the Code. Participation is optional for an applicant.

I. Nonconforming Lots and Structures

Phase I revises portions of the nonconforming-use and nonconforming-lot provisions, including clearer standards governing damage or destruction of a nonconforming structure and the continued use or redevelopment of legally created nonconforming lots. Exhibit A notes that these changes are particularly relevant to determining whether ADUs may be developed on nonconforming lots and that the remaining nonconforming provisions may be revisited in Phase II.

J. Fee Schedule Cross-Reference

The fee provision is revised to clarify that application fees may include the Town's reasonable costs of processing and review, including publication, public-hearing, planning, engineering, legal, and other professional costs. The Code will also direct applicants to the Town website or Town Clerk for the adopted fee schedule.

K. Elimination of the General Waiver Authority

Phase I deletes the existing general waiver section, which presently allows the Board of Trustees, after notice and hearing, to waive virtually any substantive or procedural Land Use Code requirement in an individual case. Exhibit A states that removal of the provision is consistent with Planning and Zoning Commission guidance from July 20, 2026.

Under the revised structure, relief from Code requirements should occur through the specific procedures authorized for that purpose - such as variances or other expressly authorized adjustments - rather than through a broad, case-by-case waiver of generally applicable standards. This change should improve predictability and reduce the potential for inconsistent administration.

III. Matters Reserved for Phase II or Separate Proceedings

Phase I intentionally does not resolve every issue identified in the strategic assessment. The following matters are specifically identified for later work:

Verification of the Medium Density district and corresponding zoning-map issues;

Exterior-lighting/dark-sky standards;

Further parking analysis; and

Additional refinement of temporary-use and other provisions identified for Phase II.

In addition, the Comprehensive Plan update associated with SB 24-174 is identified as an ongoing separate project, including work relating to water supply and growth elements. Adoption of Phase I therefore should not be viewed as completion of the Town's broader land-use planning and code-modernization effort.

IV. Overall Effect and Recommendation

Taken as a whole, Phase I accomplishes four primary objectives: (1) it responds to recent changes in Colorado law; (2) it provides a structured and legally constrained framework for evaluating infrastructure capacity and assigning development-related improvement obligations; (3) it creates a substantially clearer and more consistent development-review process; and (4) it corrects targeted gaps and inconsistencies while reserving broader policy work for Phase II. For the Board, the most consequential elements are likely to be the infrastructure-capacity provisions, the comprehensive procedural framework, the ADU revisions, the household and occupancy changes, the STR integration, and the removal of the general waiver authority. Subject to any final revisions resulting from the Planning and Zoning Commission recommendation and the Board's public hearing, the Phase I amendments provide a reasonable first-stage framework for adoption as part of the Town's continuing Land Use Code update.

PHASE I AT A GLANCE

Town of Norwood Land Use Code Update - Board Reference Sheet

Topic	What Changes	Primary Purpose	Status
Infrastructure capacity	Creates 3-tier review; major projects may require capacity analysis, improvements, agreements, security, or phasing.	Infrastructure planning; proportionate mitigation.	Phase I
Accessory dwelling units	Replaces “alley house” with ADU; permits ADUs by right where authorized; revises size, setback, parking, and dimensional rules.	HB 24-1152; clearer housing framework.	Phase I
Household / occupancy	Deletes “family” occupancy concept; uses “household”; updates single-/multi-household terminology.	HB 24-1007; remove familial-status occupancy limits.	Phase I
Definitions	Adds/revises ADU, affordable housing, household, dwelling types, manufactured/modular/tiny home and related terms.	Administration and code consistency.	Phase I
Short-term rentals	Integrates STRs into use table and permit process; retains five-permit cap; prohibits STR use of ADUs.	Clarity; preserve ADUs for housing; ADU-supportive jurisdiction.	Phase I
Development review	Consolidates pre-application, completeness, referrals, notice, hearings, findings, decisions, appeals, validity periods, and conditions.	Predictability, due process, consistent administration.	Phase I
Neighborhood meetings	Requires pre-application neighborhood meeting for major subdivisions.	Earlier public participation.	Phase I
Agreements/security	Expressly provides for development and improvements agreements and financial guarantees;	Ensure required improvements are completed.	Phase I

	generally 120% security for subdivision improvements.		
Affordable housing review	Creates optional fast-track review for qualifying affordable housing, targeting final decision within 90 days of a complete application.	Proposition 123 framework / funding eligibility.	Phase I
Nonconforming lots/structures	Clarifies damage/reconstruction and continued use/development of legally created nonconforming lots.	ADU integration and code clarity.	Phase I / further Phase II review
Fees	Clarifies recoverable review costs and where the adopted fee schedule may be found.	Transparency and administration.	Phase I
General waiver	Deletes broad authority to waive substantive or procedural Code requirements.	Consistency; use specific variance/adjustment procedures.	Phase I
Medium Density / zoning map	Verification and mapping issues not resolved in this package.	Additional code-accuracy review.	Phase II
Dark-sky / exterior lighting	Further standards review deferred.	Additional policy/technical work.	Phase II
Parking analysis	Further analysis deferred after research regarding Prop. 123 applicability.	Additional policy review.	Phase II
Comprehensive Plan	Water-supply and growth planning update proceeds separately.	SB 24-174 / broader planning effort.	Separate project

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' Only admitted in New Mexico

Memo

To: Mayor Candy Meehan, Board of Trustees, Town Administrator, Sara Owens,
Niki Galehouse, AICP

From: Dufford Waldeck Law, J. David Reed, Esq.

CC: File

Date: October 13, 2026

Re: **Memorandum Regarding Terminology in the Adoption Ordinance**

Purpose

This memorandum explains a nomenclature issue identified while preparing the ordinance adopting the September 2026 Phase I amendments to the Town of Norwood Land Use Code and the corresponding revisions made to the proposed ordinance. The issue is not whether the Land Use Code may continue to be identified as "Title 7." It may. The issue is whether the adoption ordinance should state, without qualification, that the amendments amend "Title 7 of the Norwood Town Code" when the Town does not presently appear to maintain or publish a comprehensive codified Town Code under that name.

Background

The existing Land Use Code itself supplies the source of the "Title 7" terminology. Section 1.01(b) states that the Land Use Code was adopted as "Title 7: Land Use Code of the Town Code of Norwood, Colorado" and provides that it may be referred to as "this Title," the "Land Use Code," or "Title 7, Town Code of Norwood." Accordingly, KLJ's use of "Title 7" in the Phase I amendments is consistent with the terminology of the existing Land Use Code and should not be treated as an error. At the same time, the Town's presently available records do not appear to include a separately organized, comprehensive codification readily identifiable as the "Norwood Town Code." The Town's current website separately publishes a Land Use Code under "Codes & Plans" and separately maintains an ordinance archive. That publication structure is consistent with the practical concern that an ordinance caption stating simply that it amends "Title 7 of the Norwood Town Code" could imply the present existence of a comprehensive codified Town Code that Town staff and counsel have not been able to locate.

J. DAVID REED
970-650-2240
reed@dwmk.com
Montrose Office

Why We Are Not Changing “Title 7” to “Chapter 7”

Changing the reference to “Chapter 7 of the Land Use Code” would create a different problem. The Land Use Code is itself denominated Title 7 and is internally divided into chapters and sections. Thus, “Title 7” describes the Land Use Code as a whole; it is not simply Chapter 7 of another Land Use Code. Recasting the document as “Chapter 7” could therefore alter or confuse the existing organizational structure rather than clarify it.

Recommended Approach

The revised ordinance preserves the historical designation “Title 7” but principally identifies the enactment by its operative and readily identifiable name: the “Town of Norwood Land Use Code” or the “Land Use Code.” The ordinance title has therefore been revised to state that the Board is amending “the Town of Norwood Land Use Code, adopted and historically referred to as Title 7, Land Use Code.”

The revised ordinance also adds a recital and finding explaining that references in the existing Land Use Code and historical Town enactments to “Title 7,” “Title 7: Land Use Code,” or “Title 7, Town Code of Norwood” identify the Land Use Code. It further states that use of “Title 7” in the ordinance preserves that historical designation and is not intended as a finding that the Town presently maintains a separately organized comprehensive codified Town Code.

Corresponding revisions have been made to the operative provisions. Section 2 now amends the “Town of Norwood Land Use Code, adopted and historically referred to as Title 7: Land Use Code.” Section 3 authorizes incorporation of the adopted amendments into the Land Use Code rather than referring unnecessarily to “codification” in a published Town Code. The repealer likewise refers to the Land Use Code and other Town ordinances and regulations rather than assuming the existence of a comprehensive codified Town Code.

Effect on the Phase I Amendments

These revisions are nomenclature and document-management clarifications; they do not change the substance of KLJ’s Phase I amendments. KLJ may continue to use the designation “Title 7” where that designation is useful to preserve the structure and internal references of the existing Land Use Code. For the final adoption package, however, I recommend that references suggesting the existence of a separately maintained “Norwood Town Code” be reviewed and, where appropriate, revised to “Town of Norwood Land Use Code,” “Land Use Code,” or “Title 7: Land Use Code.”

Planning and Zoning Commission and Board Proceedings

The ordinance continues to reflect the anticipated September 21, 2026 Planning and Zoning Commission public hearing and recommendation of approval, followed by consideration and first-and-final-reading adoption by the Board of Trustees on October 14, 2026. Because the Planning and Zoning Commission meeting has not yet occurred as of the date of this memorandum, the recital and finding concerning its recommendation should be confirmed against the actual Commission action before the ordinance is placed in final form for Board adoption.

Conclusion

The recommended drafting approach is to preserve “Title 7” as the Land Use Code’s historical and internal designation, avoid relabeling the Land Use Code as “Chapter 7,” and avoid an unqualified statement that the Town presently has a comprehensive codified “Norwood Town Code.” This approach is faithful to the existing Land Use Code, avoids creating a new organizational inconsistency, and makes the legal effect of the Phase I ordinance clear regardless of how the Town’s other ordinances are presently compiled or maintained.

Reference note

The Town’s currently published Land Use Code is identified as “Title 7: Land Use Code.” The Town website also separately lists the Land Use Code under “Codes & Plans” and maintains a separate “Ordinances” page. These publication practices were reviewed in preparing this memorandum.

**TOWN OF NORWOOD, COLORADO
ORDINANCE NO. ____ SERIES 2026**

**AN ORDINANCE OF THE BOARD OF TRUSTEES OF THE TOWN OF NORWOOD,
COLORADO, AMENDING THE TOWN OF NORWOOD LAND USE CODE,
ADOPTED AND HISTORICALLY REFERRED TO AS TITLE 7, LAND USE CODE, BY
ADOPTING THE PHASE I LAND USE CODE AMENDMENTS; MAKING FINDINGS
IN SUPPORT THEREOF; PROVIDING FOR SEVERABILITY, REPEALER,
INCORPORATION INTO THE LAND USE CODE, AND AN EFFECTIVE DATE.**

WHEREAS, the Town of Norwood (the “Town”) is a Colorado statutory town possessing the authority granted by the Colorado Constitution and statutes to regulate the use and development of land within its jurisdiction in furtherance of the public health, safety, and welfare; and

WHEREAS, the Town has adopted land use regulations denominated and historically referred to as “Title 7: Land Use Code,” and Section 1.01(b) of the Land Use Code provides that the Land Use Code may be referred to as “Title 7,” the “Land Use Code,” or “Title 7, Town Code of Norwood” (the “Land Use Code”); and

WHEREAS, the Town does not presently maintain or publish a separately organized, comprehensive codification that can be readily identified as the “Norwood Town Code,” and the use of the term “Title 7” in this Ordinance is intended solely to preserve the historical designation of the Land Use Code and shall not be construed as a finding that a comprehensive codified Town Code presently exists; and

WHEREAS, the Town has undertaken a phased review and modernization of the Land Use Code, and KLJ Engineering prepared the September 2026 “Land Use Code Update-Draft Code Amendments – Phase I” for consideration by Town staff, the Planning and Zoning Commission, and the Board of Trustees; and

WHEREAS, the Phase I amendments are targeted amendments intended to address immediate state-law compliance matters, code integration and clarity, infrastructure and development-review needs, and priority procedural improvements without undertaking a complete rewrite of the Land Use Code; and

WHEREAS, the Town Planning and Zoning Commission held a duly noticed public hearing on September 21, 2026, to consider the Phase I amendments, received and considered the materials and testimony presented in connection with the proposed amendments, and, following such hearing, recommended approval of the Phase I amendments and their adoption by the Board of Trustees; and

WHEREAS, the Board of Trustees has reviewed the Phase I amendments, the September 21, 2026 recommendation of the Planning and Zoning Commission, the record of the proceedings, the comments presented to the Town, and all testimony and materials submitted in connection with the amendments; and

WHEREAS, after duly noticed public proceedings required by applicable law and the Land Use Code, the Board of Trustees desires to adopt the Phase I amendments as set forth in Exhibit A to this Ordinance.

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

Section 1. Findings and Determinations.

The foregoing recitals are incorporated as findings of the Board of Trustees. In addition, based upon the entire record before it, the Board hereby makes the following findings and determinations:

1. The Phase I amendments constitute a coordinated package of targeted Land Use Code amendments intended to improve the clarity, consistency, administration, and legal sufficiency of the Town's development regulations while preserving matters identified for later phases of the comprehensive code update.
2. The Board finds that references in the Land Use Code and historical Town enactments to "Title 7," "Title 7: Land Use Code," or "Title 7, Town Code of Norwood" identify the Town's Land Use Code. For clarity and to avoid implying the present existence of a separately maintained comprehensive codified Town Code, this Ordinance refers to the enactment principally as the "Town of Norwood Land Use Code" or the "Land Use Code," while preserving "Title 7" as its historical designation.
3. The amendments are consistent with the purposes of the Land Use Code and with the Town's adopted planning policies because they promote orderly development, predictable review procedures, adequate public facilities and services, compatible residential development, fair administration, and protection of the public health, safety, and welfare.
4. Changed legal and regulatory circumstances warrant amendments to the Land Use Code. In particular, the amendments update residential terminology and occupancy concepts in response to Colorado legislation, including HB 24-1007, and revise the Town's treatment of accessory dwelling units in response to HB 24-1152.
5. The amendments replace the prior "alley house" framework with an accessory dwelling unit framework, add and revise associated definitions and dimensional standards, and identify accessory dwelling units as permitted uses where provided in the amended use regulations. These changes increase clarity and predictability and facilitate lawful housing opportunities while retaining generally applicable health, safety, building, utility, and development standards.
6. The amendments remove or revise terminology based on familial relationships and substitute household-based terminology throughout the affected provisions of the Land Use Code, thereby promoting equitable treatment of residential occupancy and consistency throughout the Code.
7. The amendments integrate short-term rentals into the use table and development-review procedures, establish permit administration and enforcement provisions, and thereby improve notice to property owners, applicants, staff, and the public concerning where and how short-term rentals are regulated.
8. The amendments establish a more coherent development-review framework by grouping applications under common review paths, clarifying decision-making authority, completeness review, notice and hearing procedures, permit validity, post-decision actions, development

agreements, financial guarantees, and related administrative procedures. A consistent procedural framework will improve efficiency, transparency, predictability, and due process.

9. The amendments revise the provisions governing municipal services and infrastructure for development by establishing proportionate tiers of infrastructure review, requiring verification or analysis appropriate to the scale and reasonably anticipated impacts of development, authorizing phasing and development-improvement agreements where warranted, and requiring individualized conditions and exactions to bear the required relationship and proportionality to development impacts.
10. The infrastructure provisions reasonably further legitimate governmental interests in ensuring adequate water, wastewater, roads and access, electrical service, drainage and stormwater facilities, emergency access, and other necessary infrastructure while expressly limiting required improvements and mitigation to those authorized by law and reasonably attributable to the proposed development.
11. The amendments revise provisions concerning nonconforming structures and lots to provide clearer rules for damage or destruction, continued use, redevelopment, and lot merger, including rules relevant to development of accessory dwelling units on legally created nonconforming lots.
12. The amendments improve administrative clarity by identifying where the Town's adopted land-use fee schedule may be obtained and by clarifying that recoverable application-review costs are those reasonably incurred by the Town.
13. The deletion of the broad general waiver authority promotes consistent application of the Land Use Code and reduces the risk that substantive or procedural standards will be waived outside specifically authorized variance, modification, appeal, or other relief procedures. The Board further notes that removal of the general waiver provision is consistent with guidance of the Planning and Zoning Commission identified in the Phase I amendment materials.
14. The amendments add or refine definitions needed to administer the revised Code, including definitions related to accessory dwelling units, affordable housing, application completeness, and other terms used in the Phase I provisions. Clear definitions reduce ambiguity and support consistent interpretation and enforcement.
15. The amendments to use, area, district, site-development, subdivision, and related provisions are reasonably necessary to integrate the Phase I changes throughout the Land Use Code and avoid conflicting terminology, standards, or procedures.
16. The Board recognizes that certain matters identified during the strategic code assessment, including additional zoning-map or Medium Density district verification, exterior-lighting standards, parking analysis, and the separate comprehensive-plan update ,are identified for further evaluation or later phases and are not adopted by this Ordinance except to the extent specific amendment text is expressly contained in Exhibit A.
17. The Board finds that the Phase I amendments provide for equitable treatment of and opportunities for the Town's population, apply generally according to objective classifications and review criteria, and are not adopted for the purpose of conferring a special benefit on any particular property or applicant.
18. The Board finds that the Phase I amendments are reasonably related to legitimate land-use objectives, are supported by the record, and will promote the public health, safety, welfare, convenience, order, prosperity, and efficient administration of land-use regulation within the Town.

19. The Board has considered and gives appropriate weight to the recommendation of approval made by the Planning and Zoning Commission following its September 21, 2026, public hearing, and finds that the Commission's recommendation supports adoption of the Phase I amendments.
20. The Board therefore finds that the applicable criteria for approval of a Land Use Code text amendment are satisfied and that adoption of the Phase I amendments is in the best interests of the Town and its residents.

Section 2. Adoption of Phase I Land Use Code Amendments.

The Town of Norwood Land Use Code, adopted and historically referred to as "Title 7: Land Use Code," is hereby amended as set forth in the document entitled "Town of Norwood, Colorado-Land Use Code Update - Draft Code - Phase I," prepared by KLJ Engineering, dated September 2026, which document is attached to this Ordinance as Exhibit A and incorporated herein by this reference (the "Phase I Amendments"). Deletions shown by strikeout in Exhibit A are repealed and additions shown by underline in Exhibit A are enacted. To the extent Exhibit A contains explanatory notes, item numbers, consultant comments, priority tables, status descriptions, or other material that is plainly editorial or explanatory rather than proposed Land Use Code text, such material is not adopted as regulatory text and may be omitted by the Town Clerk from the official compilation or publication of the Land Use Code.

Section 3. Conforming Changes; Incorporation into Land Use Code.

The Town Clerk, Town Administrator, Town Planner, and any person or entity assisting the Town in maintaining or publishing the Land Use Code are authorized to make non-substantive editorial changes necessary to incorporate the Phase I Amendments into the Land Use Code, including renumbering sections and subsections, correcting internal cross-references, correcting obvious typographical or formatting errors, conforming capitalization and punctuation, and updating tables of contents, provided that no such change alters the substantive meaning of the amendments adopted by this Ordinance.

Section 4. Repealer.

All ordinances, resolutions, Land Use Code provisions, or parts thereof in conflict with this Ordinance are hereby repealed only to the extent of such conflict. Except as expressly amended by this Ordinance and Exhibit A, the Town of Norwood Land Use Code and all other ordinances and regulations of the Town not in conflict herewith remain in full force and effect.

Section 5. Severability.

If any section, subsection, sentence, clause, phrase, provision, or application of this Ordinance or Exhibit A is for any reason held invalid or unconstitutional by a court of competent jurisdiction, such determination shall not affect the validity of the remaining portions or applications. The Board of Trustees declares that it would have adopted this Ordinance and each part thereof irrespective of the fact that any one or more parts may be declared invalid.

Section 6. No Retroactive Impairment; Pending Applications.

Except as otherwise required by applicable law or expressly provided in the Land Use Code, this Ordinance shall not be construed to impair a vested property right or a final approval lawfully established before the effective date of this Ordinance. Applications pending on the effective date

shall be processed under the law applicable to those applications, including any transition or vesting provisions of the Land Use Code and Colorado law.

Section 7. Effective Date and Publication.

This Ordinance shall take effect thirty (30) days after publication following adoption, or on such later date as may be required by applicable law. The Town Clerk is directed to publish this Ordinance, or the title thereof if publication by title is authorized, and to perform all other acts required for its enactment, authentication, incorporation into the Land Use Code, and effectiveness.

Section 8. First and Final Reading.

This Ordinance is presented for first and final reading and may be passed, approved, and adopted at the same meeting of the Board of Trustees on October 14, 2026, in accordance with the procedures applicable to the Town.

PASSED, APPROVED, AND ADOPTED on first and final reading by the Board of Trustees of the Town of Norwood, Colorado, at its regular meeting held on October 14, 2026.

TOWN OF NORWOOD, COLORADO		ATTEST:
Candy Meehan, Mayor		Cidney Ross, Town Clerk
Publication Date: 		
Effective Date: 		

**TOWN OF NORWOOD, COLORADO
ORDINANCE NO. ____ SERIES 2026**

**AN ORDINANCE OF THE BOARD OF TRUSTEES OF THE TOWN OF NORWOOD,
COLORADO, AMENDING THE TOWN OF NORWOOD LAND USE CODE,
ADOPTED AND HISTORICALLY REFERRED TO AS TITLE 7, LAND USE CODE, BY
ADOPTING THE PHASE I LAND USE CODE AMENDMENTS; MAKING FINDINGS
IN SUPPORT THEREOF; PROVIDING FOR SEVERABILITY, REPEALER,
INCORPORATION INTO THE LAND USE CODE, AND AN EFFECTIVE DATE.**

WHEREAS, the Town of Norwood (the “Town”) is a Colorado statutory town possessing the authority granted by the Colorado Constitution and statutes to regulate the use and development of land within its jurisdiction in furtherance of the public health, safety, and welfare; and

WHEREAS, the Town has adopted land use regulations denominated and historically referred to as “Title 7: Land Use Code,” and Section 1.01(b) of the Land Use Code provides that the Land Use Code may be referred to as “Title 7,” the “Land Use Code,” or “Title 7, Town Code of Norwood” (the “Land Use Code”); and

WHEREAS, the Town does not presently maintain or publish a separately organized, comprehensive codification that can be readily identified as the “Norwood Town Code,” and the use of the term “Title 7” in this Ordinance is intended solely to preserve the historical designation of the Land Use Code and shall not be construed as a finding that a comprehensive codified Town Code presently exists; and

WHEREAS, the Town has undertaken a phased review and modernization of the Land Use Code, and KLJ Engineering prepared the September 2026 “Land Use Code Update-Draft Code Amendments – Phase I” for consideration by Town staff, the Planning and Zoning Commission, and the Board of Trustees; and

WHEREAS, the Phase I amendments are targeted amendments intended to address immediate state-law compliance matters, code integration and clarity, infrastructure and development-review needs, and priority procedural improvements without undertaking a complete rewrite of the Land Use Code; and

WHEREAS, the Town Planning and Zoning Commission held a duly noticed public hearing on September 21, 2026, to consider the Phase I amendments, received and considered the materials and testimony presented in connection with the proposed amendments, and, following such hearing, recommended approval of the Phase I amendments and their adoption by the Board of Trustees; and

WHEREAS, the Board of Trustees has reviewed the Phase I amendments, the September 21, 2026 recommendation of the Planning and Zoning Commission, the record of the proceedings, the comments presented to the Town, and all testimony and materials submitted in connection with the amendments; and

WHEREAS, after duly noticed public proceedings required by applicable law and the Land Use Code, the Board of Trustees desires to adopt the Phase I amendments as set forth in Exhibit A to this Ordinance.

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

Section 1. Findings and Determinations.

The foregoing recitals are incorporated as findings of the Board of Trustees. In addition, based upon the entire record before it, the Board hereby makes the following findings and determinations:

1. The Phase I amendments constitute a coordinated package of targeted Land Use Code amendments intended to improve the clarity, consistency, administration, and legal sufficiency of the Town's development regulations while preserving matters identified for later phases of the comprehensive code update.
2. The Board finds that references in the Land Use Code and historical Town enactments to "Title 7," "Title 7: Land Use Code," or "Title 7, Town Code of Norwood" identify the Town's Land Use Code. For clarity and to avoid implying the present existence of a separately maintained comprehensive codified Town Code, this Ordinance refers to the enactment principally as the "Town of Norwood Land Use Code" or the "Land Use Code," while preserving "Title 7" as its historical designation.
3. The amendments are consistent with the purposes of the Land Use Code and with the Town's adopted planning policies because they promote orderly development, predictable review procedures, adequate public facilities and services, compatible residential development, fair administration, and protection of the public health, safety, and welfare.
4. Changed legal and regulatory circumstances warrant amendments to the Land Use Code. In particular, the amendments update residential terminology and occupancy concepts in response to Colorado legislation, including HB 24-1007, and revise the Town's treatment of accessory dwelling units in response to HB 24-1152.
5. The amendments replace the prior "alley house" framework with an accessory dwelling unit framework, add and revise associated definitions and dimensional standards, and identify accessory dwelling units as permitted uses where provided in the amended use regulations. These changes increase clarity and predictability and facilitate lawful housing opportunities while retaining generally applicable health, safety, building, utility, and development standards.
6. The amendments remove or revise terminology based on familial relationships and substitute household-based terminology throughout the affected provisions of the Land Use Code, thereby promoting equitable treatment of residential occupancy and consistency throughout the Code.
7. The amendments integrate short-term rentals into the use table and development-review procedures, establish permit administration and enforcement provisions, and thereby improve notice to property owners, applicants, staff, and the public concerning where and how short-term rentals are regulated.
8. The amendments establish a more coherent development-review framework by grouping applications under common review paths, clarifying decision-making authority, completeness review, notice and hearing procedures, permit validity, post-decision actions, development

agreements, financial guarantees, and related administrative procedures. A consistent procedural framework will improve efficiency, transparency, predictability, and due process.

9. The amendments revise the provisions governing municipal services and infrastructure for development by establishing proportionate tiers of infrastructure review, requiring verification or analysis appropriate to the scale and reasonably anticipated impacts of development, authorizing phasing and development-improvement agreements where warranted, and requiring individualized conditions and exactions to bear the required relationship and proportionality to development impacts.
10. The infrastructure provisions reasonably further legitimate governmental interests in ensuring adequate water, wastewater, roads and access, electrical service, drainage and stormwater facilities, emergency access, and other necessary infrastructure while expressly limiting required improvements and mitigation to those authorized by law and reasonably attributable to the proposed development.
11. The amendments revise provisions concerning nonconforming structures and lots to provide clearer rules for damage or destruction, continued use, redevelopment, and lot merger, including rules relevant to development of accessory dwelling units on legally created nonconforming lots.
12. The amendments improve administrative clarity by identifying where the Town's adopted land-use fee schedule may be obtained and by clarifying that recoverable application-review costs are those reasonably incurred by the Town.
13. The deletion of the broad general waiver authority promotes consistent application of the Land Use Code and reduces the risk that substantive or procedural standards will be waived outside specifically authorized variance, modification, appeal, or other relief procedures. The Board further notes that removal of the general waiver provision is consistent with guidance of the Planning and Zoning Commission identified in the Phase I amendment materials.
14. The amendments add or refine definitions needed to administer the revised Code, including definitions related to accessory dwelling units, affordable housing, application completeness, and other terms used in the Phase I provisions. Clear definitions reduce ambiguity and support consistent interpretation and enforcement.
15. The amendments to use, area, district, site-development, subdivision, and related provisions are reasonably necessary to integrate the Phase I changes throughout the Land Use Code and avoid conflicting terminology, standards, or procedures.
16. The Board recognizes that certain matters identified during the strategic code assessment, including additional zoning-map or Medium Density district verification, exterior-lighting standards, parking analysis, and the separate comprehensive-plan update ,are identified for further evaluation or later phases and are not adopted by this Ordinance except to the extent specific amendment text is expressly contained in Exhibit A.
17. The Board finds that the Phase I amendments provide for equitable treatment of and opportunities for the Town's population, apply generally according to objective classifications and review criteria, and are not adopted for the purpose of conferring a special benefit on any particular property or applicant.
18. The Board finds that the Phase I amendments are reasonably related to legitimate land-use objectives, are supported by the record, and will promote the public health, safety, welfare, convenience, order, prosperity, and efficient administration of land-use regulation within the Town.

19. The Board has considered and gives appropriate weight to the recommendation of approval made by the Planning and Zoning Commission following its September 21, 2026, public hearing, and finds that the Commission's recommendation supports adoption of the Phase I amendments.
20. The Board therefore finds that the applicable criteria for approval of a Land Use Code text amendment are satisfied and that adoption of the Phase I amendments is in the best interests of the Town and its residents.

Section 2. Adoption of Phase I Land Use Code Amendments.

The Town of Norwood Land Use Code, adopted and historically referred to as "Title 7: Land Use Code," is hereby amended as set forth in the document entitled "Town of Norwood, Colorado-Land Use Code Update - Draft Code - Phase I," prepared by KLJ Engineering, dated September 2026, which document is attached to this Ordinance as Exhibit A and incorporated herein by this reference (the "Phase I Amendments"). Deletions shown by strikeout in Exhibit A are repealed and additions shown by underline in Exhibit A are enacted. To the extent Exhibit A contains explanatory notes, item numbers, consultant comments, priority tables, status descriptions, or other material that is plainly editorial or explanatory rather than proposed Land Use Code text, such material is not adopted as regulatory text and may be omitted by the Town Clerk from the official compilation or publication of the Land Use Code.

Section 3. Conforming Changes; Incorporation into Land Use Code.

The Town Clerk, Town Administrator, Town Planner, and any person or entity assisting the Town in maintaining or publishing the Land Use Code are authorized to make non-substantive editorial changes necessary to incorporate the Phase I Amendments into the Land Use Code, including renumbering sections and subsections, correcting internal cross-references, correcting obvious typographical or formatting errors, conforming capitalization and punctuation, and updating tables of contents, provided that no such change alters the substantive meaning of the amendments adopted by this Ordinance.

Section 4. Repealer.

All ordinances, resolutions, Land Use Code provisions, or parts thereof in conflict with this Ordinance are hereby repealed only to the extent of such conflict. Except as expressly amended by this Ordinance and Exhibit A, the Town of Norwood Land Use Code and all other ordinances and regulations of the Town not in conflict herewith remain in full force and effect.

Section 5. Severability.

If any section, subsection, sentence, clause, phrase, provision, or application of this Ordinance or Exhibit A is for any reason held invalid or unconstitutional by a court of competent jurisdiction, such determination shall not affect the validity of the remaining portions or applications. The Board of Trustees declares that it would have adopted this Ordinance and each part thereof irrespective of the fact that any one or more parts may be declared invalid.

Section 6. No Retroactive Impairment; Pending Applications.

Except as otherwise required by applicable law or expressly provided in the Land Use Code, this Ordinance shall not be construed to impair a vested property right or a final approval lawfully established before the effective date of this Ordinance. Applications pending on the effective date

shall be processed under the law applicable to those applications, including any transition or vesting provisions of the Land Use Code and Colorado law.

Section 7. Effective Date and Publication.

This Ordinance shall take effect thirty (30) days after publication following adoption, or on such later date as may be required by applicable law. The Town Clerk is directed to publish this Ordinance, or the title thereof if publication by title is authorized, and to perform all other acts required for its enactment, authentication, incorporation into the Land Use Code, and effectiveness.

Section 8. First and Final Reading.

This Ordinance is presented for first and final reading and may be passed, approved, and adopted at the same meeting of the Board of Trustees on October 14, 2026, in accordance with the procedures applicable to the Town.

PASSED, APPROVED, AND ADOPTED on first and final reading by the Board of Trustees of the Town of Norwood, Colorado, at its regular meeting held on October 14, 2026.

TOWN OF NORWOOD, COLORADO		ATTEST:
Candy Meehan, Mayor		Cidney Ross, Town Clerk
Publication Date:		
Effective Date:		

Town of Norwood 2027 Draft Budget

Notes

Account #	Account Description	2024 Actual	2025 Actual	2026 Estimate	2027 Budget	
10-39-500	Carryover General Fund	\$ -	\$ -	\$ 36,660.00	\$ -	
General Fund Revenues						
<u>Taxes</u>						
10-31-100	Current Year Property Taxes	\$ 125,579.00	\$ 106,576.00	\$ 133,506.00	\$ 133,000.00	
10-31-300	Sales Tax	\$ 513,385.00	\$ 545,296.00	\$ 516,230.00	\$ 515,000.00	
10-31-350	Marijuana Tax	\$ 13,297.00	\$ 16,184.00	\$ 2,876.00	\$ -	State distribution discontinued
10-31-400	Franchise Taxes-Black Hills	\$ 5,497.00	\$ 5,448.00	\$ 5,425.00	\$ 5,400.00	
10-31-500	Cigarette Tax	\$ 912.00	\$ 868.00	\$ 781.00	\$ 750.00	
10-31-600	Highway Users Tax	\$ 16,743.00	\$ 35,860.00	\$ 25,689.00	\$ 25,600.00	
	Total Taxes	\$ 675,413.00	\$ 710,232.00	\$ 721,167.00	\$ 679,750.00	
<u>Licenses and Permits</u>						
10-32-100	Dog Licenses	\$ 330.00	\$ 260.00	\$ 250.00	\$ 300.00	
10-32-210	Special Construction Permits	\$ 100.00	\$ 350.00	\$ 335.00	\$ 350.00	
10-32-250	Marijuana App./Lic	\$ 1,500.00	\$ 250.00	\$ 750.00	\$ 750.00	2 Retail and 1 Medical
10-32-300	Liquor Licenses	\$ 1,373.00	\$ 1,452.00	\$ 1,125.00	\$ 1,125.00	
	Total Licenses	\$ 3,303.00	\$ 2,312.00	\$ 2,460.00	\$ 2,525.00	
<u>Intergovernmental Revenue</u>						
10-33-540	County App-Road & Bridge	\$ 2,431.00	\$ 7,509.00	\$ 9,679.00	\$ 9,600.00	
10-33-550	Salary Reimbursement-NSD	\$ 103,831.00	\$ 102,126.00	\$ 103,134.00	\$ 127,160.00	
10-33-560	Salary Reimbursement-NWC	\$ 163,745.00	\$ 216,500.00	\$ 177,498.00	\$ 205,000.00	
	Total Intergvrnmtl	\$ 270,007.00	\$ 326,135.00	\$ 290,311.00	\$ 341,760.00	
<u>Charges For Services</u>						
10-34-240	Annexation & Subdivision Fees/Planning	\$ 300.00	\$ 2,270.00	\$ 2,000.00	\$ 2,000.00	
	Total Charges	\$ 300.00	\$ 2,270.00	\$ 2,000.00	\$ 2,000.00	
<u>Fines and Forfeitures</u>						
10-35-100	Court Fines	\$ 4,380.00	\$ 3,480.00	\$ 2,196.00	\$ 2,000.00	
	Total Fines	\$ 4,380.00	\$ 3,480.00	\$ 2,196.00	\$ 2,000.00	
<u>Miscellaneous Revenue</u>						
10-36-250	Checking Acct Interest	\$ -	\$ 294.00	\$ 231.00	\$ 230.00	
10-36-120	Community Center-User Fees	\$ 525.00	\$ 440.00	\$ 800.00	\$ 800.00	
10-36-500	Specific Ownership	\$ 2,368.00	\$ 1,255.00	\$ 2,666.00	\$ 2,500.00	
10-36-700	Auto Registration	\$ 1,871.00	\$ 1,879.00	\$ 1,885.00	\$ 1,800.00	
10-36-300	Rental Income	\$ -	\$ 17,235.00	\$ 25,300.00	\$ 26,100.00	Pine St \$16200 - Lucerne St \$9900
10-36-800	Mineral Lease/Sev Tax	\$ 744.00	\$ 238.00	\$ 295.00	\$ 295.00	
10-36-850	Business License	\$ -	\$ -	\$ -	\$ -	
10-36-900	Sundry Revenues	\$ 21,294.00	\$ 23,912.00	\$ 8,241.00	\$ 10,000.00	
	Total Miscellaneous	\$ 26,802.00	\$ 45,253.00	\$ 39,418.00	\$ 41,725.00	
<u>Contributions and Transfers</u>						
10-39-200	Summit Sidewalk Project	\$ -	\$ 23,968.00	\$ 11,335.00	\$ 511,032.00	DOLA Grant \$62552 CDOT Grant \$448480

10-39-201	LPC/Master Plan Grant	\$	-	\$	-	\$	16,943.00	\$	134,306.00	LPC Grant \$84306 Master Plan \$50000
10-39-105	Grant Matching	\$	-	\$	-	\$	500,042.00	\$	500,000.00	
10-39-300	Contingency Fund - Transfer	\$	-	\$	-	\$	577,162.00	\$	-	
10-39-400	Conservation Trust - Transfer	\$	-	\$	-	\$	-	\$	-	
Total Cont/Transfers		\$	-	\$	23,968.00	\$	1,105,482.00	\$	1,145,338.00	

Total Revenues

\$ 1,960,410.00 \$ 1,113,650.00 \$ 2,163,034.00 \$ 2,215,098.00

Account # Account Description

General Fund Expenditures

Legislative

10-41-230	Travel/Training-Board	\$	3,567.00	\$	6,035.00	\$	4,500.00	\$	3,500.00
10-41-240	MASA-Board	\$	-	\$	320.00	\$	320.00	\$	320.00
Total Legislative		\$	3,567.00	\$	6,355.00	\$	4,820.00	\$	3,820.00

Court

10-42-310	Prof & Technical-Magistrate	\$	125.00	\$	4,806.00	\$	6,000.00	\$	6,000.00
10-42-320	Postage	\$	-	\$	-	\$	-	\$	-
10-42-330	Office Supplies/Forms	\$	(103.66)	\$	12.50	\$	-	\$	-
10-42-340	State Fees/Reimbursements	\$	100.00	\$	-	\$	-	\$	-
Total Court		\$	121.34	\$	4,818.50	\$	6,000.00	\$	6,000.00

Administrative-Town Hall

10-43-110	Administrator	\$	221,226.00	\$	76,863.00	\$	85,000.00	\$	95,000.00
10-43-120	Town Clerk	\$	40,103.00	\$	59,549.00	\$	60,000.00	\$	65,000.00
10-43-125	Deputy Clerk	\$	7,936.00	\$	34,364.00	\$	6,000.00	\$	20,000.00
10-43-127	Code Enforcement Officer	\$	30,612.00	\$	-	\$	-	\$	20,000.00
10-43-131	Benefits/FICA/Town Share	\$	24,366.00	\$	(49,536.00)	\$	(74,294.00)	\$	25,000.00
10-43-132	Benefits/Health Insurance/Gym	\$	43,580.00	\$	27,683.00	\$	45,360.00	\$	50,000.00
10-43-134	Benefits/Unemployment	\$	2,000.00	\$	664.00	\$	400.00	\$	500.00
10-43-410	ASAP - Payroll	\$	-	\$	3,000.00	\$	3,885.00	\$	4,000.00
10-43-430	Child Care Employee Benefit	\$	3,375.00	\$	3,367.00	\$	5,000.00	\$	5,000.00
10-43-210	Book/Subscriptions/Membership	\$	8,378.00	\$	3,626.00	\$	3,825.00	\$	5,000.00
10-43-220	Printing & Publishing	\$	530.00	\$	284.00	\$	625.00	\$	800.00
10-43-230	Travel/Training	\$	7,551.00	\$	5,548.00	\$	4,712.00	\$	6,500.00
10-43-240	Office Supplies and Expense	\$	5,005.00	\$	1,807.00	\$	1,500.00	\$	2,500.00
10-43-250	Equipment - Service Contract	\$	4,983.00	\$	6,628.00	\$	11,000.00	\$	12,000.00
10-43-251	Iworks Annual Contract	\$	3,667.00	\$	8,663.00	\$	3,666.00	\$	- Cancelled
10-43-270	Utilities - Electricity	\$	1,597.00	\$	587.00	\$	238.00	\$	2,000.00
10-43-280	Telephone	\$	2,946.00	\$	3,072.00	\$	4,343.00	\$	5,000.00
10-43-285	Utilities - Employees	\$	2,092.00	\$	1,046.00	\$	2,456.00	\$	2,800.00
10-43-290	Professional/Contract/Eng	\$	1,500.00	\$	4,111.00	\$	2,485.00	\$	3,000.00
10-43-310	Professional/Technical/Planner	\$	1,846.00	\$	27,098.00	\$	8,185.00	\$	9,000.00
10-43-315	Office-Billing Clerk	\$	5,600.00	\$	30,154.00	\$	36,270.00	\$	55,000.00
10-43-360	Elections	\$	1,793.00	\$	25.00	\$	30.00	\$	-

10-43-420	Postage	\$	1,802.00	\$	1,869.00	\$	2,440.00	\$	3,000.00	
10-43-421	Spring Clean-up	\$	3,000.00	\$	4,000.00	\$	4,000.00	\$	5,000.00	
10-43-422	Donation - Axis Health System	\$	500.00	\$	500.00	\$	500.00	\$	500.00	
10-43-423	Donation - Juvenile Diversion	\$	2,500.00	\$	2,500.00	\$	2,500.00	\$	2,500.00	
10-43-424	Fireworks	\$	7,998.00	\$	8,240.00	\$	2,200.00	\$	15,000.00	Will need to outsource
10-43-425	Hanging Baskets/Beautification	\$	2,216.00	\$	2,044.00	\$	1,589.00	\$	2,500.00	
10-43-426	Donation -Unaweeep Tabeguache Byway	\$	500.00	\$	500.00	\$	500.00	\$	500.00	
10-43-427	Donation - San Miguel Resource	\$	500.00	\$	500.00	\$	500.00	\$	500.00	
10-43-428	Donation - Norwood Roping Club	\$	500.00	\$	500.00	\$	500.00	\$	500.00	
10-43-429	Donation - Wright Stuff	\$	5,000.00	\$	7,000.00	\$	9,000.00	\$	7,000.00	
10-43-431	Donation -EcoAction Partners	\$	750.00	\$	800.00	\$	1,700.00	\$	2,000.00	Request increase
10-43-435	High School Scholarship	\$	1,000.00	\$	1,000.00	\$	1,000.00	\$	1,000.00	
10-43-440	Hoof & Paw TNR Program	\$	-	\$	1,000.00	\$	1,000.00	\$	1,000.00	
10-43-445	Donation -Local Food Bank	\$	5,000.00	\$	3,000.00	\$	4,000.00	\$	7,000.00	\$5000 Food Pantry / \$2000 Subsize CSA Program
10-43-446	Norwood Community Garden	\$	-	\$	-	\$	-	\$	2,000.00	New request for support
10-43-450	Local Celebrations	\$	263.00	\$	620.00	\$	500.00	\$	500.00	
10-43-455	Norwood Cemetery	\$	1,000.00	\$	4,400.00	\$	4,000.00	\$	6,500.00	Increase
10-43-460	Music on the Mesa	\$	5,000.00	\$	5,000.00	\$	5,000.00	\$	10,000.00	Increase
10-43-480	Special Department Supplies	\$	-	\$	1,789.00	\$	4,261.00	\$	2,500.00	
10-43-490	Public Relations	\$	4,151.00	\$	1,958.00	\$	2,000.00	\$	3,000.00	
10-43-510	Insurance & Surety Bonds	\$	13,072.00	\$	11,488.00	\$	14,714.00	\$	14,750.00	
10-43-610	Team Building	\$	1,583.00	\$	1,771.00	\$	2,000.00	\$	2,500.00	
10-43-630	Bank Service Charges	\$	2,155.00	\$	415.00	\$	456.00	\$	550.00	
10-43-740	Capital Outlay/Equipment/Bldg	\$	13,560.00	\$	9,699.00	\$	-	\$	15,000.00	
10-43-760	IRA-Retirement Allocation	\$	9,000.00	\$	7,800.00	\$	9,000.00	\$	21,000.00	
10-43-770	Computer/Software Upgrade	\$	-	\$	2,444.00	\$	1,790.00	\$	6,500.00	
Total Administrative		\$	501,736.00	\$	329,440.00	\$	285,836.00	\$	520,900.00	
<u>Non-Departmental</u>										
10-50-310	Professional Services-Legal Fees	\$	44,485.00	\$	23,545.00	\$	61,240.00	\$	35,000.00	
10-50-320	Professional Services-Audit	\$	-	\$	18,625.00	\$	6,000.00	\$	6,500.00	
Total Non-Depart		\$	44,485.00	\$	42,170.00	\$	67,240.00	\$	41,500.00	
<u>Community Center</u>										
10-52-260	Building Cleaning & Maintenance	\$	5,592.00	\$	6,632.00	\$	4,025.00	\$	7,500.00	
10-52-270	Utilities - Power	\$	2,849.00	\$	1,804.00	\$	905.00	\$	2,000.00	
10-52-275	Utilities - Heat	\$	2,003.00	\$	1,317.00	\$	1,245.00	\$	1,800.00	
10-52-485	Special Supplies/Landscaping	\$	1,154.00	\$	3,503.00	\$	3,375.00	\$	3,500.00	
10-52-495	Trash Service	\$	3,265.00	\$	2,808.00	\$	2,265.00	\$	2,500.00	
Total Community		\$	14,863.00	\$	16,064.00	\$	11,815.00	\$	17,300.00	
<u>Miscellaneous Improvements</u>										
10-53-260	Miscellaneous Park Expenses	\$	1,386.00	\$	1,935.00	\$	2,000.00	\$	7,000.00	Paint Town Hall
10-53-270	Lease Property Expenditures	\$	3,000.00	\$	5,929.00	\$	-	\$	3,000.00	
Total Miscellaneous		\$	4,386.00	\$	7,864.00	\$	2,000.00	\$	10,000.00	

Peace Keeping

10-54-300	Contract SMCSO	\$	75,000.00	\$	106,000.00	\$	114,480.00	\$	123,638.40	8% increase
10-54-330	Salaries & Wages - Marshal	\$	25,000.00	\$	-	\$	-	\$	-	
10-54-343	Benefits/Health Insurance	\$	800.00	\$	-	\$	-	\$	-	
10-54-370	Office Supplies	\$	110.89	\$	-	\$	-	\$	-	
10-54-372	Telephone/Cellular	\$	520.00	\$	-	\$	-	\$	-	
10-43-520	Fuel/Code Enforcement	\$	-	\$	-	\$	-	\$	-	
10-43-550	Code EnforcementSupplies/Miscellaneous	\$	382.00	\$	-	\$	-	\$	-	
10-43-560	Code EnforcementTravel & Training	\$	-	\$	-	\$	-	\$	-	
Total Peace Keeping		\$	101,812.89	\$	106,000.00	\$	114,480.00	\$	123,638.40	

Building Inspection

10-58-310	Professional Service-Bldg Inspn	\$	1,100.00	\$	800.00	\$	1,050.00	\$	1,000.00	
Total Bldg Inspect		\$	1,100.00	\$	800.00	\$	1,050.00	\$	1,000.00	

Streets Department/Groundskeeper

10-60-110	Public Works II	\$	70,955.00	\$	59,153.00	\$	63,700.00	\$	72,000.00	
10-60-120	Contractor/NWC/PW Seasonal	\$	-	\$	-	\$	-	\$	-	
10-60-130	Public Works I	\$	43,348.00	\$	49,986.00	\$	51,000.00	\$	58,550.00	
10-60-131	Public Works III	\$	43,790.00	\$	54,306.00	\$	57,150.00	\$	65,100.00	
	Parttime ORC/Consultant	\$	-	\$	-	\$	-	\$	-	
10-60-132	PW Director	\$	94,648.00	\$	96,640.00	\$	107,760.00	\$	125,000.00	
10-60-134	Fuel	\$	4,036.00	\$	9,703.00	\$	10,500.00	\$	8,500.00	
10-60-220	Clothing Allowance/PW Shirts	\$	545.00	\$	-	\$	585.00	\$	600.00	
10-60-230	Travel/Training	\$	118.00	\$	-	\$	160.00	\$	1,000.00	
10-60-240	Safety	\$	308.00	\$	281.00	\$	-	\$	1,000.00	
10-60-250	Equipment/Repairs & Maint.	\$	16,113.00	\$	30,735.00	\$	28,650.00	\$	30,000.00	
10-60-260	ADA Improvements	\$	-	\$	-		0	\$	1,500.00	
10-60-270	Utilities - Electricity	\$	9,664.00	\$	12,400.00	\$	13,110.00	\$	15,000.00	
10-60-280	Phones	\$	1,047.00	\$	1,164.00	\$	1,200.00	\$	1,400.00	
10-60-310	Prof Services - Contract Labor	\$	882.00	\$	2,152.00	\$	1,800.00	\$	7,000.00	
10-60-460	Snow Removal & Street Cleaning	\$	1,358.00	\$	-	\$	-	\$	5,000.00	
10-60-470	Street & Alley Drainage	\$	15,156.00	\$	215.00	\$	-	\$	25,000.00	
10-60-480	Materials/Supplies/Streets	\$	20,231.00	\$	15,154.00	\$	27,600.00	\$	45,000.00	
10-60-490	Contingency/PW Infrastructures	\$	57,350.00	\$	-	\$	475.00	\$	30,000.00	
Total Streets/Maint		\$	379,549.00	\$	331,889.00	\$	363,690.00	\$	491,650.00	

Grant and Capital

10-80-601	Future Projects Matching	\$	24,446.00	\$	6,691.00	\$	12,527.00	\$	57,448.60	
10-80-602	Drainage Study/JTF	\$	-	\$	12,070.00	\$	103,178.00	\$	127,197.00	OJT Funds left for Engineering Plan
10-80-603	Safe to School CDOT	\$	28,123.00	\$	21,439.00	\$	34,246.00	\$	511,032.00	Grant funds available DOLA/CDOT
10-80-604	Pocket Park	\$	-	\$	6,436.00	\$	462,911.00	\$	-	Completed
10-80-605	Capital Outlay	\$	-	\$	33,207.00	\$	10,930.00	\$	50,000.00	
10-80-606	Land Use Code / Master Plan Update	\$	-	\$	-	\$	89,690.00	\$	228,612.00	LPC \$84306/Town \$84306 - Master Plan \$50000 DOLA/ \$10000 Town
Total Grant/Capital		\$	52,569.00	\$	79,843.00	\$	713,482.00	\$	974,289.60	

Transfers

10-90-100	Transfer to Conservation Trust	\$	-	\$	-	\$	-	\$	-
10-90-200	Transfer to Contingency Fund	\$	700,000.00	\$	-	\$	100,000.00	\$	25,000.00
	Total Transfers	\$	700,000.00	\$	-	\$	100,000.00	\$	25,000.00

Total Expenditures	\$ 1,804,189.23	\$ 925,243.50	\$ 1,670,413.00	\$ 2,215,098.00
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Excess (-Deficit) of Revenues**Over Expenditures General Fund**

Fund Balance General Fund - Beginning	\$ 1,162,427.58	\$ 318,540.19	\$ 506,870.92
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Fund Balance General Fund - Ending**Conservation Trust Fund****(Lottery Proceeds)****2027****Revenue**

20-30-100	Lottery Proceeds	\$	3,000.00
20-30-200	Interest-COLOTrust 3.75%	\$	830.00
	Total Revenue	\$	3,830.00

Expenditures

20-40-550	General Government	\$	-	
20-40-560	Recreation/Facilities	\$	20,000.00	Town Park Upgrade
20-40-740	Capital Outlay/Building	\$	-	
	Total Expenditures	\$	20,000.00	

Excess (-Deficit) of Revenues**Over Expenditures**

Fund Balance Conservation Trust-Beginning	\$ 19,161.00
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Fund Balance Conservation Trust-Ending	\$ 2,991.00
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ColoTrust Investment Account**Revenue**

Interest 3.75%	\$	30,500.00
Transfer/General/CD	\$	25,000.00
Total Revenues	\$	55,500.00

Expenditures

Grant Matching	\$	-
Street Improvements	\$	50,000.00
Total Expenditures	\$	50,000.00

Excess (-Deficit) of Revenues

Over Expenditures**Fund Balance Contingency-Beginning****\$ 814,481.00** TON Reserve \$392963 / Street Fund \$421518**Fund Balance Contingency-Ending****\$ 819,981.00****Raw Water Account****Revenue**

Annual Fee \$ 36,610.00 \$ 23,400.00 \$ 24,000.00 \$ 24,000.00

Grants/Misc \$ - \$ 32,632.00 \$ - \$ -

Grant payments were sent to the wrong account

Total Revenues \$ 36,610.00 \$ 56,032.00 \$ 24,000.00 \$ 24,000.00**Expenditures**

Electricity \$ 703.99 \$ 522.04 \$ 700.00 \$ 750.00

119 Shares \$ 7,140.00 \$ 2,370.50 \$ 2,500.00 \$ 2,500.00

Misc Services \$ 6,690.89 \$ 110.51 \$ 150.00 \$ 150.00

Excavator \$35,000 \$ - \$0 \$ -

Transfers \$0 \$ - \$0 \$ -

Total Expenditures \$ 49,534.88 \$ 3,350.00 \$ 3,400.00**Excess (-Deficit) of Savings****Over Expenditures****Fund Balance Raw Water Beginning \$ 162,970.01 \$ 162,970.01 \$ 215,998.96 \$ 236,648.96****Fund Balance Raw Water Ending \$162,970.01 \$ 215,998.96 \$236,648.96 \$ 257,248.96**

Town of Norwood
Financial Statements and
Independent Auditor's Report
as of
December 31, 2025

Town of Norwood

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Blair and Associates, P.C.

Cedaredge, Colorado

INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees
Town of Norwood, Colorado

Opinions

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Norwood, Colorado, as of and for the year ended December 31, 2025, and the related notes to the financial statements, which collectively comprise the Town of Norwood, Colorado's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Norwood, Colorado, as of December 31, 2025, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Town of Norwood, Colorado, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town of Norwood, Colorado's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town of Norwood, Colorado's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town of Norwood, Colorado's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Norwood, Colorado's basic financial statements. The combining and individual nonmajor fund financial statements are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual nonmajor fund financial statements are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Blair and Associates, P.C.

Cedaredge, Colorado
May 13, 2026

TOWN OF NORWOOD
Management's Discussion and Analysis
Fiscal Year Ended December 31, 2025

As management of the Town of Norwood (the "Town"), we offer readers of the Town's basic financial statements this narrative overview and analysis of the financial activities of the Town for the fiscal year ended December 31, 2025. We encourage readers to consider the information presented here in conjunction with additional information provided in the financial statements.

FINANCIAL HIGHLIGHTS

- The Town's assets exceeded its liabilities and deferred inflows of resources by \$ 7,908,755 (i.e. net position) as of December 31, 2025, an increase of \$ 115,940 in comparison to the prior year.
- Governmental funds reported combined fund balances of \$ 1,638,842, an increase of \$ 31,322 in comparison with the prior year.
- The Town's fund balance for the General Fund was \$ 454,998, an increase of \$ 24,612 in comparison to the prior year.
- General property tax, sales tax, and other tax totaled \$ 678,663, or 64% of general revenues.

OVERVIEW OF FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the Town's basic financial statements. The basic statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements.

Government-wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the Town's finances in a manner similar to a private-sector business.

The **statement of net position** presents information on all the Town's assets, liabilities and deferred inflows of resources, with the difference being reported as net position. Over time, the increases or decreases in net position may serve as a useful indicator of whether the financial position of the Town is improving or deteriorating.

The **statement of activities** presents information showing how the Town's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus, revenues and expenses reported in this statement for some items will result in cash flows in future periods (e.g. uncollected taxes and earned but unused personal time).

The government-wide financial statements distinguish functions of the Town that are principally supported by taxes and intergovernmental revenues (*Governmental Activities*) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*Business-type Activities*). The Governmental Activities of the Town include general government administration, police, fire, public works, and community center. The Business-type Activities of the Town include a water fund.

Fund Financial Statements

A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements. The Town's funds can be divided into two categories: Governmental Funds and Proprietary Funds.

Governmental Funds – *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *short-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating a government's short-term financing requirements. The accounting method is called *modified accrual* accounting.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental activities in the *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's short-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The Town maintains two major government funds, the General and Contingency Funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the General and Contingency Funds.

Proprietary Funds – The Town maintains one type of proprietary fund. *Enterprise Funds* are used to report the same functions presented as *business-type activities* in the government-wide financial statements. The Town uses separate enterprise funds to account for its utility funds: Water and Raw Water Irrigation System Funds.

Notes to Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the financial statements.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

Net Position

As noted previously, net position may serve over time as a useful indicator of the Town's financial position. For the year ended December 31, 2025, the Town's combined assets exceed liabilities and deferred inflows of resources by \$ 7,908,755. Of this amount, \$ 1,744,359 is unrestricted and available to meet the Town's ongoing financial obligations.

By far the largest portion of net position is the investment in capital assets (net of related debt) of \$ 4,943,101 (63% of net position). This amount reflects the investment in all capital assets (e.g. infrastructure, land, buildings, and equipment) less any related debt used to acquire those assets that are still outstanding. These capital assets are used to provide services to citizens; consequently, these assets are not available for future spending. Although the investment in capital assets is reported net of debt, it should be noted that the resources needed to repay this debt must be provided from other sources since capital assets themselves cannot be used to liquidate these liabilities.

The following table summarizes the Town's governmental and business-type net position for 2024 and 2025:

	Governmental Activities		Business-Type Activities		Total	
	2024	2025	2024	2025	2024	2025
Assets						
Current and other assets	\$ 1,739,277	\$ 1,760,586	\$ 1,348,117	\$ 1,388,052	\$ 3,087,394	\$ 3,148,638
Capital assets	1,520,668	1,584,718	3,519,001	3,476,783	5,039,669	5,061,501
Total assets	<u>3,259,945</u>	<u>3,345,304</u>	<u>4,867,118</u>	<u>4,864,835</u>	<u>8,127,063</u>	<u>8,210,139</u>
Current liabilities	53,844	34,603	11,871	37,590	65,715	72,193
Non-current liabilities						
Loans payable	-	-	163,268	118,399	163,268	118,399
Total liabilities	<u>53,844</u>	<u>34,603</u>	<u>175,139</u>	<u>155,989</u>	<u>228,983</u>	<u>190,592</u>
Deferred inflow of resources						
Deferred property taxes	105,266	110,792	-	-	105,266	110,792
Net position						
Investment in capital assets, net of related debt	1,520,668	1,584,718	3,355,733	3,358,384	4,876,401	4,943,102
Restricted	1,214,584	1,221,294			1,214,584	1,221,294
Unrestricted	365,584	393,897	1,336,246	1,350,462	1,701,830	1,744,359
Total net position	<u>\$ 3,100,836</u>	<u>\$ 3,199,909</u>	<u>\$ 4,691,979</u>	<u>\$ 4,708,846</u>	<u>\$ 7,792,815</u>	<u>\$ 7,908,755</u>

An additional portion of net position, \$ 1,221,294, represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net position, \$ 1,744,359 (22% of net position), may be used to meet the government's ongoing obligations to citizens and creditors.

Change in Net Position

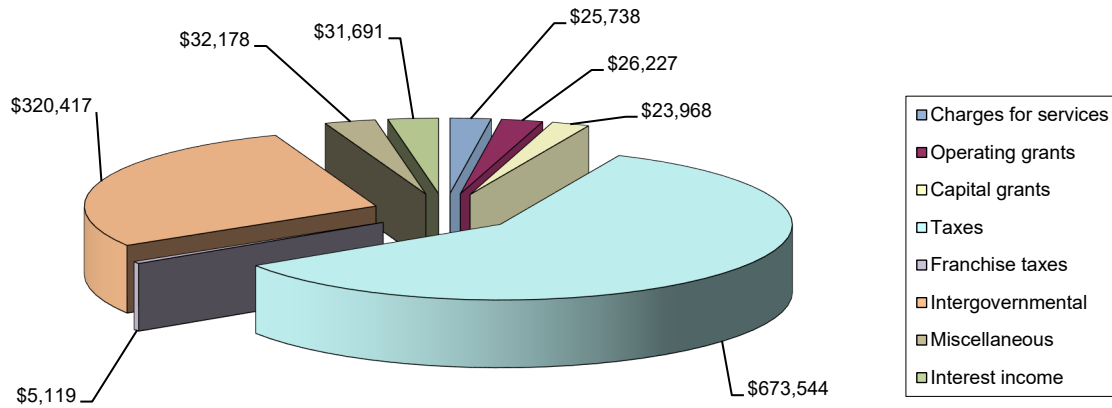
Governmental and business-type activities increased the Town's net position by \$ 115,940 in 2025.

	Governmental Activities		Business-Type Activities		Totals	
	2024	2025	2024	2025	2024	2025
Revenues						
Program revenues						
Charges for services	\$ 8,508	\$ 25,738	\$ 562,527	\$ 621,518	\$ 571,035	\$ 647,256
Operating grants	33,775	26,227	-	-	33,775	26,227
Capital contributions	-	23,968	96,000	92,632	96,000	116,600
General Revenues						
Property taxes	125,579	108,788	-	-	125,579	108,788
Specific ownership	2,368	3,596	-	-	2,368	3,596
Sales taxes and other	530,246	561,160	-	-	530,246	561,160
Franchise taxes	5,563	5,119	-	-	5,563	5,119
Miscellaneous	21,432	32,178	6,593	7,627	28,025	39,805
Intergovernmental	282,175	320,417	33,394	42,108	315,569	362,525
Interest income	2,824	31,691	573	3,712	3,397	35,403
Totals	<u>1,012,470</u>	<u>1,138,882</u>	<u>699,087</u>	<u>767,597</u>	<u>1,711,557</u>	<u>1,906,479</u>
Expenses						
General Government	558,826	500,954	-	-	558,826	500,954
Judicial	225	4,819	-	-	225	4,819
Public safety	101,431	106,800	-	-	101,431	106,800
Public works	351,178	386,599	593,127	750,730	944,305	1,137,329
Culture and recreation	41,230	40,637	-	-	41,230	40,637
Total Expenses	<u>1,052,890</u>	<u>1,039,809</u>	<u>593,127</u>	<u>750,730</u>	<u>1,646,017</u>	<u>1,790,539</u>
Increase in net position	(40,420)	99,073	105,960	16,867	65,540	115,940
Beginning	<u>3,141,256</u>	<u>3,100,836</u>	<u>4,586,019</u>	<u>4,691,979</u>	<u>7,727,275</u>	<u>7,792,815</u>
Ending	<u>\$ 3,100,836</u>	<u>\$ 3,199,909</u>	<u>\$ 4,691,979</u>	<u>\$ 4,708,846</u>	<u>\$ 7,792,815</u>	<u>\$ 7,908,755</u>

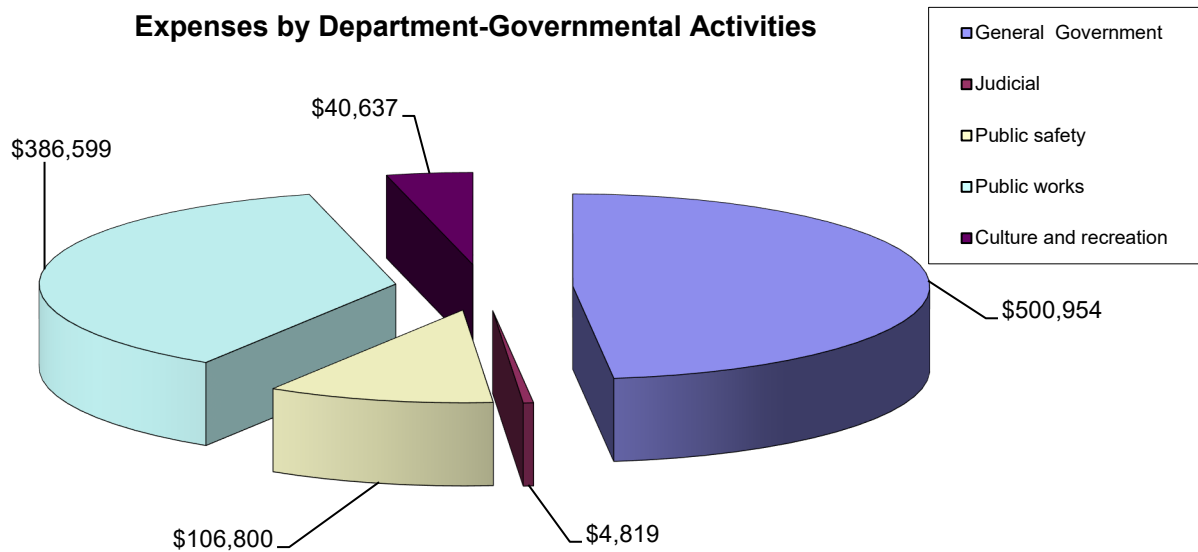
Governmental Activities

Governmental activities increased the Town's net position by \$ 99,073.

Revenues by Source-Governmental Activities



Expenses by Department-Governmental Activities



Business-type Activities

Business-type activities for the year resulted in an increase in net position of \$ 16,867. Charges for services accounted for 81% of total revenues.

FINANCIAL ANALYSIS OF GOVERNMENT'S FUNDS

Governmental funds - The focus of the Town's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Town's financing requirements. In particular, unreserved fund balance may serve as a useful measure of the Town's net resources available for spending at the end of the fiscal year.

As of the end of 2025, the Town's governmental funds reported combined ending fund balances of \$ 1,638,842, an increase of \$ 31,322 in comparison with the prior year. Of the combined ending fund balances for all governmental funds 25% of this total amount, \$ 417,548, constitutes unreserved fund balance, which is available for appropriation at the Town's discretion. The remainder of the fund balance is reserved to indicate that it is not available for new spending because it is already committed to meet a State constitution mandated emergency reserve, \$ 37,450, restricted for parks and recreation \$17,464 and \$ 1,166,380 for other purposes.

The Town has two major governmental funds, the General and Contingency Funds. At the end of 2025, the unreserved fund balance of the General Fund was \$ 417,548, while the total fund balance was \$ 454,998. As a measure of the General Fund's liquidity, it may be useful to compare both unreserved fund balance and total fund balance to total fund expenditures. The fund balance of the Town's General Fund increased by \$ 24,612 during 2025.

Proprietary funds - The Town's proprietary fund statements provide the same type of information found in the government-wide financial statements, but in more detail.

The Town has two enterprise funds: Water and Raw Water Irrigation Funds. At the end of 2025, the fund represented the following net position amounts:

Fund:	Water	Raw Water Irrigation System
Unrestricted net position	\$ 1,134,463	\$ 215,999
Total net position	\$ 3,243,147	\$ 1,465,699
Increase or (decrease) in net position	\$33,933	(\$17,066)

GENERAL FUND BUDGETARY HIGHLIGHTS

The Town budgeted \$ 2,332,390 for 2025 expenditures. The actual expenditures were \$ 1,079,481. There was no amendment to the original budget for General Fund.

CAPITAL ASSET AND DEBT ADMINISTRATION

The Town's investment in capital assets for its governmental and business-type activities as of December 31, 2025, was \$ 5,061,500. As required by GASB 34, the investment in capital assets includes land, buildings, building improvements, and equipment.

	Balance January 1, 2025	Additions	Dispositions	Balance December 31, 2025
Governmental Activities				
Capital assets not being depreciated				
Land	\$ 545,901	\$ 25,003	\$ -	\$ 570,904
	<u>545,901</u>	<u>25,003</u>	<u>-</u>	<u>570,904</u>
Capital assets being depreciated				
Buildings	484,312	41,000	-	525,312
Equipment	424,229	32,916	-	457,145
Park Expansion	511,853	13,127	-	524,980
Infrastrucure	295,111	33,509	-	328,620
	<u>1,715,505</u>	<u>120,552</u>	<u>-</u>	<u>1,836,057</u>
Less accumulated depreciation				
Buildings	(127,773)	(12,453)	-	(140,226)
Equipment	(283,879)	(38,324)	-	(322,203)
Park Expansion	(141,453)	(21,497)	-	(162,950)
Infrastrucure	(187,633)	(9,231)	-	(196,864)
	<u>(740,738)</u>	<u>(81,505)</u>	<u>-</u>	<u>(822,243)</u>
Capital assets being depreciated, net	<u>974,767</u>	<u>39,047</u>	<u>-</u>	<u>1,013,814</u>
Total Governmental Activities Capital Assets	<u>\$ 1,520,668</u>	<u>\$ 64,050</u>	<u>\$ -</u>	<u>\$ 1,584,718</u>
Business - Type Activities				
Capital assets not being depreciated				
Land and source of supply	\$ 290,207	\$ -	\$ -	\$ 290,207
Capital assets being depreciated				
Utility plant	6,756,297	115,038	-	6,871,335
Vehicles and equipment	72,528	15,000	-	87,528
Less accumulated depreciation	(3,600,031)	(172,256)	-	(3,772,287)
Capital assets being depreciated, net	<u>3,228,794</u>	<u>(42,218)</u>	<u>-</u>	<u>3,186,576</u>
Total Business-Type Activities Capital Assets	<u>\$ 3,519,001</u>	<u>\$ (42,218)</u>	<u>\$ -</u>	<u>\$ 3,476,783</u>

Long-term Debt

As of December 31, 2025, the Town had long-term debt as follows:

Enterprise Activities	Balance 1/1/2025	Additions	Reductions	Balance 12/31/2025	Due Within One Year
Loans-CWCB	\$ 163,268	\$ -	\$ (44,869)	\$ 118,399	\$ 46,664
Totals	\$ 163,268	\$ -	\$ (44,869)	\$ 118,399	\$ 46,664

Request for Information:

This financial report is designed to provide a general overview of the Town's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in the report or requests for additional financial information should be addressed to:

Sara Owens, Administrator
P.O. Box 528
Norwood, CO 81423

**Town of Norwood
Statement of Net Position
December 31, 2025**

	Governmental Activities	Business -Type Activities	Total
ASSETS			
Cash and cash equivalents	\$ 1,589,481	\$ 1,278,768	\$ 2,868,249
Property taxes receivable	110,792	-	110,792
Accounts receivables	60,313	61,282	121,595
Advance water assessments-net	-	48,002	48,002
Capital assets, net	1,584,718	3,476,783	5,061,501
Total assets	<u>3,345,304</u>	<u>4,864,835</u>	<u>8,210,139</u>
LIABILITIES			
Accounts payable	-	25,620	25,620
Customer deposits	-	3,432	3,432
Accrued payroll taxes	10,952	8,393	19,345
Accrued compensated absences	23,651	-	23,651
Accrued interest payable	-	145	145
Non current liabilities			
Due within one year	-	46,664	46,664
Due in more than one year	-	71,735	71,735
Total liabilities	<u>34,603</u>	<u>155,989</u>	<u>190,592</u>
DEFERRED INFLOWS OF RESOURCES			
Property taxes revenues	<u>110,792</u>	<u>-</u>	<u>110,792</u>
NET POSITION			
Invested in capital assets, net of related debt	1,584,718	3,358,384	4,943,102
Restricted for:			
Emergencies	37,450	-	37,450
Other purposes	1,183,844	-	1,183,844
Unrestricted	393,897	1,350,462	1,744,359
Total net position	<u>\$ 3,199,909</u>	<u>\$ 4,708,846</u>	<u>\$ 7,908,755</u>

The accompanying notes are an integral part of this statement.

Town of Norwood
Statement of Activities
For the Year Ended December 31, 2025

Functions/Programs	Program Revenues				Net (Expense) Revenue and Changes in Net Position		
	Expenses	Charges for Service and Fees	Operating Grants and Contributions	Capital Grants and Contributions	Primary Government		
					Governmental Activities	Business-Type Activities	Total
Primary government:							
Governmental activities:							
General government	\$ 500,954	\$ 1,962	\$ -	\$ -	\$ (498,992)	\$ -	\$ (498,992)
Judicial	4,819	-	-	-	(4,819)	-	(4,819)
Public Safety	106,800	3,481	-	-	(103,319)	-	(103,319)
Public Works	386,599	2,620	22,835	23,968	(337,176)	-	(337,176)
Culture and Recreation	40,637	17,675	3,392	-	(19,570)	-	(19,570)
Total governmental activities	<u>1,039,809</u>	<u>25,738</u>	<u>26,227</u>	<u>23,968</u>	<u>(963,876)</u>	<u>-</u>	<u>(963,876)</u>
Business-type activities:							
Water	677,631	598,118	-	60,000	-	(19,513)	(19,513)
Raw Water Irrigation System	73,098	23,400	-	32,632	-	(17,066)	(17,066)
Total business-type activities	<u>750,729</u>	<u>621,518</u>	<u>-</u>	<u>92,632</u>	<u>-</u>	<u>(36,579)</u>	<u>(36,579)</u>
Total primary government	<u>\$ 1,790,538</u>	<u>\$ 647,256</u>	<u>\$ 26,227</u>	<u>\$ 116,600</u>	<u>(963,876)</u>	<u>(36,579)</u>	<u>(1,000,455)</u>
General Revenues							
Taxes:							
Property taxes					108,788	-	108,788
Specific ownership					3,596	-	3,596
Sales taxes and miscellaneous					561,160	-	561,160
Franchise taxes					5,119	-	5,119
Mineral leasing and severance taxes					238	-	238
Miscellaneous					32,178	7,627	39,805
Intergovernmental					320,179	42,108	362,287
Investment earnings					31,691	3,712	35,403
Total General Revenues					<u>1,062,949</u>	<u>53,447</u>	<u>1,116,396</u>
Changes in Net Position					99,073	16,868	115,941
Net Position-January 1					3,100,836	4,691,979	7,792,815
Net Position-December 31					<u>\$ 3,199,909</u>	<u>\$ 4,708,847</u>	<u>\$ 7,908,756</u>

The accompanying notes are an integral part of this statement.

**Town of Norwood
Governmental Funds
Balance Sheet
December 31, 2025**

	General Fund	Contingency Fund	Non-major Funds	Total Governmental Funds
Assets				
Cash and cash equivalents	\$ 405,637	\$ 1,166,381	\$ 17,464	\$ 1,589,482
Taxes receivable	110,792	-	-	110,792
Accounts receivable	60,313	-	-	60,313
Total assets	<u>576,742</u>	<u>1,166,381</u>	<u>17,464</u>	<u>1,760,587</u>
Liabilities				
Accrued payroll taxes	10,952	-	-	10,952
Total liabilities	<u>10,952</u>	<u>-</u>	<u>-</u>	<u>10,952</u>
Deferred inflows of resources				
Deferred property taxes	110,792	-	-	110,792
Fund balance				
Restricted for emergencies	37,450	-	-	37,450
Restricted for Parks and Recreation	-	-	17,464	17,464
Committed for capital Improvements	-	1,166,380	-	1,166,380
Unassigned	417,548	-	-	417,548
Total fund balance	<u>\$ 454,998</u>	<u>\$ 1,166,380</u>	<u>\$ 17,464</u>	<u>\$ 1,638,842</u>

The accompanying notes are an integral part of this statement.

Town of Norwood
Reconciliation of the Governmental Funds Balance
Sheet to the Statement of Net Position
December 31, 2025

Total fund balance, governmental funds \$ 1,638,842

Amounts reported for governmental activities in the Statement of Net Position are different because:

Capital assets used in governmental activities are not current period expenditures and therefore are not reported in this fund financial statement, but are reported in the governmental activities of the Statement of Net Position.

Cost of capital assets	\$ 2,406,961	
Less accumulated depreciation	<u>(822,243)</u>	
		1,584,718

Some liabilities, (such as Notes Payable, Capital Lease Contract Payable, Long-term Compensated Absences, and Bonds Payable), are not due and payable in the current period and are not included in the fund financial statement, but are included in the governmental activities of the Statement of Net Position.

Compensated absences		(23,651)
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Net Position of Governmental Activities in the Statement of Net Position \$ 3,199,909

The accompanying notes are an integral part of this statement.

**Town of Norwood
Governmental Funds
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Year Ended December 31, 2025**

	General Fund	Contingency Fund	Non-major Funds	Total Governmental Funds
Revenues				
Taxes	\$ 697,902	\$ -	\$ -	\$ 697,902
Licenses and permits	2,312	-	-	2,312
Intergovernmental	342,506	-	3,392	345,898
Charges for services	2,270	-	-	2,270
Fines and forfeitures	3,481	-	-	3,481
Miscellaneous	55,622	31,382	15	87,019
Total revenues	<u>1,104,093</u>	<u>31,382</u>	<u>3,407</u>	<u>1,138,882</u>
Expenditures				
Current:				
General government	499,067	-	-	499,067
Judicial	4,819	-	-	4,819
Police department	106,800	-	-	106,800
Public works	413,088	-	-	413,088
Culture and recreation	16,064	-	3,076	19,140
Capital Outlay	39,643	25,003	-	64,646
Total expenditures	<u>1,079,481</u>	<u>25,003</u>	<u>3,076</u>	<u>1,107,560</u>
Net change to fund balance	24,612	6,379	331	31,322
Fund balance, January 1	<u>430,386</u>	<u>1,160,001</u>	<u>17,133</u>	<u>1,607,520</u>
Fund balance, December 31	<u><u>\$ 454,998</u></u>	<u><u>\$ 1,166,380</u></u>	<u><u>\$ 17,464</u></u>	<u><u>\$ 1,638,842</u></u>

The accompanying notes are an integral part of this statement.

Town of Norwood
Reconciliation of the Governmental Funds Statement of Revenues, Expenditures,
and Changes in Fund Balances to the Statement of Activities
For the Year Ended December 31, 2025

Net change in fund balances - total governmental funds	\$ 31,322
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Amounts reported for governmental activities in the statement of activities are different because:

Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlays expense exceeded depreciation in the current period.

Fixed assets current additions	\$ 145,554	
Depreciation expense	(81,505)	
Excess of capital outlay over depreciation		64,049

Under the modified accrual basis of accounting used in governmental funds, expenditures are not recognized for transactions that are not normally paid with expendable available financial resources and revenues are not recognized until they become both measurable and available. In the statement of activities however, which is presented on the accrual basis, expenses and liabilities are reported regardless of when the financial resources are available.

Changes in compensated absences	3,702
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Change in net position of governmental funds	\$ 99,073
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The accompanying notes are an integral part of this statement.

Town of Norwood
Statement of Net Position
Enterprise Funds
December 31, 2025

	Enterprise Funds		
	Water Fund	Raw Water Irrigation System Fund	Totals
ASSETS			
Current Assets			
Cash and cash equivalents	\$ 1,062,769	\$ 215,999	\$ 1,278,768
Accounts receivable, net	61,282	-	61,282
Total Current Assets	1,124,051	215,999	1,340,050
Other Assets			
Advance water assessments-net	48,002	-	48,002
Noncurrent Assets			
Capital assets			
Water rights	290,207	-	290,207
Utility system	5,328,910	1,542,425	6,871,335
Vehicle & Equipment	52,528	35,000	87,528
Less accumulated depreciation	(3,444,562)	(327,725)	(3,772,287)
Total Noncurrent Assets	2,227,083	1,249,700	3,476,783
Total Assets	3,399,136	1,465,699	4,864,835
LIABILITIES			
Current Liabilities			
Accounts payable	25,620	-	25,620
Customer deposits	3,432	-	3,432
Accrued interest payable	145	-	145
Accrued payroll	8,393	-	8,393
Current portion on long-term debt	46,664	-	46,664
Total Current Liabilities	84,254	-	84,254
Long-Term Debt			
Loans payable	71,735	-	71,735
Total Long-Term Debt	71,735	-	71,735
Net Position			
Invested in capital assets, net of related debt	2,108,684	1,249,700	3,358,384
Unrestricted	1,134,463	215,999	1,350,462
Total Net Position	\$ 3,243,147	\$ 1,465,699	\$ 4,708,846

The accompanying notes are an integral part of this statement.

Town of Norwood
Statement of Revenues, Expenses and Changes in Net Position
Enterprise Funds
Year Ended December 31, 2025

	Enterprise Funds		
	Water Fund	Raw Water Irrigation System Fund	Totals
Operating revenues:			
Charges for services	\$ 598,118	\$ 23,400	\$ 621,518
Total operating revenues	<u>598,118</u>	<u>23,400</u>	<u>621,518</u>
Operating expenses:			
Salaries and benefits	229,955	-	229,955
Maintenance and supplies	141,417	-	141,417
Water assessments	41,508	-	41,508
Utilities	34,031	522	34,553
Other expenses	120,695	2,481	123,176
Depreciation	103,494	70,095	173,589
Total operating expenses	<u>671,100</u>	<u>73,098</u>	<u>744,198</u>
Operating income (loss)	<u>(72,982)</u>	<u>(49,698)</u>	<u>(122,680)</u>
Nonoperating revenues (expenses):			
Grants and contributions	42,108	32,632	74,740
Interest income	3,712	-	3,712
Miscellaneous	7,627	-	7,627
Interest expense	(6,531)	-	(6,531)
Total nonoperating revenues (expenses)	<u>46,916</u>	<u>32,632</u>	<u>79,548</u>
Income (loss) before transfers and capital contributions	(26,066)	(17,066)	(43,132)
Capital contributions-Tap fees	60,000	-	60,000
Change in net position	33,934	(17,066)	16,868
Total net position, January 1	3,209,214	1,482,765	4,691,979
Total net position, December 31	<u>\$ 3,243,148</u>	<u>\$ 1,465,699</u>	<u>\$ 4,708,847</u>

The accompanying notes are an integral part of this statement.

**Town of Norwood
Statement of Cash Flows
Enterprise Funds
Year Ended December 31, 2025**

	Enterprise Funds		
	Water Fund	Raw Water Irrigation System Fund	Totals
Cash Flows From Operating Activities			
Cash received from charges for services	\$ 597,975	\$ 23,400	\$ 621,375
Cash payments for salaries and benefits	(221,562)	-	(221,562)
Cash payments for goods and services	(320,188)	(3,003)	(323,191)
Net cash provided (used) by operating activities	56,225	20,397	76,622
Cash Flows from Noncapital Financing Activities			
Grants and contributions	42,108	32,632	74,740
Miscellaneous revenues	7,627	-	7,627
Net cash provided (used) by noncapital financing activities	49,735	32,632	82,367
Cash Flows from Capital and Related Financing Activities			
Tap fees	60,000	-	60,000
Purchase of capital assets	(130,038)	-	(130,038)
Principal paid on loans and leases	(44,869)	-	(44,869)
Interest expense	(6,531)	-	(6,531)
Net cash provided (used) by capital and related financing activities	(121,438)	-	(121,438)
Cash Flows from Investing Activities			
Interest on investments	3,712	-	3,712
Net increase (decrease) in cash and equivalents	(11,766)	53,029	41,263
Cash balances, January 1	1,074,535	162,970	1,237,505
Cash balances, December 31	\$ 1,062,769	\$ 215,999	\$ 1,278,768
Reconciling of operating income (loss) to net cash provided (used) by operating activities:			
Operating income (loss)	\$ (72,982)	\$ (49,698)	\$ (122,680)
Adjustments to reconcile operating income (loss) to net cash provided (used) by operating activities:			
Depreciation expense	103,494	70,095	173,589
Assets (increase) decrease:			
Accounts receivables	(6)	-	(6)
Liabilities increase (decrease):			
Accounts payable	17,463	-	17,463
Customer deposits	(137)	-	(137)
Accrued payroll	8,393	-	8,393
Total adjustments	129,207	70,095	199,302
Net cash provided (used) by operating activities	\$ 56,225	\$ 20,397	\$ 76,622

The accompanying notes are an integral part of this statement.

Town of Norwood
Notes to the Financial Statements
December 31, 2025

Note 1 – Summary of Significant Accounting Policies

The financial statements of the Town of Norwood, Colorado (the Town) have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

The more significant of the Town's accounting policies are described below:

A. Financial Reporting Entity

The Town is a statutory municipality with a mayor – council form of government with five elected Council members. As required by accounting principles generally accepted in the United States of America, these financial statements present the Town of Norwood (the primary government). The Town has no oversight responsibility for any other governmental entity since no other entities are considered to be controlled by or dependent on the Town. Control or dependence is determined on the basis of budget adoption, taxing authority, funding, and appointment of the respect governing body.

B. Government-wide Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of changes in net position) report information on all of the activities of the Town. For the most part, the effect of inter-fund activity has been removed from these statements. Governmental activities, which normally are supported by taxes, charges for services and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on user charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to those who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment, and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

C. Fund Financial Statements

The accounts of the Town are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures, or expenses, as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

All governmental funds are accounted for on a flow of current financial resources basis. Balance sheets for these funds generally include only current assets and current liabilities. Reported fund balances are considered a measure of available, spendable resources. Operating statements for these funds present a summary of available, spendable resources and expenditures for the period.

Town of Norwood
Notes to the Financial Statements
December 31, 2025

Note 1 – Summary of Significant Accounting Policies – (continued)

C. Fund Financial Statements – (continued)

Separate financial statements are provided for governmental funds and proprietary funds. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

The Town reports the following major governmental fund:

- The General Fund is the Town’s primary operating fund. It accounts for all financial resources of the Town, except those required to be accounted for in another fund.

The remaining governmental funds are aggregated and presented as non-major funds. Those funds include:

- Contingency Fund, which accounts for expenditures that could not have been reasonably foreseen.
- The Conservation Trust Fund, which accounts for State of Colorado lottery funds to be used for parks and recreation services and capital investment.

Enterprise Funds account for operations that are financed and operated in a manner similar to private business enterprises, where the intent is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. Enterprise funds are considered major funds because of community interests in the activities and sources of funding supporting these operations.

Enterprise funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with an enterprise fund’s principal ongoing operations. The principal operating revenues of the Town are charges for water fees. Operating expenses for the enterprise funds include purchased services, utilities, repairs and maintenance, supplies, insurance and depreciation cost. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses. When both restricted and unrestricted resources are available for use, it is the Town’s policy to use restricted resources first, then unrestricted resources as needed.

The Town reports the following major enterprise fund business-type activity:

- Water Fund, which accounts for all operations of the Town’s water services. This is primarily financed by user charges.
- Raw Water Irrigation System Fund, which accounts for all operations of the Town’s raw water irrigation services. This is primarily financed by grants and contributions and by user charges.

D. Measurement Focus and Basis of Accounting

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the enterprise fund financial statements. Revenues are recorded when earned and expenses are recorded when liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Town of Norwood
Notes to the Financial Statements
December 31, 2025

Note 1 – Summary of Significant Accounting Policies – (continued)

D. Measurement Focus and Basis of Accounting – (continued)

The modified accrual basis of accounting is used by all governmental funds. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). “Measurable” means the amount of the transaction can be determined and “available” means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days at the end of the current fiscal period. Expenditures are recorded when the related fund liability is incurred. Exceptions to this general rule include principal and interest on general long-term debt which is recognized when due, and compensated absences which are recognized when the obligations are expected to be liquidated with expendable available resources.

Those revenues susceptible to accrual are interest revenue and charges for services. Entitlement revenues are not susceptible to accrual because generally, they are not measurable until received. Grant revenues are recognized as they are earned.

The accrual basis of accounting is utilized by enterprise funds. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred.

Deferred Outflows / Inflows of Resources

In addition to assets, the statement of net position will sometimes report a separate section of deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and will not be recognized as an outflow of resources (expense/ expenditure) until then.

In addition to liabilities, the statement of net position will sometimes report a separate section of deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and will not be recognized as an inflow of resources (revenue) until that time. Property taxes revenue that are related to a future period have been recorded as deferred inflows. Grants and entitlements received before eligibility requirements are met (e.g., cash advances) are recorded as deferred inflows. These amounts are deferred and will be recognized as an inflow of resources in the period that the amounts become available.

E. Cash and Cash Equivalents

For the purposes of the statement of cash flows of the enterprise funds, cash and cash equivalents consist of operating and restricted cash and highly liquid securities with an initial maturity of three months or less.

Town of Norwood
Notes to the Financial Statements
December 31, 2025

Note 1 – Summary of Significant Accounting Policies – (continued)

F. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

G. Property Taxes

Property taxes for the current year are levied and attached as a lien on property the following January 1. They are payable in full by April 30 or in two equal installments due February 28 and June 15. Property taxes levied in the current year and collected in the following year are reported as receivable at December 31. However, since the taxes are not available to pay current liabilities, the receivable is recorded as deferred inflows of resources in the governmental and enterprise funds.

H. Capital Assets

Capital assets, which include property, equipment and infrastructure assets, are reported in the applicable governmental or business-type activities columns in government-wide financial statements. Capitalized assets are defined by the Town as assets that have a useful life of one or more years, and for which the initial, individual value equals or exceeds \$ 5,000.

All purchased assets are valued at cost where historical records are available and at an estimated historical cost where no historical records exist. Donated assets are valued at their estimated fair market value on the date received. The cost of normal maintenance and repairs that does not add to the value of an asset or materially extend asset life is not capitalized.

Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

<u>Asset Class</u>	<u>Useful Life</u>
Utility Plant and System	50 years
Machinery and Equipment	5-10 years
Infrastructure assets	15-40 years

Public domain assets consisting of roads, bridges, curbs and gutters, streets and sidewalks, drainage systems and lighting systems are examples of infrastructure assets. Infrastructure assets are distinguished from other capitalized assets as their useful life often extends beyond most other capital assets and are stationary in nature. General infrastructure assets are those associated with or arising from governmental activities.

Under GASB 34 the town is not required to retroactively report on infrastructure assets before June 30, 2004. Therefore, infrastructure assets before that date are not shown on the financial statements.

Town of Norwood
Notes to the Financial Statements
December 31, 2025

Note 1 – Summary of Significant Accounting Policies – (continued)

I. Long-Term Liabilities

In the government-wide financial statements, and enterprise fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable government activities, business-type activities, or enterprise fund type statement of net position.

The long-term compensated absences are serviced from revenues of the General Fund from future appropriations.

J. Compensated Absences

A total of 21 days of vacation for the 1 to 10 years of service and 26 days for 10 + years of service may be accrued by each employee. Employees are paid for the accumulated vacation leave upon retirement or other termination. Employees are encouraged to use accumulated vacation by the end of each year and Employees may carry over any unused PTO into the next year. The Entities will pay an employee for their accrued but unused PTO at the time of separation from employment, up to the maximum accruals of 21/26 days described above, respectively. The Entities will make such payment at the employee's pay rate in effect at the time the employee accrued the leave time.

K. Net Position

Net position represents the difference between assets, deferred outflows of resources, liabilities and deferred inflows of resources. Net position invested in capital assets, net of related debt consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowing used for the acquisition or construction of improvements on those assets. Net position is reported as restricted when there are limitations imposed on their use either through the enabling legislation adopted by the Town or through external restrictions imposed by creditors, grantors, laws or regulations of other governments.

L. Interfund Transactions

Interfund receivables and payables arise from interfund transactions and are recorded by all funds affected in the period in which transactions are executed. At year end, outstanding balances between funds are reported as “due to/from other funds.” Nonrecurring or non-routine permanent transfers of equity are reported as residual equity transfers. All other interfund transfers are reported as operating transfers. Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as “internal balances.”

M. Encumbrances

The Town does not use an encumbrance system for budgetary control.

N. Accounts Receivable

The Town considers accounts receivable for the water fund to be fully collectible because the Town can place liens on the individual properties; accordingly, no allowance for doubtful accounts is required. If amounts become uncollectible, they will be charged to operations when that determination is made.

Town of Norwood
Notes to the Financial Statements
December 31, 2025

Note 1 – Summary of Significant Accounting Policies – (continued)

O. Fund Equity

In the fund financial statements, governmental funds report the following classifications of fund balance:

- Non-spendable fund balance-amounts that are not in spendable form (such as inventory) or are required to be maintained intact;
- Restricted fund balance-amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions or by enabling legislation;
- Committed fund balance-amounts constrained to specific purposes by a government itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest-level action to remove or change the constraint;
- Assigned fund balance-amounts a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority;
- Unassigned fund balance-amounts that are available for any purpose; positive amounts are reported only in the general fund.

When an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available, the Town considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the Town considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless Town Council has provided otherwise in its commitment or assignment actions.

Note 2 – Reconciliation of Government-wide and Fund Financial Statements

The governmental funds balance sheet includes reconciliation between fund balances total governmental funds and net position - governmental activities as reported in the government-wide statement of net position. Additionally, the governmental fund statement of revenues, expenditures, and changes in fund balances includes reconciliation between net change in fund balances - total governmental funds and changes in net position of governmental activities as reported in the government-wide statement of activities. The enterprise fund statement of net position and statement of revenues, expenses and changes in net position also includes reconciliation to the government-wide statement of net position and activities.

These reconciliations detail items that require adjustment to convert from the current resources' measurement and modified accrual basis for governmental fund statements to the economic resources measurement and full accrual basis used for government-wide statements. However, certain items having no effect on measurement and basis of accounting were eliminated from the governmental fund statements during the consolidation of governmental activities.

Town of Norwood
Notes to the Financial Statements
December 31, 2025

Note 3 – Tax, Spending and Debt Limitations

Colorado voters passed an amendment to the State Constitution, Article X, Section 20, which has several limitations, including revenue raising, spending abilities, and other specific requirements of state and local governments. The amendment is complex and subject to judicial interpretation. However, the Town had made certain interpretations of the amendment's language in order to determine its compliance.

On the November 8, 1994 municipal election ballot, the voters authorized the Town, without any increase in the Town's Current tax mill levy rate of 15.129 mills or any increase in the Town's current sales tax and use tax rate of 2.0%, except by prior voter approval, to be authorized to generate, collect and retain all revenues from and in fiscal year 1993 and subsequent years and increase fiscal year spending up to the amount of such revenues generated and collected without limitation under Article X, Section 20, Colorado Constitution, or any other law, and without limiting in any year the amount of all lawful sources of Town revenues that may be collected and spent by the Town of Norwood for street improvements and maintenance, capital improvements and construction, and all other lawfully authorized municipal; purposes, including but not limited to property taxes at current level of 15.129 mills, sales and use tax of 2.0%, and any state, federal or other grants; provided that such voter-approved revenue change for fiscal year 1993 shall be in the amount of \$ 10,000.

Note 4 – Budgets

The Town adheres to the following procedures in establishing budgetary data reflected in the financial statements:

- A. By October of each year, the Finance Officer gives public notice of the budget calendar for the next fiscal year. The Finance Officer asks that all Town departments, boards, commissions, or citizens submit within thirty days from the notice any request for funds under the budget being prepared. The Finance Officer then prepares a proposed budget for the ensuing fiscal year and submits it to the Council no later than forty-five days prior to any date required by state law for the certification to the County of the tax levy.
- B. The budget provides a complete financial plan of all Town funds and activities for the ensuing fiscal year indicating anticipated revenues, proposed operating and capital expenditures, a provision for contingencies, and anticipated net surplus or deficit for the ensuing fiscal year.
- C. A public hearing on the proposed budget is held by the Council in early December.
- D. The Council adopts the budget by resolution on or before the final day established by law for the certification of the ensuing year's tax levy to the County. Adoption of the budget by the Council shall constitute appropriations of the amounts specified therein as expenditures from the funds indicated and shall constitute a levy of the property tax therein proposed.
- E. If during the fiscal year the Finance Officer determines that there are expenses in excess of those estimated in the budget, the Council by resolution may make supplemental appropriations for the year up to the amount of such excess. To meet an emergency affecting public property, health, peace or safety, the Council may make emergency appropriations. If at any time during the fiscal year it appears probable to the Finance Officer that the revenues available will be insufficient to meet the amount appropriated, the Finance Officer reports to the Council, indicating the estimated amount of deficit, any remedial action already taken, and a recommendation as to any other steps to be taken. At any time during the fiscal year the Finance Officer may transfer part or all of any unencumbered appropriation balance within a department.

Town of Norwood
Notes to the Financial Statements
December 31, 2025

Note 4 – Budgets – (continued)

- F. Budget appropriations lapse at the end of each year.
- G. Expenditures may not exceed appropriations at the fund level. Budget amounts included in the financial statements are based on the final amended budget. No revisions were made to the original budget.
- H. Budgets for governmental funds are adopted on a basis consistent with accounting principles generally accepted in the United States of America (GAAP), except for long-term receivables and advances and capital lease financing which are budgeted when liquidated rather than when the receivable/liability is incurred. Budgets for enterprise funds are adopted on a basis consistent with the spending measurement focus of the governmental funds. The Town could be in violation of Colorado Budget Law because the following funds actual expenditures exceeded budgetary amounts in the Contingency Fund.

Note 5 – Deposits and Investments

The Colorado Public Deposit Protection Act (PDPA) requires that all units of local government deposit cash in eligible public depositories; eligibility is determined by state regulators. Amounts on deposit in excess of federal insurance levels must be collateralized. The eligible collateral is determined by the PDPA. PDPA allows the institution to create a single collateral pool for all public funds. The pool is to be maintained by another institution or held in trust for all the uninsured public deposits as a group. The market value of the collateral must be at least equal to the aggregate uninsured deposits. Collateral in the pool is considered to be equal to depository insurance pursuant to definitions listed in GASB Statement No. 40. At December 31, 2025, the bank balance of the Town's deposits was \$1,484,630 of which \$250,000 was covered by federal depository insurance and \$1,234,630 was collateralized under PDPA.

The Town invested \$733,432 in the Colorado Government Liquid Asset Trust (COLOTRUST). COLOTRUST is an investment vehicle established by state statute for local government entities in Colorado to pool surplus funds for investment purposes. The State Securities Commission administers and enforces all state statutes governing public investment pools. The investment is an external investment pool that reports at the fair value per share of the pool's underlying portfolio. The unit of account is each share held, and the value of the position is the fair value of the pool's share price multiplied by the number of shares held. For pricing and redeeming share COLOTRUST maintains a stable net asset value (NAV) of \$1 per share, which approximates fair value. The government-investor does not "look through" the pool to report a pro rata share of the pool's investments, receivables and payables. All COLOTRUST investments are reported at NAV and do not have any unfunded commitments, redemption restrictions or redemption notice periods. COLOTRUST offers shares in two portfolios, COLOTRUST PRIME and COLOTRUST PLUS+, which are both rated AAAM by Standard & Poor's. Both portfolios may invest in U.S. Treasury securities and repurchase agreements collateralized by U.S. Treasury securities. COLOTRUST PLUS+ may also invest in certain obligations of U.S. government agencies, highest rated commercial paper and repurchase agreements collateralized by certain obligations of U.S. government agencies. Financial statements and information about the pool for COLOTRUST may be obtained through its website at www.colotrust.com. COLOTRUST may, without the necessity of a formal meeting of their Board, temporarily suspend the right of redemption or postpone the date of payment for redeemed shares under certain specific conditions described in their trust indenture and during any financial emergency when it is not reasonably practicable because of substantial losses which might be incurred.

Town of Norwood
Notes to the Financial Statements
December 31, 2025

Note 5 – Deposits and Investments – (continued)

The composition of all cash and cash investments held by the Town at December 31, 2025, is as follows

Cash on hand and with County Treasurer	\$ 2,905
Cash in bank and savings accounts	2,131,912
Cash investments	733,432
	\$ 2,868,249

Interest rate risk-The town does not have a formal policy limiting investment maturities, other than that established by the state statute of five years, which would help manage its exposure to fair value losses from increasing interest rates.

Credit risk-Credit risk is the risk that the issuer or other counterparty to an investment will not fulfill its obligations. It is the Town's policy to limit its investments to U.S. Treasury obligations, certain U.S. government agencies securities, commercial paper, local government investment pools, repurchase agreements and money market funds.

Custodial Credit Risk- For an investment, custodial credit risk is the risk that, in the event of the failure of the counterparty, the Town will not be able to recover the value of its investment or collateral securities that are in the possession of an outside party.

Note 6 – Long-Term Liabilities

	Balance 1/1/2025	Additions	Reductions	Balance 12/31/2025	Due Within One Year
Enterprise Activities					
Loans- CWCB	\$ 163,268	\$ -	\$ (44,869)	\$ 118,399	\$ 46,664
Totals	\$ 163,268	\$ -	\$ (44,869)	\$ 118,399	\$ 46,664

Note Payable- CWCB - The Town obtained loans from the Colorado Water Conservation Board (CWCB) in the amount of \$950,000, to build a 92-acre-foot reservoir. The remaining loan of \$630,000 will be at an annual interest rate of 4% over 40 years at \$ 31,830 with an additional payment of \$19,570. The first payments are due January 1, 1998, and are due annually on the first of each year. The following is the annual maturities for the years subsequent to 2025:

Year	Principal	Interest	Total
2026	\$ 46,664	\$ 4,736	\$ 51,400
2027	48,531	2,869	51,400
2028	23,204	928	24,132
Total	\$ 118,399	\$ 8,533	\$ 126,932

Town of Norwood
Notes to the Financial Statements
December 31, 2025

Note 7 – Proprietary Fund Type Non-GAAP Budgetary Basis

The accompanying schedules of revenues, expenditures and changes in available resources, budget and actual (Non-GAAP budgetary basis) for the proprietary fund types, presents comparisons of the legally adopted budget with actual data on a budgetary basis. Since accounting principles applied for purposes of developing data on a budgetary basis differ significantly from those used to present financial statements in conformity with generally accepted accounting principles, a reconciliation of resultant basis, timing, perspective, and entity differences in the excess (deficiency) of financial resources over expenditures and other uses of financial resources for the year ended December 31, 2025 is presented below:

Expenses (GAAP Basis)	\$	750,730
Adjustments		
Add:		
Capital assets purchased		130,038
Principal payments		44,869
Less:		
Depreciation expense		(173,590)
Expenditures (Budgetary Basis)	\$	<u>752,047</u>

Note 8 – State Impact Assistance Grant

During 1988, the Town applied for and received a grant from the Colorado Department of Local Affairs in the amount of \$100,000. The grant proceeds were passed through to the Farmers Water Development Company (FWDC) to finance improvements to the Gurley Reservoir, which the FWDC owns and operates and from which the Town draws its water.

In order for public financing of improvements to the Gurley Reservoir to be legal, the funds must be used for public purposes. Since the grant proceeds were passed through to the FWDC, which is privately owned, the terms of the grant agreement include the stipulation that the FWDC will not charge the Town its yearly water assessment until the amount of \$100,000 is exceeded. The Town's yearly assessment in past years has been \$ 500 to \$ 600. The Town has recorded the \$100,000 grant receipts as contributed capital and the resulting prepayment of water assessments as an asset. A period of seventy-five years was used to amortize the prepaid water assessments based on the estimated life of the improvements financed by the grant. Amortization began in 1989 and amounts to \$ 1,333 per year. At December 31, 2025, a total of \$ 51,998 had been amortized, leaving a balance of \$ 48,002 of advanced water assessments remaining unamortized.

Note 9 – Contingent Liabilities

Risk Management

The Town is exposed to various risks of loss related to torts; theft of, damages to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Town pays an annual premium to CIRSA Property/Casualty and Workers' Compensation for its general liability and workmen's compensation insurance coverage. The agreement with CIRSA will be self-sustaining through member premiums. CIRSA rate-setting policies are established by the Board of Directors, in consultation with independent actuaries. The Board of Directors may credit member municipalities' future contributions in the event of a surplus. Although it has never occurred, CIRSA member municipalities are subject to a supplemental assessment in the event of a deficiency.

Town of Norwood
Notes to the Financial Statements
December 31, 2025

Note 10 – Capital Assets

	Balance 1/1/2025	Additions	Dispositions	Balance 12/31/2025
Governmental Activities				
Capital assets not being depreciated				
Land and improvements	\$ 545,901	\$ 25,003	\$ -	\$ 570,904
	<u>545,901</u>	<u>25,003</u>	<u>-</u>	<u>570,904</u>
Capital assets being depreciated				
Buildings	484,312	41,000	-	525,312
Equipment	424,229	32,916	-	457,145
Park Expansion	511,853	13,127	-	524,980
Infrastructure	295,111	33,509	-	328,620
	<u>1,715,505</u>	<u>120,552</u>	<u>-</u>	<u>1,836,057</u>
Less accumulated depreciation				
Buildings	(127,773)	(12,453)	-	(140,226)
Equipment	(283,879)	(38,324)	-	(322,203)
Park Expansion	(141,453)	(21,497)	-	(162,950)
Infrastructure	(187,633)	(9,231)	-	(196,864)
	<u>(740,738)</u>	<u>(81,505)</u>	<u>-</u>	<u>(822,243)</u>
Capital assets being depreciated, net	<u>974,767</u>	<u>39,047</u>	<u>-</u>	<u>1,013,814</u>
Total governmental Activities capital assets	<u>\$ 1,520,668</u>	<u>\$ 64,050</u>	<u>\$ -</u>	<u>\$ 1,584,718</u>
	Balance 1/1/2025	Addition	Disposition	Balance 12/31/2025
Business-type Activities				
Capital assets not being depreciated				
Land and source of supply	\$ 290,207	\$ -	\$ -	\$ 290,207
Capital assets being depreciated				
Utility plant	6,756,297	115,038	-	6,871,335
Vehicles and equipment	72,528	15,000	-	87,528
Less accumulated depreciation	(3,600,031)	(172,256)	-	(3,772,287)
Capital assets being depreciated, net	<u>3,228,794</u>	<u>(42,218)</u>	<u>-</u>	<u>3,186,576</u>
				-
Total business-type activities capital assets	<u>\$ 3,519,001</u>	<u>\$ (42,218)</u>	<u>\$ -</u>	<u>\$ 3,476,783</u>

Town of Norwood
Notes to the Financial Statements
December 31, 2025

Note 10 – Capital Assets – (continued)

Depreciation expense was charged to functions/programs of the Town as follows:

General government	\$ 3,738
Culture and recreation	21,497
Public works, including depreciation of general infrastructure assets	56,270
Total depreciation expenses	<u>\$ 81,505</u>
Water - depreciation	\$ 102,161
Water - amortization	1,333
Raw water - depreciation	70,095
Total	<u>\$ 173,589</u>

Required Supplementary Information

Town of Norwood
Schedule of Revenues, Expenditures and Changes in Fund Balance-Budget and Actual
General Fund
For the Year Ended December 31, 2025

Revenues	Budgeted		Actual	Favorable (Unfavorable)
	Original	Final		
Taxes	\$ 591,488	\$ 591,488	\$ 697,902	\$ 106,414
Licenses and permits	10,200	10,200	2,312	(7,888)
Intergovernmental revenues	1,420,354	1,420,354	342,506	(1,077,848)
Charges for services	7,000	7,000	2,270	(4,730)
Fines and forfeitures	5,000	5,000	3,481	(1,519)
Miscellaneous revenue	62,000	62,000	55,622	(6,378)
Total revenues	2,096,042	2,096,042	1,104,093	(991,949)
Expenditures				
General government	473,990	473,990	499,067	(25,077)
Judicial	6,100	6,100	4,819	1,281
Police department	107,200	107,200	106,800	400
Public works	1,453,909	1,453,909	413,088	1,040,821
Culture and recreation	18,600	18,600	16,064	2,536
Capital Outlay	272,591	272,591	39,643	232,948
Total Expenditures	2,332,390	2,332,390	1,079,481	1,252,909
Excess of revenues over (under) expenditures	(236,348)	(236,348)	24,612	260,960
Fund balance, January 1	1,108,692	1,108,692	430,386	(678,306)
Fund balance, December 31	\$ 872,344	\$ 872,344	\$ 454,998	\$ (417,346)

The accompanying notes are an integral part of this statement.

**Town of Norwood
Contingency Fund
Schedule of Revenues, Expenditures and Changes in Fund Balance
Budget and Actual
Year Ended December 31, 2025**

	Original Budget	Final Budget	Actual	Favorable (Unfavorable)
Revenues				
Interest income	\$ 300	\$ 300	\$ 31,382	\$ 31,082
Total revenues	<u>300</u>	<u>300</u>	<u>31,382</u>	<u>31,082</u>
Expenditures				
Capital outlay	75,000	75,000	25,003	49,997
Total expenditures	<u>75,000</u>	<u>75,000</u>	<u>25,003</u>	<u>49,997</u>
Excess of revenues over (under) expenditures	(74,700)	(74,700)	6,379	81,079
Fund balance, January 1	<u>417,583</u>	<u>417,583</u>	<u>1,160,001</u>	<u>742,418</u>
Fund balance, December 31	<u>\$ 342,883</u>	<u>\$ 342,883</u>	<u>\$ 1,166,380</u>	<u>\$ 823,497</u>

**Town of Norwood
Conservation Trust Fund
Schedule of Revenues, Expenditures and Changes in Fund Balance
Budget and Actual
Year Ended December 31, 2025**

	Original Budget	Final Budget	Actual	Favorable (Unfavorable)
Revenues				
Lottery	\$ 3,400	\$ 3,400	\$ 3,392	\$ (8)
Interest income	7	7	15	8
Total revenues	<u>3,407</u>	<u>3,407</u>	<u>3,407</u>	<u>-</u>
Expenditures				
Parks	3,100	3,100	3,076	24
Total expenditures	<u>3,100</u>	<u>3,100</u>	<u>3,076</u>	<u>24</u>
Excess of revenues over (under) expenditures	307	307	331	24
Fund balance, January 1	<u>16,270</u>	<u>16,270</u>	<u>17,133</u>	<u>863</u>
Fund balance, December 31	<u>\$ 16,577</u>	<u>\$ 16,577</u>	<u>\$ 17,464</u>	<u>\$ 887</u>

Town of Norwood
Water Fund
Schedule of Revenues, Expenditures and Changes in Available
Resources-Budget and Actual
(Non-GAAP Budgetary Basis)
Year Ended December 31, 2025

	Original Budget	Final Budget	Actual	Favorable (Unfavorable)
Revenues				
Water fees	\$ 540,477	\$ 540,477	\$ 576,024	\$ 35,547
Tap fees	72,000	72,000	60,000	(12,000)
Public Water Meter/shack	12,800	12,800	22,094	9,294
Interest Income	-	-	3,712	3,712
Grants and loans	287,891	287,891	42,108	(245,783)
Miscellaneous	4,650	4,650	7,627	2,977
Total revenues	<u>917,818</u>	<u>917,818</u>	<u>711,565</u>	<u>(206,253)</u>
Expenditures				
Salaries and benefits	237,500	237,500	229,955	7,545
Maintenance and supplies	105,200	105,200	120,356	(15,156)
Water assessments	30,000	30,000	41,508	(11,508)
Utilities	40,000	40,000	34,031	5,969
Other expenses	117,831	117,831	120,695	(2,864)
Capital Outlay	725,028	725,028	151,099	573,929
Debt service	51,401	51,401	51,400	1
Total expenditures	<u>1,306,960</u>	<u>1,306,960</u>	<u>749,044</u>	<u>557,916</u>
Excess of revenues over (under) expenditures	(389,142)	(389,142)	(37,479)	351,663
Available resources, beginning	708,555	708,555	1,173,276	464,721
Less: Amortization expense			(1,333)	
Available resources, ending	<u>\$ 319,413</u>	<u>\$ 319,413</u>	<u>\$ 1,134,464</u>	<u>\$ 816,384</u>

Town of Norwood
Raw Water Irrigation System Fund
Schedule of Revenues, Expenditures and Changes in Available
Resources-Budget and Actual
(Non-GAAP Budgetary Basis)
Year Ended December 31, 2025

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Favorable (Unfavorable)</u>
Revenues				
Grants and contributions	\$ -	\$ -	\$ 32,632	\$ 32,632
Charges for services	-	-	23,400	23,400
Total revenues	<u>-</u>	<u>-</u>	<u>56,032</u>	<u>56,032</u>
Expenditures				
Utilities	-	-	522	(522)
Miscellaneous	-	-	2,481	(2,481)
Total expenditures	<u>-</u>	<u>-</u>	<u>3,003</u>	<u>(3,003)</u>
Excess of revenues over (under) expenditures	-	-	53,029	59,035
Available resources, Beginning	<u>-</u>	<u>-</u>	<u>162,970</u>	<u>-</u>
Available resources, Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 215,999</u>	<u>\$ 59,035</u>



TOWN MANAGER REPORT – OCTOBER 2026

STAFF

- Weekly staff meetings
- Monthly board meetings
- Thank you Matt!

OPERATIONS

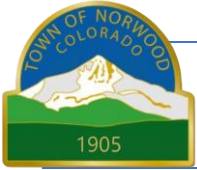
- Reconciliations
- Extended the NWC board applications
- Public Complaint
- EV charger set up
- Grant reimbursements
- Agenda/Supporting Documents
- TON/NWC Audit follow up
- Process Payroll
- CEBT renewal meeting
- CORA request
- GOCO grant chat with Mike and Liza
- WE Vision Q3 Stewardship meeting
- CRA retirement plan meeting
- Open enrollment and Benefits Fair with AFLAC and CEBT
- LUC check in with Niki at KLJ
- Master Drainage Plan initial review
- CTF account transfer and update
- CIRSA renewal
- Pinnacol (worker's comp) renewal
- CIRSA property audit report
- NPS meeting to discuss CDOT traffic plan
- Floating solar meeting
- NWC waterline land owner coordination
- Food pantry meeting with Stephanie
- Development permit follow up
- TON/NWC 2025 audit review
- SLB temp access permit
- Pocket park final request for reimbursement and close out reports
- CML Cities & Towns survey
- Current year budget clean up
- MOU renewal with DOR

TRAINING

- Admin Staff Emergency Training with Sheriff Covault
- CIRSA Basic Math Concepts webinar
- Registered for eCornell Accounting Certification Program

PUBLIC OUTREACH

- Speed limit reduction advertising and press release
- Tire disposal event advertising reminder



PO Box 528; 1670 Naturita St, Norwood, CO 81423

Phone: 970-327-4288; www.norwoodtown.com

Town Clerk Report – October 2026

- Customer and Office Support
- Training of Annie Crews – Deputy Administrator
- Create Agenda / Supporting Documents
- Accounts Payable / Cash Receipting
- Boettcher Foundation – West End Convenings on September 24
- Raffle Brainstorming with Sara Owens
- Starting a spreadsheet for Liquor / Marijuana Renewals
-

October 2026 – Mayor’s Report

Correspondence:

1. TON
 - a. Email to NFPD regarding the assignment of tasks with the Interim Chief
 - i. Discussion with TON Board about Fireworks
 - b. Email with UMC and NFPD about CAH discussion
 - c. Containing communication with State Land Board – On hold
 - d. USDA / NRCS regarding PL566 process – On hold
 - e. P&Z Submissions / Responses
 - f. NWC Appointments
2. NPS
 - a. Project Updates
3. Grant / Funding Submissions
 - a. No Updates
4. WMWC
 - a. Preparing for PL566 inquiry with the USDA / NRCS
 - b. Preparing to work with core group to explore opportunities to secure portion of SLB property
 - c. Ongoing work on technical assistance grant opportunity with BHI and the CWCB to continue work with stakeholders as focus is not on PL566 funds and SRF opportunities
5. CML
 - a. Fall District Meetings, Housing and BAM Meeting information
 - b. Housing Committee Meeting
6. CO Office of Just Transition
 - a. Policy and Meeting information
7. Fresh Foundation
 - a. Set up meeting
8. Boettcher Foundation
 - a. Registered for meeting – taking Cidney Ross

Meetings:

1. TON
 - a. Budget
2. NWC
 - a. Editing Commissioners Handbook First 30 Chapters
3. CML
 - a. Housing Committee Meeting
 - b. BAM Committee Meeting
 - c. Executive Committee Meeting
 - d. NICE visits to Naturita and Nucla
4. WMWC
 - a. Preparing for next round of funding with BHI and CWCB
 - b. Recreating all documentation for all in kind commitments and payments from stakeholders for the CWCB to close out the grant
5. BHI
 - a. Funding meetings with NWC and meeting WMWC
 - b. Water Presentation Preparation for GJ
6. CO Office of Just Transition

October 2026 – Mayor’s Report

- a. Meeting on 09.15.2026
- 7. WE Leadership
 - a. Virtual Meeting
 - b. Coaching Session
 - c. Cohort Meeting
 - d. Mentor Meeting
 - i. Chris Treece
 - ii. Sen Cleave Simpson
 - e. Graduation on 10.23.2026
- 8. CSCB
 - a. First session in Denver at CO Dept of Ag
- 9. SMWCD
 - a. Meeting on 10.12.2026
- 10. SMWC
 - a. Preparing for October 20th event
- 11. DSI
 - a. Discussing dissolution
- 12. West End Non Profit Leaders Meeting
 - a. No update at this time
- 13. C20
 - a. Ballot measure meeting
 - b. SMC Caucus is 10.15.2026
- 14. CAWA
 - a. No update at this time
- 15. Shavano Conservancy District
 - a. Meeting 10.13.2026

Education:

- 1. CML – Webinar and Readings
- 2. HKS – Webinars
- 3. WEP
- 4. CSCB – First Session at the CO Dept of Ag
- 5. DATS MSHA / OSHA Training
- 6. Water Now: Trust Building for Water Leaders

Administrative Requests:

- 1. NPS Updates
 - a. Construction
- 2. CDOT Updates
 - a. CDOT Safer Sidewalks to School
 - b. CDOT Pocket Park
- 3. 2026 Update on LUC and MP
- 4. 2026 Building Department development – Decision about CAA
- 5. 2026 Property annexations – On Hold
- 6. 2026 Plan for quarterly community meetings with stakeholders – On Hold
- 7. 2026 Home Rule Consideration, Opportunities and Obstacles / Planning – On Hold

October 2026 – Mayor’s Report

8. 2026 Schedule recurring work sessions for the first Tuesday of each month- On Hold