

NORWOOD TOWN BOARD OF TRUSTEES - MINUTES

Meeting on: Wednesday June 10, 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 – Absent

Trustee – Liza Tanguay – Absent

Staff Attendance:

Town Manager – Sara Owens – Present

Public Works Director – Randy Harris – Present

Town Clerk – Cidney Ross - Present

Other Attendance:

Kerry Bentler – zoom. Cheyenne Bentler – zoom. Sherri Reeder – zoom. Ellen Metrick – zoom. Haley Ortiz – zoom. Lisa Foxwell – zoom. Maggie Carver. Joyce Snyder. Cassie Franks. Ray Cossey. Jacob Gordon. Tammie Tabor. Nancy Willis. Daniel Willis. Trent Hadden. Pam Hadden.

Public Comment for Items Not on the Agenda

The meeting focused on public comments regarding concerns about Coffee Camp LLC operating in a residential neighborhood. Residents Nancy Willis and Daniel Willis raised issues about traffic, noise, wildlife attraction, and parking impacts, while business owners **Trent and Pam Hadden** defended their operation, citing community support and proper waste management practices. **The Mayor** emphasized that while public comments were being heard, formal complaints should be directed to town administration through the proper complaint process rather than seeking decisions during public comment sessions.

Special District and Stakeholder Reports or Announcements

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

Consent Agenda

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

1. Minutes of May 13, 2026
2. May Town of Norwood Financials
3. Budget to Actuals

Executive Session

None

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Board Business Agenda

a. Celebrating 150/250 San Miguel County History – Cassie Franks, Telluride Museum

Cassie Franks from the Telluride Museum introduced collaboration opportunities for digitizing water history and creating educational resources for the community, which the board agreed to support.

b. CSU Extension Office Update – Jacob Gordon

Jacob Gordon provided an update on CSU Extension activities, including plans for a farmers market and fair, and discussed a potential partnership regarding urban wildland/wildlife interface issues.

c. Pocket Park Update – Ray Cossey

Ray Cossey updated the board on the pocket park project, explaining delays due to unexpected excavation challenges and utility issues, but assured the project remains on track to meet budget despite the setbacks.

d. Approval of Job Bids for CDOT Safer Sidewalks to School Project

Shawn Fallon motioned to postpone/revisit the Approval of Job Bids for CDOT Safer Sidewalks to School Project in the fall during budget season. Bernice White seconded the motion. All voted, motion passed.

e. Resolution No. 0610 Series 2026: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF NORWOOD, COLORADO, AFFIRMING MUNICIPAL RECRUITMENT AND RETENTION OBJECTIVES; ESTABLISHING FINDINGS SUPPORTING ADDITIONAL COMPENSATION AND RETENTION INCENTIVES FOR CERTAIN EMPLOYEES; AND REAFFIRMING THE TOWN'S COMMITMENT TO FAIR, TRANSPARENT, AND FISCALLY RESPONSIBLE COMPENSATION PRACTICES

Shawn Fallon motioned to approve Resolution No. 0610 Series 2026: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF NORWOOD, COLORADO, AFFIRMING MUNICIPAL RECRUITMENT AND RETENTION OBJECTIVES; ESTABLISHING FINDINGS SUPPORTING ADDITIONAL COMPENSATION AND RETENTION INCENTIVES FOR CERTAIN EMPLOYEES; AND REAFFIRMING THE TOWN'S COMMITMENT TO FAIR, TRANSPARENT, AND FISCALLY RESPONSIBLE COMPENSATION PRACTICES. Bernice White seconded the motion. All voted, motion passed.

f. Consideration of Ordinance No. 0610 Series 2026: AN ORDINANCE OF THE BOARD OF TRUSTEES OF THE TOWN OF NORWOOD, COLORADO, AUTHORIZING ADDITIONAL COMPENSATION AND RETENTION INCENTIVES FOR CERTAIN EXEMPT SALARIED EMPLOYEES; ESTABLISHING AUTHORIZED FORMS OF ADDITIONAL COMPENSATION; PROVIDING ADMINISTRATIVE AUTHORITY; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE

Shawn Fallon motioned to approve Ordinance No. 0610 Series 2026 on the first reading and set the public hearing and second reading for July 2026. Bernice White seconded the motion. All voted, motion passed.

g. Resolution No. 0610 Series 2026: A RESOLUTION REGARDING POSTING LOCATIONS FOR NOTICE OF ORDINANCES AND PUBLIC MEETINGS

Shawn Fallon motioned to approve Resolution No. 0610 Series 2026: A RESOLUTION REGARDING POSTING LOCATIONS FOR NOTICE OF ORDINANCES AND PUBLIC MEETINGS. Bernice White seconded the motion. All voted, motion passed.

h. Approval of Memorandum of Understanding between the Town of Norwood and CDOT Regarding Pedestrian Crossing Signs

Sara Owens discussed with the board a Memorandum of Understanding with CDOT regarding pedestrian crosswalk signs, approving the \$1,700 installation of four signs at school and residential crosswalks for the summer season.

Bernice White motioned to approve Memorandum of Understanding between the Town of Norwood and CDOT Regarding Pedestrian Crossing Signs and authorize staff to execute the agreement. Shawn Fallon seconded the motion. All voted. Motion passed.

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i. Discussion of Public Complaint and Business License Procedure

Nancy Willis expressed concerns about food trucks in residential areas and requested the board address issues with a specific business but was informed that formal complaints through proper channels through administration are required rather than informal letters. The board explained they cannot make decisions outside the established process and that any changes to land use code would affect multiple businesses. Nancy Willis agreed to file a formal complaint and mentioned she would also contact CDOT and the sheriff about traffic safety issues, while the board emphasized the need to follow proper procedures and noted that broader policy changes would require considering impacts across the business community.

j. Discussion of Speed Limit Reduction

The town council discussed reducing the speed limit on side streets to 15 miles per hour, with Frank suggesting coordination with the Sheriff's Department and doubling fines in construction zones. The council agreed to agendize this as an ordinance for next month's meeting, with plans to implement it in August after public notice and warnings.

k. Discussion of Fireworks – Noel Night or New Year Eve

The board also addressed New Year's Eve fireworks debris cleanup, with community members volunteering to help collect mortar casings after the event. Randy Harris reported that he had used his budget to replace banners on beautification poles with flags to avoid lighting issues, and the flower baskets were being planted as planned.

l. Discussion of Joint Work Session with NWC – Raw Water Ad Hoc Subcommittee and LUC Annexation Requirements

The town discussed scheduling a joint work session with the Norwood Water Commission regarding changes to water commission appointment terms, proposing to extend terms from two years to four years to provide better training opportunities. They also planned to address the raw water ad hoc committee structure and discuss potential land use code updates related to property annexation requirements for water taps.

m. Discussion of Work Session Regarding Lease Renewals

The board agreed to schedule a work session to discuss lease renewals for 1130 Lucerne St and 1475 S Pine St, Norwood, CO properties.

Staff Reports

a. Public Works Director, Randy Harris – written report

Written report in posted on our website with the meeting supporting documents.

b. Town Manager, Sara Owens – written report

Written report in posted on our website with the meeting supporting documents.

Mayor // Trustee Reports and Announcements

c. Mayors Report – written report

Written report in posted on our website with the meeting supporting documents. Candy Meehan suggested that Sidney Ross, Town Clerk, begin creating a Staff Report to help the community understand what a Town Clerk does.

d. Trustee Reports

Shawn Fallon discussed plans for a new disc golf course, with discussions about parking lot placement and using geomembrane for drainage.

Adjourn

Shawn Fallon motioned to adjourn the Board of Trustees Regular Meeting at 9:18. Candy Meehan seconded the motion. All voted, meeting adjourned.



APPROVED



APPROVED AS CORRECTED

DATE APPROVED:

Minutes Taken by: Sidney Ross, Town Clerk

TOWN OF NORWOOD						
ACCOUNTS PAYABLE - June 2026						
				TOWN PAID	NWC Portion	NSD Portion
PD	10-22-250	AFLAC	Employee Insurance	\$ 951.22	\$ 295.75	\$ 99.68
PD	10-51-275	Black Hills Energy	Town Hall - Gas	\$ 79.48		
PD	10-52-495	Bruin Waste	1670 Naturita St Trash Pickup	\$ 193.97		
PD	10-52-495	Bruin Waste	2096 County Rd Y43 Trash Pickup	\$ 127.84	\$ 42.61	\$ 42.61
PD	10-60-480	Capital One Trade Credit	TON CC	\$ 482.40		
PD	10-43-132	CEBT	Employee Insurance	\$ 5,068.80	\$ 1,892.28	\$ 105.82
PD	10-43-230	City of Montrose	District 10 Meeting - Town Manager	\$ 35.00		
PDCC	10-43-270	Clearnetworkx	Utilities - Fiber	\$ 202.34		
PD	10-43-210	CMCA	Town Clerk - Membership Renewal	\$ 180.00		
PD	10-52-485	Doc Williams Landscaping	Irrigation System Troubleshooting	\$ 352.50		
PD	10-50-310	Dufford and Waldeck	Legal Fees	\$ 6,738.00		
PDCC	10-43-280	FirstNet	PW Phones	\$ 219.26	\$ 73.09	\$ 73.09
PD	10-43-250	FP Mailing Solutions	Postage Machine Rental	\$ 156.00		
PD	10-43-250	ImageNet Consulting	Canon Printer Rental	\$ 433.98		
PD	10-43-131	IRS	4th Quarter of 2024 Back Owed Payroll Taxes	\$ 4,451.35		
PD	10-43-132	Kansas City Life Insurance	Employee Life Insurance	\$ 30.86		
PD	10-43-310	KLJ Engineering	General Planning Services	\$ 516.00		
PD	10-43-310	KLJ Engineering	LUC Update	\$ 10,690.13		
PD	10-43-290	Lone Cone Ditch and Reservoir	Water Rights	\$ 748.84	\$ 748.84	
PD	10-43-132	MASA	Employee Insurance	\$ 320.00		
PDCC	10-43-770	Microsoft	Monthly Subscription	\$ 87.50		
PD	10-60-250	Norwood Pit Stop	Town PW Supplies	\$ 62.81		
PD	10-43-285	Norwood Water Commission	1475 Pine St	\$ 53.21		
PD	10-43-430	Nucla Elementary School	Employee Child Care Benefit	\$ 416.00		
PD	10-60-310	Oliver Construction	Road Base	\$ 760.00		
PD	10-60-134	Parish Oil Co.	TON - PW Fuel	\$ 3,712.55		
PD	10-80-603	PST Engineering	CDOT Project	\$ 1,962.50		
PD	10-43-220	San Miguel Basin Forum	Printing and Publishing	\$ 186.56		
PD	10-43-421	San Miguel County	2026 Spring Clean Up - TON Reimbursement	\$ 4,000.00		
PD	10-60-270	San Miguel Power Assoc	1670 Naturita St	\$ 169.90		
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	Lights and Flashers	\$ 10.46		
PD	10-60-270	San Miguel Power Assoc	2096 County RD Y43	\$ 146.37		
PD	10-60-270	San Miguel Power Assoc	1130 Lucerne St	\$ 33.47		

PD	10-43-285	San Miguel Power Assoc	1475 S Pine	\$	164.00			
PDCC	10-80-604	San Miguel Power Association	Pocket Park - Electricity	\$	3,394.00			
PD	10-80-602	SGM	Water Drainage Study and System Design	\$	16,546.50			
PD	10-60-310	Telluride Irrigation	Backflow Testing - 1435 Grand Ave	\$	160.00			
PD	10-60-310	Telluride Irrigation	Backflow Testing - 1140 Pine St	\$	160.00			
PDCC	10-60-480	Traffic Sign	CDOT Pedestrian Crossing Signs	\$	1,874.88			
PD	10-43-132	United Life Insurance Company - July	Employee Insurance	\$	18.68	\$	6.54	\$ 5.60
PD	10-43-132	United Life Insurance Company - June	Employee Insurance	\$	18.68	\$	6.54	\$ 5.60
		US Bank	Emp. Med 6/5	\$	561.22			
		US Bank	Town SS 6/5	\$	2,399.80			
		US Bank	Emp. FWT 6/5	\$	1,555.66			
		US Bank	Emp. Med 6/18	\$	566.14			
		US Bank	Town SS 6/18	\$	2,420.76			
		US Bank	Emp. FWT 6/18	\$	1,430.82			
PD	10-60-310	West End Wash LLC	Town PW Vehicle Wash	\$	54.82			
PDCC	10-43-230	Western Colorado Human Resource Association	Town Manager - Training	\$	20.00			
PD	10-42-310	Zemke and Associates	TON Municipal Court	\$	400.00			
PDCC	10-43-280	Zoom	Monthly Subscription	\$	10.00			

Total Bills Paid

\$ 75,962.01	\$ 3,065.65	\$ 332.40
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US Bank

US Bank transfer to COLOTrust \$ 418,177.46

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	83,234.19	125,579.00	66.28
10-31-300	SALES TAX	266,547.42	513,384.00	51.92
10-31-350	MARIJUANA SPECIAL TAX	2,575.86	15,000.00	17.17
10-31-400	FRANCHISE TAXES-BH Energy	3,617.48	5,497.00	65.81
10-31-500	CIGARETTE TAX	329.05	912.00	36.08
10-31-600	HIGHWAY USERS TAX	13,173.25	24,000.00	54.89
Total TAXES:		369,477.25	684,372.00	53.99
LICENSES AND PERMITS				
10-32-100	DOG LICENSES/MISCELLANEOUS	230.00	500.00	46.00
10-32-210	SPECIAL CONSTRUCTION PERMIT	275.00	200.00	137.50
10-32-250	MARIJUANA APPLICATION/LIC.	750.00	500.00	150.00
10-32-300	LIQUOR LICENSES	850.00	1,372.00	61.95
Total LICENSES AND PERMITS:		2,105.00	2,572.00	81.84
INTERGOVERNMENTAL REVENUE				
10-33-540	COUNTY APPROP. - ROAD & BRIDGE	3,002.39	6,000.00	50.04
10-33-550	SALARY REIMBURSEMENT-NSD	50,392.26	126,959.00	39.69
10-33-560	SALARY REIMBURSEMENT-NWC	87,900.63	202,515.00	43.40
Total INTERGOVERNMENTAL REVENUE:		141,295.28	335,474.00	42.12
CHARGES FOR SERVICES				
10-34-240	ANNEXATION & SUBDIVISION FEES	1,500.00	2,000.00	75.00
Total CHARGES FOR SERVICES:		1,500.00	2,000.00	75.00
FINES AND FORFEITURES				
10-35-100	COURT FINES	1,600.50	3,000.00	53.35
Total FINES AND FORFEITURES:		1,600.50	3,000.00	53.35
MISCELLANEOUS REVENUE				
10-36-120	COMMUNITY CENTER - USER FEES	370.00	500.00	74.00
10-36-250	Checking Acct. Interest	126.02	250.00	50.41
10-36-300	RENTAL INCOME	14,701.00	25,200.00	58.34
10-36-500	SPECIFIC OWNERSHIP	1,517.22	1,000.00	151.72
10-36-700	AUTO REGISTRATION	1,019.11	2,000.00	50.96
10-36-900	SUNDRY REVENUES	9,789.95	20,000.00	48.95
Total MISCELLANEOUS REVENUE:		27,523.30	48,950.00	56.23
CONTRIBUTIONS AND TRANSFERS				
10-39-105	Grant Matching	.00	566,537.00	.00
10-39-200	Summit Sidewalk Project	10,320.53	527,785.00	1.96
10-39-201	LPC Grant	9,576.14	101,250.00	9.46
10-39-300	CONTINGENCY FUND - TRANSFER	358,000.00	150,000.00	238.67

Account Number	Account Title	2026-26 Current year Actual	2026-26 Current year Budget	Earned Expended Percent
10-39-500	CARRY OVER - GENERAL FUND	.00	36,660.00	.00
Total CONTRIBUTIONS AND TRANSFERS:		377,896.67	1,382,232.00	27.34
LEGISLATIVE				
10-41-230	TRAVEL/TRAINING BOARD	50.00	4,500.00	1.11
10-41-240	MASA	.00	800.00	.00
Total LEGISLATIVE:		50.00	5,300.00	.94
COURT				
10-42-310	PROF & TECHNICAL - MAGISTRATE	1,200.00	6,000.00	20.00
10-42-320	POSTAGE/COURT	.00	50.00	.00
10-42-330	OFFICE SUPPLIES/FORMS/COURT	.00	50.00	.00
Total COURT:		1,200.00	6,100.00	19.67
ADMINISTRATIVE - TOWN HALL				
10-43-110	WAGES - TOWN MANAGER	44,452.31	85,000.00	52.30
10-43-120	WAGES-TOWN CLERK	32,426.45	60,000.00	54.04
10-43-125	WAGES- DEPUTY TOWN CLERK	.00	29,000.00	.00
10-43-127	WAGES-CODE ENFORCEMENT OFFICE	.00	24,000.00	.00
10-43-131	BENEFITS/FICA/TOWN SHARE	33,810.63	35,000.00	96.60
10-43-132	BENEFITS/HEALTH INSURANCE	12,309.42	35,000.00	35.17
10-43-134	BENEFITS/UNEMPLOYMENT INS	284.87	1,500.00	18.99
10-43-210	BOOKS, SUBSCRIPTIONS & MEMBERS	1,591.03	4,000.00	39.78
10-43-220	PRINTING & PUBLISHING	142.59	400.00	35.65
10-43-230	TRAVEL/TRAINING	3,248.51	5,500.00	59.06
10-43-240	OFFICE SUPPLIES AND EXPENSE	68.75	2,000.00	3.44
10-43-250	EQUIPMENT - SERVICE CONTRACT	7,894.01	7,000.00	112.77
10-43-251	lworks Annual Contract	.00	4,500.00	.00
10-43-270	UTILITIES - ELECTRICITY	67.19	1,000.00	6.72
10-43-280	TELEPHONE	2,126.13	3,720.00	57.15
10-43-285	UTILITIES - EMPLOYEES	534.76	2,000.00	26.74
10-43-290	Professional/Contract	1,238.00	5,000.00	24.76
10-43-310	PROFESSIONAL/TECHNICAL/PLANNER	5,814.00	5,000.00	116.28
10-43-315	Office/Billing Clerk	14,709.70	44,000.00	33.43
10-43-360	ELECTIONS	30.00	4,000.00	.75
10-43-410	ASAP Payroll	2,028.00	2,500.00	81.12
10-43-420	POSTAGE	450.54	2,500.00	18.02
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	.00	2,500.00	.00
10-43-424	Fireworks	2,200.00	2,200.00	100.00
10-43-425	Baskets, Banners, Beautificati	388.96	2,200.00	17.68
10-43-426	Unaweeep Tabeguache Byway	.00	500.00	.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	2,080.67	5,000.00	41.61
10-43-431	Donation-EcoAction Partners	1,700.00	1,700.00	100.00
10-43-435	High School Scholarship	.00	1,000.00	.00

Account Number	Account Title	2026-26 Current year Actual	2026-26 Current year Budget	Earned Expended Percent
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	.00	500.00	.00
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	2,042.02	1,500.00	136.13
10-43-490	PUBLIC RELATIONS	443.01	2,000.00	22.15
10-43-510	INSURANCE AND SURETY BONDS	17,982.46	13,000.00	138.33
10-43-610	Team Building	1,343.03	2,000.00	67.15
10-43-630	Bank Service Charges	241.70	800.00	30.21
10-43-740	CAPITAL OUTLAY/EQUIPMENT/BUILD	2,349.34	2,000.00	117.47
10-43-760	401K-RETIREMENT ALLOCATION	3,000.00	24,000.00	12.50
10-43-770	COMPUTER SOFTWARE UPGRADE	1,285.95	5,000.00	25.72
Total ADMINISTRATIVE - TOWN HALL:		159,162.77	457,020.00	34.83
NON-DEPARTMENTAL				
10-50-310	PROFESSIONAL SERVICES - LEGAL	21,976.00	25,000.00	87.90
10-50-320	PROFESSIONAL SERVICES - AUDIT	.00	7,000.00	.00
Total NON-DEPARTMENTAL:		21,976.00	32,000.00	68.68
COMMUNITY CENTER				
10-52-260	MAINTENANCE & CLEANING	2,069.18	8,000.00	25.86
10-52-270	UTILITIES - POWER	270.65	3,400.00	7.96
10-52-275	UTILITIES - HEAT	104.78	2,000.00	5.24
10-52-485	SPECIAL SUPPLIES/LANDSCAPING	352.50	3,500.00	10.07
10-52-495	TRASH SERVICE	586.34	2,500.00	23.45
Total COMMUNITY CENTER:		2,210.77	19,400.00	11.40
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	81,620.00	114,480.00	71.30
Total POLICE DEPARTMENT:		81,620.00	114,480.00	71.30
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	33,585.00	66,000.00	50.89
10-60-130	PUBLIC WORKS I	25,896.76	61,667.00	41.99
10-60-131	PUBLIC WORKS III	29,145.13	63,820.00	45.67
10-60-132	PUBLIC WORKS DIRECTOR	54,709.66	109,840.00	49.81

Account Number	Account Title	2026-26 Current year Actual	2026-26 Current year Budget	Earned Expended Percent
10-60-134	Public Works Fuel	7,600.80	7,000.00	108.58
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.	12,298.87	20,000.00	61.49
10-60-260	ADA IMPROVEMENTS	.00	500.00	.00
10-60-270	UTILITIES - ELECTRICITY	3,278.91	15,000.00	21.86
10-60-280	PHONES	73.04	1,500.00	4.87
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	4,848.36	45,474.00	10.66
10-60-490	PW INFRASTRUCTURES	377.97	4,000.00	9.45
Total STREETS/PUBLIC WORKS:		173,989.19	415,501.00	41.87
EMPLOYEE TAXES				
10-80-601	Future Projects Matching	12,527.00	30,000.00	41.76
10-80-602	Drainage Study/JTF	62,041.43	313,000.00	19.82
10-80-603	CDOT Safer Sidewalks to School	.00	689,966.00	.00
10-80-604	POCKET PARK	24,294.00	252,591.00	9.62
10-80-605	Capital Outlay	2,424.88	15,792.00	15.36
10-80-606	LAND USE CODE UPDATE	29,842.40	202,500.00	14.74
Total EMPLOYEE TAXES:		131,129.71	1,503,849.00	8.72
TRANSFERS				
10-90-200	TRANSFER TO CONTINGENCY FUND	518,177.46	.00	.00
Total TRANSFERS:		518,177.46	.00	.00
GENERAL FUND Revenue Total:		921,398.00	2,458,600.00	37.48
GENERAL FUND Expenditure Total:		1,090,565.90	2,559,850.00	42.60
Total GENERAL FUND:		169,167.90-	101,250.00-	167.08

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	171.63	.00	.00
Total REVENUE:		171.63	.00	.00
EXPENDITURES				
22-40-550	GENERAL GOVERNMENT	159,774.46-	150,000.00	106.52-
Total EXPENDITURES:		159,774.46-	150,000.00	106.52-
CONTINGENCY FUND Revenue Total:		171.63	.00	.00
CONTINGENCY FUND Expenditure Total:		159,774.46-	150,000.00	106.52-
Total CONTINGENCY FUND:		159,602.83-	150,000.00-	106.40
Grand Totals:		9,221.81-	325,908.00-	2.83

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)

Mailing Address of Organization or Political Candidate

City

State

ZIP Code

Address of Place to Have Special Event

City

State

ZIP Code

Authorized Representative of Qualifying Organization or Political Candidate

Date of Birth (MM/DD/YY)

Phone Number

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

City

State

ZIP Code

Event Manager

Demian Brooks

Date of Birth (MM/DD/YY)

06/14/68

Phone Number

970-708-1504

Event Manager Home Address

9 Gurney Dr

City

Norwood

State

CO

ZIP Code

81423

Email Address of Event Manager

ophir.pilot@gmail.com

1. Is the place to have the Special Event located on State-owned property?

☐ Yes ☒ No

2. Has Applicant Organization or Political Candidate been issued a Special Event Permit this Calendar Year?

☒ No ☐ Yes, How many days?

3. Is the premises for which your event is to be held currently licensed under the Colorado Liquor or Beer codes?

☒ No ☐ Yes, License Number

4. Does the Applicant Have Possession or Written Permission for the Use of The Premises to be Licensed?

☒ Yes ☐ No

5. For Chambers of Commerce - Each member who holds a retail establishment permit attests they are not exercising the privileges of the retail establishment permit for the duration of the SEP days.

☐ Yes ☐ No N/A

6. For Chambers of Commerce - Please list all members participating in the SEP.

N/A

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

Date

July 31, 2024

From:

12P

To:

1A

Date

Aug 1 2024

From:

12P

To:

1a

Date

From:

To:

Date

From:

To:

Date

From:

To:

Date

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Date

From:

To:

Oath of Applicant

I declare under penalty of perjury in the second degree that I have read the foregoing application and all attachments thereto, and that all information therein is true, correct, and complete to the best of my knowledge.

Title

owner/organizer

Signature

[Signature]

Date (MM/DD/YY)

07/29/24

Report and Approval of Local Licensing Authority (City or County)

The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the provisions of Title 44, Article 5, C.R.S., as amended.

Therefore, this Application is Approved.

Local Licensing Authority (City or County)

☐ City ☐ County

Telephone Number of City/County Clerk

Title

Signature

Date (MM/DD/YY)

Do Not Write in this Space - For Department of Revenue Use Only

Liability Information

License Account Number

Liability Date

State

Total

-750 (999) \$.00

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.
 - ☐ 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~~ **Town of Norwood \$50**

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.

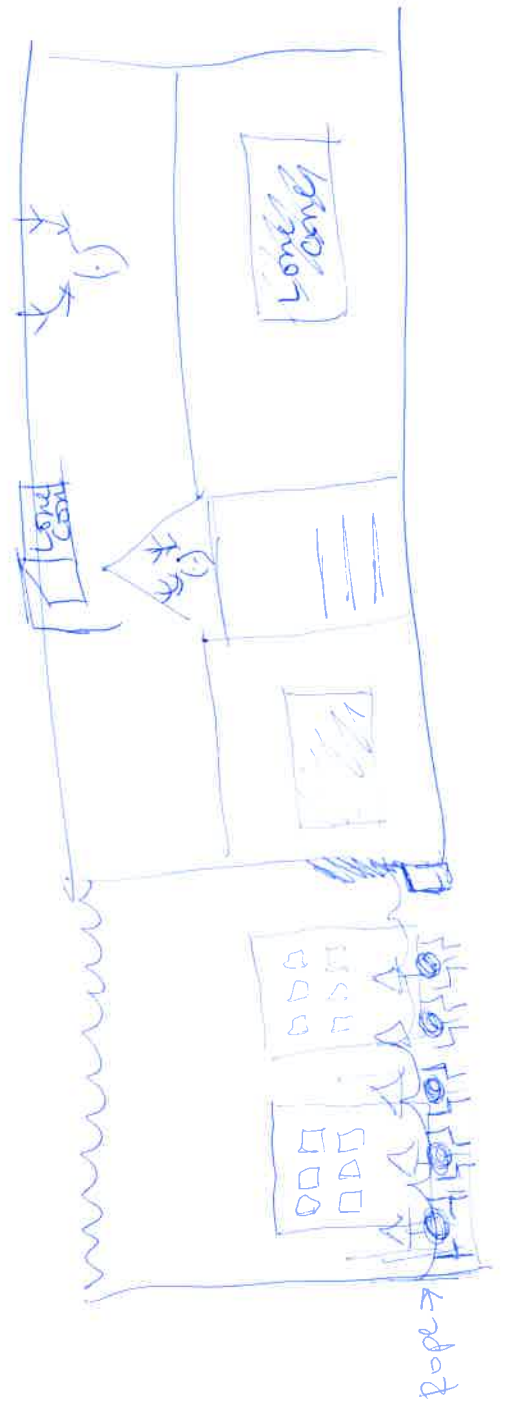
06/29/2024

To whom it may concern;

I Demian Brooks, owner of the Lone Cone Saloon authorize Leslie Tomasini to fill out a town of Norwood application for a special event.

Further, as the owner of the Lone Cone Saloon in Norwood, Colorado I ask the town of Norwood to grant permission at this location 1580 Grand Ave

A handwritten signature in blue ink, appearing to read "Demian Brooks". The signature is stylized with a large, sweeping "D" and a long, horizontal flourish extending to the right.





Town of Norwood Raw Water
 PO Box 528
 Norwood, CO 81423
 (970) 327-4288

XBP Confirmation Number: 320304711

▶ Transaction detail for payment to Town of Norwood Raw Water.		Date: 06/29/2026 - 10:22:28 AM MT
Transaction Number: 273747700		
Visa — XXXX-XXXX-XXXX-2230		
Status: Successful		

Account #	Item	Receipt Number	Void Receipt Number	Quantity	Item Amount
	Liquor License			1	\$50.00
TOTAL:					\$50.00

▶ Transaction detail for payment to Xpress Bill Pay.		Date: 06/29/2026 - 10:22:29 AM MT
Transaction Number: 273747701		
Visa — XXXX-XXXX-XXXX-2230		
Status: Successful		

Account #	Item	Quantity	Item Amount
	Xpress Bill Pay Service Fee: Non-Refundable	1	\$2.15
TOTAL:			\$2.15

Billing Information
 LESLI TOMASINI
 81423

Transaction taken by: Admin crossCaselle cross

ORDINANCE

ORDINANCE NO. 0708 Series 2026

AN ORDINANCE OF THE BOARD OF TRUSTEES OF THE TOWN OF NORWOOD, COLORADO, AUTHORIZING ADDITIONAL COMPENSATION AND RETENTION INCENTIVES FOR CERTAIN EXEMPT SALARIED EMPLOYEES; ESTABLISHING AUTHORIZED FORMS OF ADDITIONAL COMPENSATION; PROVIDING ADMINISTRATIVE AUTHORITY; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE

WHEREAS, the Town recognizes that recruitment and retention of experienced and highly qualified employees is essential to the continued efficient operation of municipal services; and

WHEREAS, the Town experiences increasing competition for talented employees and desires to maintain flexibility in retaining key personnel; and

WHEREAS, the Town Board finds that exempt salaried employees may perform extraordinary duties and possess institutional knowledge of substantial value to the Town; and

WHEREAS, the Board desires to establish a lawful and transparent framework for additional compensation that is consistent with applicable federal and Colorado law and municipal budgeting requirements;

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

Section 1. Purpose.

The purpose of this ordinance is to authorize additional forms of compensation and retention incentives for exempt salaried employees while preserving the salary basis of exempt positions and maintaining administrative flexibility.

Section 2. Definitions.

For purposes of this ordinance:

Exempt Employee means an employee classified by the Town as exempt from overtime requirements under applicable federal and state law.

Additional Compensation means compensation paid beyond base salary and may include bonuses, stipends, deferred compensation contributions, retention incentives, market adjustments, and other forms authorized herein.

Retention Incentive means compensation intended to encourage continued employment with the Town.

Discretionary Bonus means compensation awarded at the Town's discretion and not guaranteed or promised in advance.

Section 3. Authorized Additional Compensation.

Subject to annual appropriations and Board authorization where required, the Town may provide one or more of the following forms of compensation:

- a. Performance bonuses;
- b. Retention bonuses;
- c. Temporary assignment stipends;
- d. Additional duty stipends;
- e. Longevity awards;
- f. Employer contributions to deferred compensation programs;
- g. Market equity adjustments;
- h. Executive leave or additional paid leave benefits;
- i. Other compensation mechanisms approved by the Board.

Section 4. Nature of Compensation.

A. Unless expressly stated in a written agreement approved by the Board, no compensation authorized herein shall create a vested right or entitlement.

B. Additional compensation shall be considered discretionary and subject to available appropriations.

C. Compensation authorized under this ordinance shall not alter the exempt status of employees.

D. Nothing herein shall create an employment contract.

Section 5. Administration.

The Town Manager may recommend compensation actions under this ordinance and may establish administrative procedures consistent with this chapter. In the case of consideration of compensation actions for or on behalf of the Town Manager, the Mayor may recommend compensation actions under this ordinance.

Compensation exceeding limits established by policy shall require Board approval.

Section 6. Retention Agreements.

The Town may enter into retention agreements with selected employees that may include:

- specified service periods;
- deferred payment schedules;
- repayment provisions;
- milestone incentives;
- conditions of eligibility.

Section 7. Funding.

No compensation authorized herein shall be paid absent lawful appropriation.

Section 8. Severability.

If any provision of this Ordinance is determined invalid, the remaining provisions shall remain in effect.

Section 9. Effective Date.

This Ordinance shall become effective following adoption and publication according to law.

INTRODUCED, READ, PASSED, AND ADOPTED this _8th_ day of _July_, 2026.

TOWN OF NORWOOD

ATTEST:

Candy Meehan, Mayor

Cidney Ross, Town Clerk

ORDINANCE NO. _____

AN ORDINANCE OF THE BOARD OF TRUSTEES OF THE TOWN OF NORWOOD, COLORADO, AMENDING THE NORWOOD MUNICIPAL CODE TO ESTABLISH A TOWN-WIDE SPEED LIMIT OF FIFTEEN (15) MILES PER HOUR ON ALL TOWN STREETS UNLESS OTHERWISE POSTED

WHEREAS,

The Board of Trustees of the Town of Norwood finds that the protection of public health, safety, and welfare is a fundamental responsibility of municipal government; and

WHEREAS,

The Board of Trustees has determined that reducing vehicle speeds within the Town will improve safety for pedestrians, bicyclists, motorists, children, and other users of public rights-of-way; and

WHEREAS,

Lower vehicle speeds reduce the likelihood and severity of traffic collisions and enhance the livability of residential and commercial areas; and

WHEREAS,

The Board of Trustees finds it to be in the best interest of the Town and its residents to establish a default speed limit of fifteen (15) miles per hour on all Town-owned and maintained streets unless otherwise designated by official traffic control devices.

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

Section 1. Amendment to Municipal Code

The Norwood Municipal Code is hereby amended by adding or revising the following section:

Section _____. Town-Wide Speed Limit

A. Unless otherwise posted by official traffic control devices, the maximum lawful speed on all streets, roads, alleys, and rights-of-way owned or maintained by the Town of Norwood shall be fifteen (15) miles per hour.

B. The Town Administrator, Public Works Director, or their designee is authorized to install and maintain appropriate traffic control devices and speed limit signage as necessary to implement this ordinance.

C. The Board of Trustees may establish different speed limits for specific streets or roadway segments by resolution or ordinance when warranted by engineering, traffic, or public safety considerations.

D. Any person operating a motor vehicle in excess of the posted speed limit or the default fifteen (15) mile per hour speed limit shall be subject to penalties as provided elsewhere in the Norwood Municipal Code and applicable Colorado law.

Section 2. Enforcement

The provisions of this ordinance shall be enforceable by any law enforcement agency having jurisdiction within the Town of Norwood.

Section 3. Severability

If any section, subsection, sentence, clause, or phrase of this ordinance is held invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance.

Section 4. Repealer

All ordinances, resolutions, or parts thereof in conflict with this ordinance are hereby repealed to the extent of such conflict.

Section 5. Effective Date

This ordinance shall take effect thirty (30) days following its final adoption and publication as required by law.

ADOPTED this ____ day of _____, 2026.

TOWN OF NORWOOD, COLORADO

Candy Meehan, Mayor

ATTEST:

Cidney Ross, Town Clerk



SHORT-TERM RENTAL CHECKLIST

- ☐ A completed application signed by the property owner (no agent signatures allowed)
- ☐ Narrative explaining how the operation is compatible with the neighborhood, community character, and surrounding land uses. The narrative should also address how noise will be eliminated or addressed.
- ☐ Proof of ownership (Deed)
- ☐ A site plan with the following information:
 - All structures on the property
 - * **Note:** Where a lot contains a single-family dwelling and a cottage house (accessory dwelling unit), the owner is allowed to use only one or the other, but not both.
 - Lot Lines
 - Easements
 - Road Access
 - Existing Driveways
 - Parking Area and/or structures (garage, carport, etc.)
 - * **Note:** Parking in private driveways shall be utilized first with overflow parking on the street where permitted. Parking on-site in no-driveway areas (i.e., front yard areas, parkways, and rear-yards) shall be prohibited.
- ☐ Copy of applicable sales and lodging tax license from the State of Colorado
- ☐ Application Fee
- ☐ Proof of up-to-date Business License that will be valid for the duration of the permit
- ☐ Proof of Inspection by Building Department or Fire Department.
 - Smoke detector, carbon monoxide detectors, fire extinguishers
 - Trash Receptacles
 - Any other surface type safety concerns

➤ **In order to process your application in a timely manner ALL the information above must be completed prior to submittal.**

----- **STAFF USE ONLY** -----

Application Received on: _____ Fee Amount: _____ Fee Received on: _____

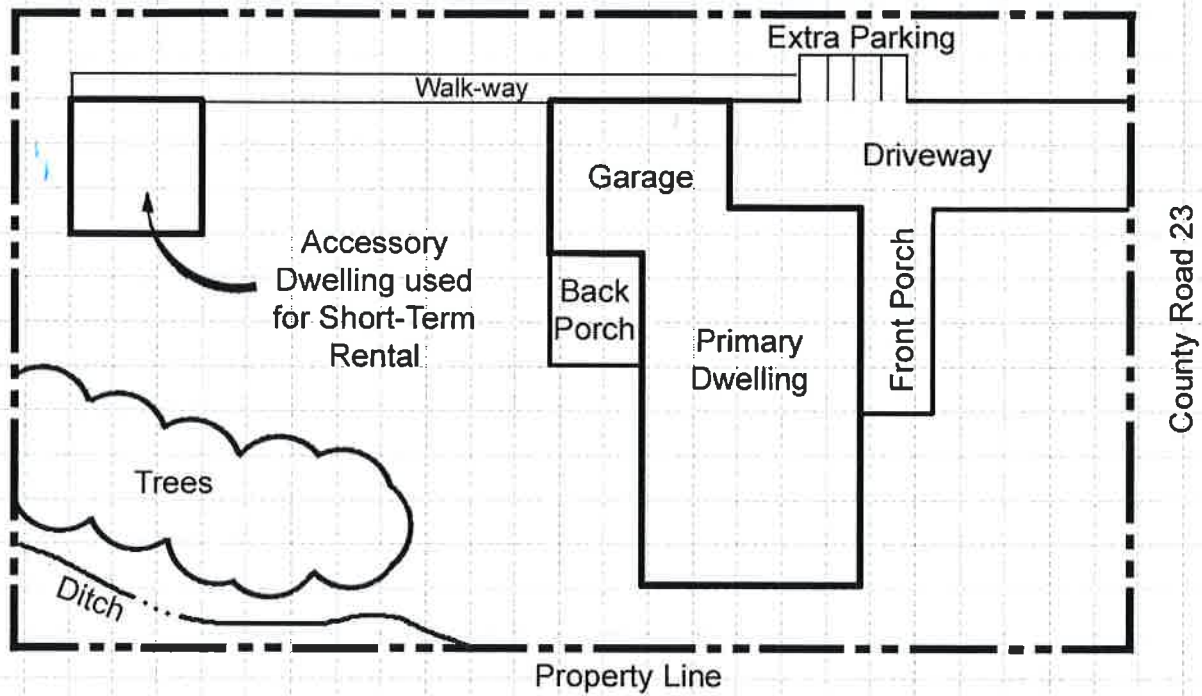
Application Approved: _____ Application Denied: _____

Short Term Rental Permit Number: _____

Date Short Term Rental Permit Expires: _____

EXAMPLE OF A SITE PLAN

Example:



Your Site Plan:



PO Box 528; 1670 Naturita St, Norwood, CO 81423

Phone: 970-327-4288 - Fax: 970-327-0451; www.norwoodtown.com

SHORT-TERM RENTAL PERMIT APPLICATION

➤ APPLICANT SHALL COMPLETE:

Property Owner's Printed Name

Email Address

Phone Number

Mailing Address/City/State/Zip Code

Trade Name/Doing Business As (if applicable)

CO Sales Tax License #

Lodging Tax License #

Subject Property Address

12-Digit Parcel ID Number

Zone District

Number of Bedrooms for Rent

Maximum Number of People

of Off-Street Parking Spaces

➤ 24-HOUR CONTACT INFORMATION:

Contact Person. The owner and/or the local contact person designated by the owner shall be available twenty-four (24) hours per day, seven (7) days per week, for the purposes of responding within one (1) hour to complaints regarding the condition or operation of the short-term rental unit of 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 (3) days.

Name: _____

Address: _____

Email: _____

Contact Phone: _____ **Additional Phone Number:** _____

I hereby certify, subject to penalty and perjury, that the above is true and accurate to the best of my knowledge and that I understand all provisions of County and State codes including Town of Norwood's Land Use Code to the proposed short term rental use, any and all conditions places upon the proposed use by the Town of Norwood Trustees and all information requested by this document.

Signature of Owner

Date



PO Box 528; 1670 Naturita St, Norwood, CO 81423

Phone: 970-327-4288 - Fax: 970-327-0451; www.norwoodtown.com

SHORT TERM RENTAL INSPECTION FORM

By checking each line, the inspector confirms compliance with each item listed.

STR PHYSICAL ADDRESS: _____

NOTICE - POSTING REQUIREMENTS:

- ☐ Owner's contact information
- ☐ Emergency 24-hour contact information
- ☐ Trash schedule or information regarding trash disposal and out of public view requirements
- ☐ Parking restrictions (off street parking used first, no parking in the yard)
- ☐ Water and/or Fire restrictions (if applicable)
- ☐ Evacuation directions in the event of a fire or emergency.
- ☐ Information to sign up for CodeRed, emergency alert system
- ☐ Location of fire extinguisher/s
- ☐ Contact information for public utility company's emergency response

EQUIPMENT REQUIREMENTS:

- ☐ Fire Extinguisher in proximity to the kitchen
- ☐ Smoke Detectors (operable) in every bedroom and withing 6 feet of oven/stove
- ☐ CO2 Detectors (operable) on every level of the residence
- ☐ Emergency egress in all sleeping areas

EXTERIOR SAFETY:

- ☐ House number visible from the street
- ☐ All deck and stair rails and guards are attached and capable of supporting imposed loads
- ☐ Exits clear and unobstructed
- ☐ Ingress and Egress paths of travel well marked

Permitted Short-Term Rental Residences shall meet the conditions and standards as provided in The Town of Norwood's Land Use Code Section 6.23 Short-Term Rental Regulations. (A copy of these standards is available for review on norwoodtown.com or can be requested by calling Town Hall 970-327-4288)

Applicant is responsible for making arrangements for inspections with the Norwood Fire Protection District or San Miguel County Building Department and completing the form below.

☐ No objection to the proposed Short Term Rental property as is.

☐ Suggested provision/s:

Printed Name of Inspector _____

Signature of Inspector _____

Date _____

Revenue Online,
[Colorado.gov/RevenueOnline](https://colorado.gov/RevenueOnline),
Colorado Department of Revenue's **FREE**,
one-stop secure site for filing your taxes and
managing your tax records.

HELP IS AVAILABLE

Find instructions, forms, quick answers and
tax guidance FYI publications on our website,
[Colorado.gov/Tax](https://colorado.gov/Tax). We also provide phone and
in-person assistance with account-specific
questions Monday-Friday (except state holidays).

Tax Information for Outfitters & Owners of Short-Term Rentals

General state and local tax information for
outfitters and owners of short-term rentals.

Colorado Department of Revenue
encourages e-filing and use of Revenue Online
to submit additional documentation whenever
possible.

Helpful Features

- Check the sales tax rates for your location.
You don't need a login! Simply click on
"View Sales Rates and Taxes" to get started.
Choose View Business Location Rates and
enter in your Colorado Account Number to
view your applicable rates.
- File tax returns.
- Make an online payment.
- File year-end W-2, 1099 and/or W-2G
statements. Click on "Submit Year-End
Withholding" in the Additional Services
section. No need to log in.

Call the tax information hotline at

303-238-7378
(8:00 am – 4:30 pm)

Visit a [Taxpayer Service Center](#) in

Colorado Springs	2447 North Union Blvd
Denver	1375 Sherman St
Fort Collins	3030 South College Ave
Grand Junction	222 South 6th St, Rooms 207 & 208
Pueblo	827 West 4th St, Suite A

Hours vary by location.



DR 1917 (02/13/20)



COLORADO
Department of Revenue
Taxation Division



How do I get started?

1. Apply for a state Sales Tax/Withholding Tax license by completing the [CR 0100](#) application online at My Biz Colorado, MyBiz.Colorado.gov.
2. Report and pay your taxes on the appropriate forms.
 - a. Colorado Retail Sales Tax Return [DR 0100](#)
 - b. County Lodging Tax Return [DR 1485](#)
 - c. Local Marketing District Tax Return [DR 1490](#)
 - d. Colorado Individual Income Tax Return [Booklet 104](#)
 - e. Colorado Income Withholding Tax Return [DR 1094](#) or 1099 Income Tax Withholding Tax Return [DR 1107](#)

This handout was created by the Colorado Department of Revenue (CDOR) to explain general state and local tax information for outfitters and owners of short-term rentals.

Did you know that lodging and accommodations are taxable?

Owners and managers of units rented for less than 30 consecutive days are required to collect and remit sales taxes. Applicable state, special district taxes, county lodging and local marketing district taxes, all state-collected local and county sales taxes are also due on the rental price.

- What is Local Marketing District/County Lodging tax?
Local Marketing and County Lodging tax is a tax levied by a county or local marketing district and is applied specifically to lodging services, such as hotels, motels, condominiums, space rentals, camping facilities and services, auto camps, trailer parks for rentals less than 30 consecutive days.
- Check [DR 1002: Colorado Sales/Use Tax Rates publication](#) to see if your business is located in an area that assesses a Special District, Local Marketing District and/or County Lodging Tax.

What is included in accommodations, for tax purposes?

Accommodations include hotels, motels, bed-and-breakfast inns, condominiums, campsites, guest houses, apartments and time shares of any

lodging unit. (See [FYI Sales 11: Sales Taxes Due on Unit Rentals of Hotels, Motels, Bed-and-Breakfasts, Condominiums, and Time-Shares](#))

Income Tax

Rental income may also be subject Colorado income tax, even if it is a side job, part time business, and/or paid in cash. Income from rental activities are normally not subject to withholding taxes. Rental income is also taxable by the federal and state governments, even if it is a side job, part time business, and/or paid in cash. Income from self-employment and rental activities are not subject to withholding taxes. To avoid penalties, you must make quarterly estimated income tax payments if you expect to owe at least \$1,000 or more in state income taxes than the amount withheld from your salary, pension or other income.

Are there any other taxes owed that aren't collected by CDOR?

Home-rule cities that collect and administer their own taxes may treat items differently than the State of Colorado and the jurisdictions whose sales tax the state administers. You must contact a home-rule city directly for its policies. Consult [DR 1002: Colorado Sales/Use Tax Rates publication](#) for local sales tax rates and contact information for self-collected areas and home-rule jurisdictions.



07/01/26
16:18

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

Page: 147
1

Nature of Incident	Total Incidents

Location: DISTRICT 4	
Found Property	1
WARRANT ARREST	2
Welfare Check/ATL	1

Total Incidents for This Location:	4

Total Incidents for This Report: 4

Report includes:

All dates between `00:00:01 06/01/26` and `11:59:59 06/30/26`
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/rptuPmkGk-rplwtir.r5_2 ***

Traffic Stops - 12
Citations - 3



Norwood Dark Sky Advocates

NorwoodDarkSky.org
norwooddarksky@gmail.com

*Maintaining the dark skies over Norwood
and the surrounding area for the enjoyment,
education and protection of all entities.*

Norwood was given the status of International Dark Sky Community in February of 2019 and was the 22nd Dark Sky Community in the world. The night skies here are some of the darkest on the planet and protecting them should be of the utmost importance. The code currently in use was the original document from Dark Sky International and in February of this year they released an updated version, the first and only update they have made thus far. Below you will find some key points on updates to this code as well as some action items. Please do not hesitate to reach out with any questions you may have.

Notable Changes

- Lighting Zone table and Examples chart
- Enforcement and Penalty section
- Definitions; a lot of the same information with some updates and name changes

Action Items

- Remove old standards from Chapter 5 of the Norwood LUC
- Add new standards as its own chapter to the new Norwood LUC
- Add a checkbox to the Zoning Development Permit Application under one of the "verify compliance" sections for "Dark Sky Lighting Requirement"
- Appoint a liaison for Dark Sky (NDSA can likely filter complaints and bring notable ones to the liaison)

Thank you for your time,
The Norwood Dark Sky Advocates Board of Directors:
Creighton Wood
Ellen Metrick
Hailey Bruinsma
Nathan Cook



DarkSky International

2026 U.S. Municipal Code for Outdoor Lighting

February 20, 2026 – Version 1.1

Introduction

This DarkSky International (DarkSky) template provides outdoor lighting requirements for any local government (e.g., county, municipality) seeking to enact responsible outdoor lighting code (i.e., ordinance, bylaw). The language and requirements herein are a proven approach to mitigate light pollution and other misuses of artificial light at night. Such misuses threaten visual performance and human safety at night, brighten the naturally dark sky, waste valuable energy resources, and may damage nocturnal ecosystems or cause adverse biological health disruptions. The requirements work together holistically to meet the Five Principles for Responsible Outdoor Lighting co-authored by DarkSky and the Illuminating Engineering Society.

Instructions for Use

Narrative written in *[Blue + Italicized font]* are instructions intended for the user, including why a topic is being addressed, and, when applicable, optional requirements or choices. The language within this template will assist advocates and municipal staff members draft appropriate language. Narrative in *[red brackets]* requires the insertion of an appropriate name, term, value, or date depending on local conditions.

Before completion, it is recommended to gather input from key stakeholders (e.g., law enforcement, staff, community, utilities) so all perspectives are considered. The intent is for options to be selected that best fit the passion, identity, and goals of the local community while still meeting DarkSky recommendations. Upon completion, unused options and user instructions should be deleted to keep the document concise.

DarkSky Recognized Program

A program is available for any jurisdiction seeking to have their outdoor lighting code recognized by DarkSky International. For questions regarding this program, contact the [DarkSky Lighting Program Manager](#).

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[MUNICIPALITY] OUTDOOR LIGHTING CODE

Note: Italicized and capitalized words and phrases are defined in section 4.0 Definitions.

1.0 PREFACE

1.1 Authority

On behalf of [municipality], this outdoor lighting code is enacted on [date] pursuant to, and in accordance with, the authority of the [city council].

1.2 Purpose

[Municipal code for outdoor lighting should first establish a purpose and intent for having one. This information is important for future decision makers who will be faced with new and unique variance requests. While preamble and background narratives are not usually accepted as code or bylaw, recitals are an effective way to incorporate background and intent. Recitals must be factual, not general, and kept to a minimum.]

- A.** Outdoor lighting requirements are intended to protect the health and welfare of all residents within the jurisdiction, enhance its [character and quality of life], prevent inappropriate and poorly installed outdoor lighting, reduce lighting conflicts between property owners, prevent the increase of potentially harmful sky glow, and preserve the naturally dark sky for the benefit of residents, visitors, wildlife, and the environment. The *Five Principles for Responsible Outdoor Lighting* will guide [municipality]'s outdoor lighting decisions because:

1. Whereas, outdoor uses of *artificial light at night (ALAN)* often include misdirected or bright sources of light that cause an unsafe reduction in human visual performance; and
2. Whereas, unnecessary, excessive, and misdirected *ALAN* contributes to *Light Pollution* and wastes energy resources that would, if corrected, generate tangible cost savings; and
3. Whereas, increased use of *ALAN* has contributed to an escalation of *Light Pollution*, thus increasing the brightness of the night sky by 10% annually and rendering the current night sky orders of magnitude (often hundreds of times) brighter than the natural sky background; and
4. Whereas, *Light Pollution* from *ALAN* is known to cause adverse effects on the health and well-being of birds, wildlife, nocturnal ecosystems, vegetation, and under certain circumstances, human health;
5. Now, therefore, let it be resolved that the [municipality], which has the authority to protect natural resources and maintain a healthy environment for present and future generations, chooses to enact this outdoor lighting code *[the following is optional and not required for DarkSky Recognition, but highly recommended:]* and hereby assign the following *Lighting Zones* to all property within the [municipal] boundaries:

[Insert table or map] *[See Appendix B for example formats.]*

[Assignment of Lighting Zones by the jurisdiction will enable appropriate and coordinated Light Levels based on land use tasks (not property values), avoid subjectivity, and establish a thoughtful hierarchy of lighting conditions across the jurisdiction. ANSI/IES RP-43-25, Appendix A, and Appendix B provide guidance on how to establish lighting zones.]

1.3 Applicability

- A. This outdoor lighting code shall apply to all sources of outdoor lighting being installed, altered, or replaced within [municipality]. This includes, but is not limited to, newly permitted development, remodels, and construction projects involving homes, dwellings, roadways, public right-of-way, *[signage, billboards]* buildings, facilities, properties, landscape features, parking lots, hardscape, non-habitable structures, and monuments.
- B. Existing outdoor lighting lawfully installed prior to enactment and not meeting the requirements of this code shall be considered legal and repairable but non-conforming. All non-conforming *Luminaire*s may continue to be used and maintained until one of the following occurs:
 - 1. A determination by the [code official] that an outdoor light source constitutes a nuisance or hazard to public safety.
 - 2. When a property is re-zoned for new land use, at which time all outdoor lighting on the property shall meet the requirements of this code before the new use commences.

1.4 Exemptions

- A. **Lawful:** Lighting requirements mandated by a legal jurisdiction with broader authority (e.g., federal, state, or territorial) than the [municipality], including but not limited to:
 - 1. Navigational lighting systems regulated by the Federal Aviation Administration and the US Coast Guard.
 - 2. Any conflicting building code or Department of Transportation illumination requirements.
 - 3. Lighting for worker safety as mandated by the Occupational Safety and Health Administration.
- B. **Safety:** Lighting installed for the benefit of public safety, including but not limited to:
 - 1. A judgement by the [code official] that extenuating circumstances justify an exemption or exception for security lighting.
 - 2. Temporary lighting required by authorized first responders during emergency procedures.
- C. **Temporary Lighting:** Temporary lighting approved by permit for special events, festivals, and/or community benefit, provided the permitted lighting still meets Sections 2.1(A) legality, 2.1(C)(2) light trespass, and Section 2.1(D) control requirements.
 - 1. Temporary permits shall not operate longer than [14] consecutive days.
- D. *[Option without penalty to DarkSky Recognition status:]* **Seasonal:** *Seasonal Lighting* used from [date] to [date]. *[While some municipalities will choose to make this exempt, it may be better to prescribe seasonal lighting requirements to guide the desired outcome. See Section 2.4.]*
P&Z recommendation 45 days with timers suggested.

1.5 Prohibitions

- A. *ALAN* must not interfere with the safe movement of motor vehicles. Any lighting that distracts or disables the vision of a motor vehicle operator (e.g., excessively bright or rapid blinking, flashing, and/or motion video) or contributes to traffic control confusion (e.g., sources resembling or imitating traffic or railroad signals) is prohibited.
- B. Beacons and searchlights are prohibited, except for emergency use by authorized first responders.

2.0 REQUIREMENTS

2.1 General

- A. Legality:** All outdoor *Luminaires* and *Luminaire* installations shall comply with federal and state law; county and municipal codes; applicable energy and building codes; product safety labeling; and shall be subject to the appropriate permit and inspection requirements thereof.
- B. Light Level:** *[As stated in the five principles for responsible outdoor lighting, installed lighting at night must have a purpose. For example, if roadway lighting is necessary and installed, it should be evaluated against roadway lighting standards. For that reason, we are explicitly identifying any lighting installed for “an” outdoor use, so that it is not evaluated against adjacent criteria.] Unless otherwise specified, lighting installed for an outdoor use shall not exceed 50% more than the *Light Level* allowed by the applicable ANSI/IES, or other nationally recognized, *Lighting Standard* as published by [date].*
1. Exception: Non-Residential lighting when no *Luminaire* installed on the property exceeds a total output greater than 3,000 *Lumens*.
- C. Distribution**
1. **Uplight and Very High Angle:** Unless otherwise specified, *Luminaires* emitting more than 1,000 *Lumens* shall be *Zero Uplight* and either emit no more than 5% of their total *Lumen* output above 80 degrees from *Nadir* or achieve a maximum *G2* rating. Exceptions are:
 - a) *Luminaires* that are part of a historical registration site or approved by the municipality for commercial, central business, and entertainment corridors emitting fewer than 500 lumens above 90-degrees from *Nadir*.
 - b) Festoon string lighting where no individual lamp emits more than 50 lumens, and the lumen density of the string is no greater than 25 lumens per foot. *[This will restrict some medium-base line-voltage products that are not recommended unless they are shielded.]*
 - c) *Luminaires* used for façade illumination which are shielded and aimed, such that their direct light emission is contained to the architectural target.
 2. **Trespass:** Unless otherwise specified, *Light Trespass* shall meet the following:
 - a) *Luminaire* lamp sources shall not be visible from federal or state wilderness, natural area, or other areas designated for environmental protection; and therefore, *Light Trespass* shall not exceed one-tenth (0.1) *Lux*.
 - b) *Light Trespass* onto Waters of the United States shall not exceed one (1) *Lux*.
 - c) *Light Trespass* onto Residential property shall not exceed three (3) *Lux* when measured 5 meters (15ft) inside the property/easement line or at the dwelling façade, whichever distance is closest to the property/easement line.
 - d) *Light Trespass* onto public right-of-way shall not exceed five (5) *Lux*.
- D. Controls:** Unless otherwise specified, lighting installed for outdoor uses shall meet the following requirements during *Nighttime Curfew*:
1. When applicable, outdoor lighting shall dim or be extinguished as prescribed by the adopted energy code.

2. *Non-essential* outdoor lighting, including but not limited to landscape features and decorative lighting elements, shall be extinguished or dimmed by at least 50 percent.
 3. *Luminaires* activated by motion detection shall automatically return to their prior state no greater than [5] minutes after activity is no longer detected.
- E. Spectrum:** Unless otherwise specified, the maximum allowable correlated color temperature (CCT) for outdoor *Luminaires* is 3000 K. *[Because blue light is more apt to scatter locally in the atmosphere, it is prone to being redirected back toward earth as a physical manifestation of sky glow. This veil of sky glow reduces the visibility of stars within the natural nighttime sky, and the increased illumination may disrupt biological and ecological health. A CCT of 3000 K is the highest recommended baseline criterion. Some communities may choose, or be accustomed to, 2400 K.]* Exceptions are:
1. Public safety needs supported by cited documentation.
 2. Non-white light sources are allowed for decorative illumination of building facades, landscape features, and entertainment effect. *[Saturated color in the outdoor environment should have limited use.]*

2.2 Residential

- A.** The following requirements are supplemental to the General Outdoor Lighting Requirements (**Section 2.1**) and shall further regulate outdoor lighting on *Residential* properties that do not exceed a density of 36 dwellings per acre.
1. No *Luminaire* shall exceed 1,000 lumens of total output.
 2. Adjustable flood light *Luminaires* mounted to roofed structures shall be controlled (i.e., turned on and off) by motion detection.
 3. *[Because residential lighting is a major contributor to skyward light pollution, it is very important to require one of the following methods to limit lumen usage while maintaining a safe and equitable use of light. Depending on the municipal tolerance for complexity, select one of the following options which range from a basic default value without lighting zone assignments to more refined allowances based on common residential applications, tasks, and diminishing allowances for larger lots.]*
 - ☐ The installed lumen allowance shall not exceed 11,800 lumens per acre of lot area.
 - ☐ The installed lumen allowance shall follow the values shown in **Table 2.2**. For multi-family development, lot size shall be calculated for each dwelling unit by dividing the total lot size by the number of dwelling units on the lot:

P&Z recommend removing #3 and keep lighting examples for reference.

TABLE 2.2: RESIDENTIAL LUMEN ALLOWANCE PER DWELLING UNIT (If lighting zones are not assigned, use Lz1)					
Dwelling Unit Lot Size			Lz0	Lz1	Lz2
(acre)	(sq feet)	(sq meters)			
1.33+	58,000	5400	5,100	12,750	25,500
1.00	43,500	4040	4,700	11,800	23,600
0.75	32,500	3020	4,250	10,600	21,200
0.50	21,750	2020	3,500	8,700	17,400
0.33	14,375	1325	2,750	6,800	13,600
0.25	10,800	1000	2,250	5,600	11,200
0.20	8,700	800	1,900	4,750	9,500
0.13	5,400	500	1,325	3,300	6,600
0.05	2,175	200	610	1,525	3,050
0.03	1,200	110	360	890	1,780

Examples:

- Single Family: A Lz1 dwelling located on a lot of 9,000 sf will use the be allowed 4,750 lumens based on the lot threshold that has been met (8,700 sf).
- Multi-Family: 32 townhome units on a 3.2-acre development will equal 4,356 sf (i.e., 0.10 acres) per dwelling. Therefore, each dwelling is allowed 1,525 lumens when located in Lz1.
- Multi-Family: 70 apartment units on a 2-acre development equals 0.02 acres per dwelling. Therefore, the dwelling density is too high, and lumen limits are not applicable. Therefore **Section 2.1(B)** must be used.

□ *[This formula is the most exact method for calculating residential lumen limits. This method is also the background math behind the allowances listed in Table 2.2.]* The installed lumen allowance may be calculated using the following formula:

$$\text{Residential Lumen } AL_{\max} \cdot (1 - e^{-kAp})$$

$L_{\max}$ = lumen density value based on *Lighting Zone*: 5,600 (Lz0); 14,000 (Lz1 default); 28,000 (Lz2)

e = Euler's natural logarithm (approx., 2.71828)

A = square footage being allocated for a dwelling unit after the total lot size (sf) is divided by the number of dwelling units on that lot.

$p = 0.93$ (the reducing rate of lumen rise as lot size increases)

$k = 0.00009$ (the magnitude of allowable lumens relative to lot size)

- B. Sport and recreational lighting on *Residential* property are exempt from the requirements of **Section 2.2(A)** provided it meets the requirements of **Section 2.3(A)(1)**.

2.3 Sports Lighting

- A. The following requirements are supplementary to the General Outdoor Lighting Requirements (**Section 2.1** and its subsections) and shall further regulate outdoor sport and recreational lighting.
1. **Residential Use:** *[Allowing Residential sport court lighting at night is a choice. Many benchmark communities do not allow the illumination of sport courts when located on Residential property to avoid neighborhood complaints.]*
 - a) Unless otherwise approved by permit, lighting installed for *Residential* sport and recreational courts shall not exceed 300 *Lux* illuminance average, or 10% more than the *Light Level* recommended by ANSI/IES RP-6 Class 4 "Class of Play" as published by [date].
 - b) Lighting for sport and recreational play on *Residential* property shall be extinguished during *Nighttime Curfew*.

2. **Park, Amateur, Collegiate, Professional, and Outdoor Entertainment Facility:** *[The following requirements are a subset of the DarkSky Approved Outdoor Sports Lighting Facilities program. These criteria have been proven to create safe playing fields while also mitigating problematic light pollution. DarkSky Approved Sports Lighting Facilities would meet these requirements.]*
- a) Eighty-five percent (85%) of the lumens generated by sports lighting luminaires shall be confined to within 10 meters (33 feet) or a distance equal to one pole height, whichever is greater, beyond the playing field, spectator track or bleacher area, whichever is greater.
 - b) Lighting installations for aerial sports are allowed a maximum of 8% of the total lumen output to be emitted above 80 degrees from *Nadir*.
 - c) The maximum *Light Level* shall not exceed 10% more than the *Light Level* recommended for the “Class of Play” by the referable *Lighting Standard*.
 - d) The maximum *CCT* for outdoor sports lighting should be the lowest possible for the sport, class of play, and viewing audience as defined by the relevant *Lighting Standard*, while never exceeding 5700 K.
 - e) The maximum luminous intensity from any *Luminaire* lighting a sports field shall not exceed 10,000 *candelas* (cd) as calculated using computer software or measured along a perimeter that is 46 meters (150 feet) from the edge of the field, at 1.5 meters (5 feet) above grade. *[This requirement is considered the minimum guideline for glare reduction because sports lighting can be 85% contained, meet light trespass illuminance requirements, and still produce obtrusive brightness in the surrounding properties that cause an individual to uncomfortably squint or turn away. There are many LED products with shielding and optical control that can meet this requirement. The design process and installation crews can validate this measurement on behalf of the municipality. When post-installation measurement is difficult, third party sources can take these measurements.]*

2.4 [Additional Specialty Lighting Requirements Available:]

[Supplemental outdoor lighting requirements are available for specialized uses and applications. These requirements can be found at <https://darksky.org> and are intended for insertion into the outdoor lighting code starting with section 2.4. The specialized uses and applications that are available include:]

- A. *[Seasonal Lighting]*
- B. *[Illuminated Signage]*
- C. *[Coastal Marine Turtle Habitat]*

3.0 COMPLIANCE PROCESS

3.1 Application

- A. **Submittal:** Whenever a building, subdivision, site plan, or outdoor building/lighting permit is applied for, an outdoor lighting plan must be submitted along with a compliance statement that the proposed work will comply with all code requirements. The outdoor lighting plan must utilize one of the following:

1. **Schedule Method:** Only available for renovation and *Residential* lighting; projects to be documented using a spreadsheet format by listing the *Luminaire* identifications (i.e., manufacturer, model number, type), *Luminaire* quantities, installation locations, and *Lumen* outputs for each; or
 2. **Calculation Method:** Available for all project types, required for sports lighting (e.g., park, collegiate, professional), and when specifically requested by the [planning commission]; an outdoor lighting design shall be prepared using lighting design software and approved by a licensed Professional Engineer or Architect. *[Note: In Europe and the UK, lighting designers are not required to get lighting design plans approved by another entity]* This outdoor lighting plan shall include:
 - a) *Luminaire* identification (model number), installation locations, mounting heights, targeted directions, buildings, and other physical objects within the site that could affect the lighting outcome.
 - b) Site plan and *Light Level* calculation plots demonstrating conformance with this code, including the sports lighting luminous-intensity and *Light Trespass* limits.
- B. Review:** Submitted spreadsheets, site lighting plans, and compliance affidavits shall be subject to review and approval by the [administrator], or designee. The [administrator] shall have the authority to refer an application to the [planning and zoning commission] or the [historic commission] if deemed appropriate.
- C. Appeals:** Any appeals related to decisions regarding outdoor lighting shall be made to the [administrator], or designee.

3.2 Enforcement and Penalty

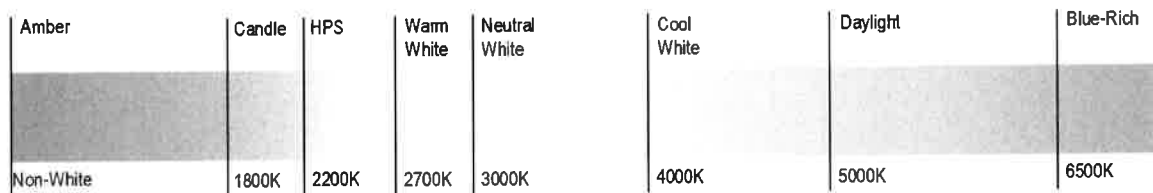
[Each municipality will have its own code and/or regulations from which to cite specific references on enforcement and penalties. This section should be tailored to cite those specific sections as applicable to ensure enforcement and that penalties can be administered.]

- A. Enforcement:** Unless otherwise noted, the [administrator], or designee, shall be responsible to implement, administer, and enforce this code, including investigations of alleged violation. A private right of action may also constitute enforcement of the requirements within this code.
1. The [administrator] charged with enforcing this code shall have the authority to grant partial waiver of specific requirements for up to one year if a property owner demonstrates that compliance creates unreasonable hardship, as balanced against the potential impacts of non-compliance, or results in conditions that are materially detrimental to health, safety or welfare.
- B. Penalty:** Any property owner (e.g., person, business, corporation) that does not meet the requirements of this code shall be in violation and issued a notice of administrative citation as provided by the jurisdiction code. Any property owner found to have violated any portion of this code shall correct the violations within [ninety (90)] days of the citation date. Each day a violation continues beyond the deadline without having been corrected shall be a separate offense. *[For municipalities without standard citation penalties or injunctive relief, a monetary fine is recommended for each citation.]*

3.0 DEFINITIONS

3.1 The following definitions apply to terms used within this code:

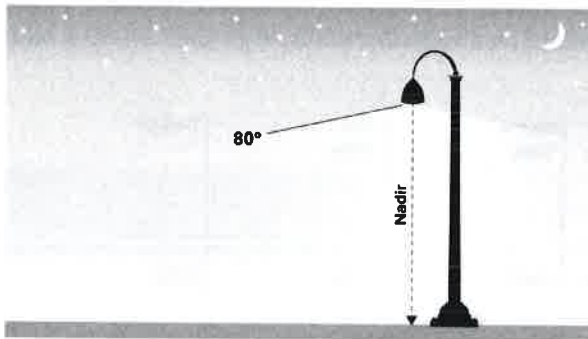
- A. ANSI/IES:** The Illuminating Engineering Society (IES) is an American National Standards Institute (ANSI)-recognized Standards Development Organization. ANSI/IES Recommended Practices are universally recognized as authoritative references for lighting applications.
- B. ALAN (artificial light at night):** Light that is created from human technology, rather than a naturally occurring process. Also known as anthropogenic lighting.
- C. Candela (cd):** The unit of measure for luminous intensity.
- D. CCT (correlated color temperature):** The measured color appearance of white light using units of kelvin (K). Lower CCTs (1800 K to 2200 K) appear very warm or amber. Medium CCTs (2700 K to 3000 K) appear warm white, similar to standard incandescent bulbs. High CCTs (4000 K and higher) appear cool white or daylight blue.



- E. DarkSky Approved Outdoor Sports Lighting:** A standalone program put forth by DarkSky International to guide and/or certify sports lighting that meets stringent glare and *Light Trespass* requirements.
- F. Five Principles for Responsible Outdoor Lighting:** Co-authored and published by DarkSky International and the Illuminating Engineering Society: 1) Use light only if needed; 2) distribute light only where it is needed; 3) use light that is no brighter than needed; 4) control light so it is on only when needed; and 5) use warmer color light when possible.
- G. G2 Rating:** A *Luminaire* fabricated or shielded in such a manner that its light emission profile has achieved a G2 rating using the ANSI/IES TM-15-20 standard.
- H. Light Level:** The measured luminous flux (illuminance) onto a surface or the intensity of light emitted from a surface (luminance) in a given direction. Typically measured and compared to values recommended by the appropriate *Lighting Standard*.
- I. Light Pollution:** Excessive or unnecessary *ALAN* traveling into areas where it is not needed or wanted. This can be in the form of *Light Trespass*, glare, or sky glow.
- J. Light Trespass:** Unwanted *ALAN* entering property without permission. Illumination limits are measured vertically 1.5 meters (5ft) above grade with the meter aimed toward the light source in question. Unless otherwise specified, limits are measured at any location along a property line.
- K. Lighting Standard:** A published lighting standard, including date or version number, which can be referenced for outdoor lighting applications. Examples include:
 - 1. ANSI/IES RP-2: outdoor retail spaces
 - 2. ANSI/IES RP-6: outdoor sports and recreational areas
 - 3. ANSI/IES RP-7: outdoor industrial areas
 - 4. ANSI/IES RP-8: roadway and parking facilities
 - 5. ANSI/IES RP-40: port terminals

6. ANSI/IES RP-43: outdoor pedestrian applications

- L. **Lighting Zone:** Co-authored by IES and DarkSky, lighting zones describe the luminous environment and related lighting conditions based on land uses and expected tasks. These range from natural and intrinsically dark zones to very bright zones. Definitions and descriptions of lighting zones can be found in ANSI/IES RP-43-25 and Appendix A.
- M. **Lumen (lm):** A unit of measure for the luminous flux of a light source.
- N. **Luminaire:** A complete lighting unit, including the light source, housing, optics, electronics, and other necessary components for the purpose of providing outdoor illumination.
- O. **Lux (lx):** The SI metric system unit of measure for illuminance.
- P. **Nadir:** A downward vertical vector directly beneath a luminaire, opposite to zenith.



- Q. **Nighttime Curfew:** The time between [10] PM and sunrise, or 6 AM (whichever comes earlier). For businesses and events with operating hours later than [10] PM, curfew hours will begin one hour after closing.
- R. **Non-essential:** Lighting that is not directly associated with security, motor vehicle safety, and pedestrian threats, including but not limited to: landscape feature lighting, illuminated signage or advertising after business hours, façade lighting, vacant sports fields, and seasonal lighting.
- S. **Residential:** Municipal zoning districts dedicated to places of low-rise (i.e., 3 stories or less) human residence and dwelling. Examples include single family, duplex, multi-family, condominium, townhome, and mobile home. This does not include vertically mixed-use districts.
- T. **Seasonal Lighting:** Outdoor or site lighting that is portable, temporary, decorative, and used in connection with holidays and traditions. This includes but is not limited to string lighting, icicle lighting, and lighted inflatables, none of which are intended for general illumination.
- U. **Shielding:** A *Luminaire* design, optical intervention, or physical accessory (such as a louver) preventing light emission from traveling into a particular area, angle, or region.
- V. **Zero Uplight:** An installed *Luminaire* that does not have visible light source emission at or above a horizontal plane passing through the lowest light-emitting part of the *Luminaire*; or a U0 BUG rating; or a 0% upward light ratio (ULR).

APPENDIX A – LIGHTING ZONE SUMMARY

Illuminance recommendations within ANSI/IES standards may be based on different luminous environments as expected and/or predicted by different land uses and their associated tasks. These luminous environments, defined as lighting zones, are described within ANSI/IES RP43-25. The following table is an abbreviated list of lighting zone descriptions and provided as a condensed summary.



ANSI/IES RP43-25 Table B-1

Scotopic	NLz	NATURAL CONDITIONS w/ NO ANTHROPOGENIC LIGHT: Applies to areas where the natural environment is adversely affected by anthropogenic lighting at night. Land Use Examples: Any area where the protection of the natural nighttime environment is critical. This includes wilderness, backcountry, natural parks, preserves, protected wildlife areas, and sizable areas surrounding observatories.
	Lz0	PROTECTED AREA w/ VERY LOW ANTHROPOGENIC LIGHT: Characterized by predominantly dark areas where there is a limited built environment for human use. Responsible lighting decisions in these areas should protect the natural environment to the greatest extent possible. Land Use Examples: Conventional outdoor agricultural and residential uses in rural areas. Frontcountry areas adjacent to NLz. Municipal parks with low pedestrian activity. Natural area amenities within or adjacent to NLz, including visitor centers, lodges, employee housing, and park operation facilities.
Mesopic	Lz1	DEVELOPED AREA w/ LOW ANTHROPOGENIC LIGHT: Applies to areas of human habitat and other developed areas where too much anthropogenic light could affect the quiet, dark character of the area. Minimal illuminated signage is used or expected. Land Use Examples: Single and low-rise multi-family residential uses. Rural town centers and low pedestrian volume institutional (e.g., church, campus, public use), commercial. Light industrial, including controlled agriculture with greenhouses illuminated at night. County and municipal parks with low and moderate pedestrian activity.
	Lz2	DEVELOPED AREA w/ MODERATE ANTHROPOGENIC LIGHT: Applies to municipal areas intended for commerce, recreation, and moderate nighttime activity where light may be needed for increased mobility and convenience. Lighting informs users and helps navigation tasks with moderate signage. Land Use Examples: Residential uses with moderate or high pedestrian volume. Moderate pedestrian volume commercial corridors and suburban town centers. Moderate pedestrian volume institutional (e.g., campus, hospitals, public use) and parks. Moderate industrial uses. Areas may be adjacent or within Lz3 areas.
Low-Photopic	Lz3	DEVELOPED AREA w/ HIGH ANTHROPOGENIC LIGHT: Applies to larger volume city centers, commercial, and entertainment corridors where signage competes to attract users. Anthropogenic lighting is continuous for convenience, safety, and to support nighttime activity. Land Use Examples: Commercial corridors, central business districts, entertainment/hospitality districts, and sports arenas in urban areas with high pedestrian volume. Heavy industrial and transportation facilities with nighttime operations.
	Lz4	LIMITED USE AREA w/ VERY HIGH ANTHROPOGENIC LIGHT: The highest risk for adverse ecological effects. Applies to rarely used tourism areas recognized and accepted for their use of lighting at night for attraction and entertainment. Typically contained within a larger Lz3 area. Land Use Examples: Specially designated urban entertainment, hospitality, and retail areas designated by planning authorities. There is significant competition amongst illuminated signage and a very high volume of pedestrian and vehicular traffic at night.

Purpose: Lighting zone classifications are designed to help protect the natural environment from unintended consequences of excessive or misapplied light at night. Used as a municipal design and planning tool, lighting zones have become the foundation for countless illuminance recommendations and many auxiliary design and energy standards. Adoption of lighting zones can help balance environmental and community goals by recommending appropriate illuminance levels for the expected tasks.

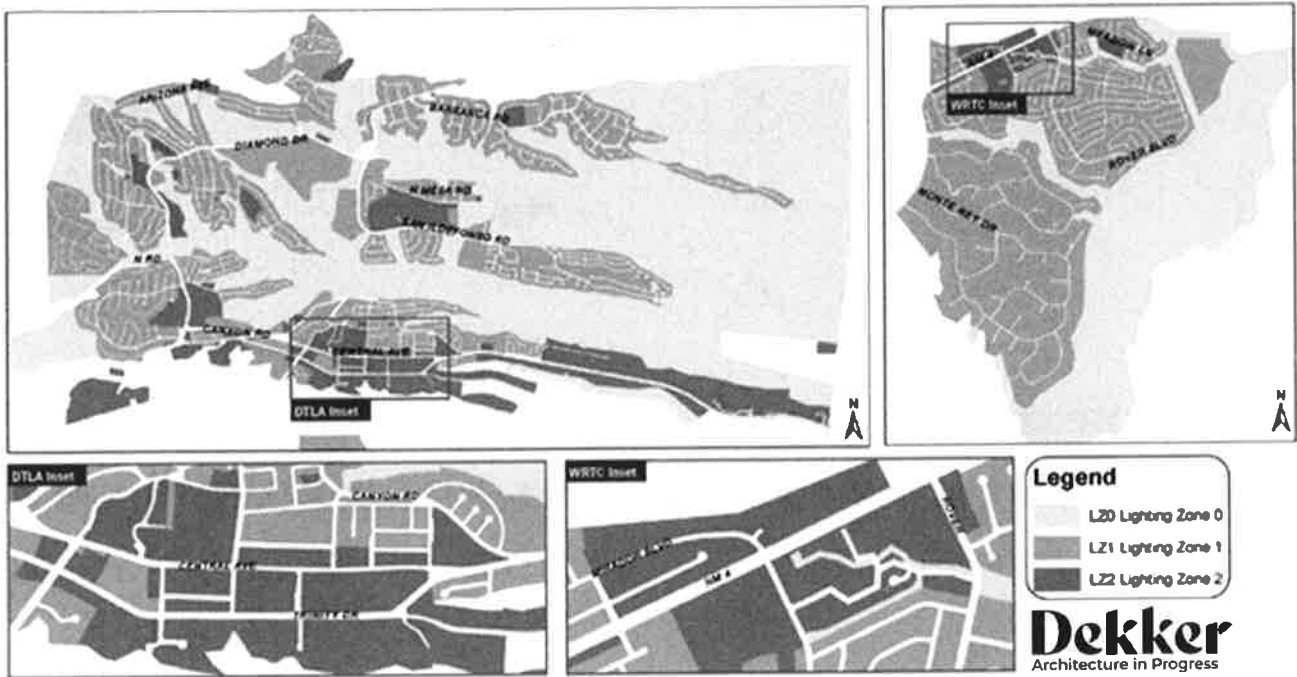
Instructions: Using the available descriptions and land use examples, users should assign the lowest and most aspirational lighting zone possible to public and private properties within the municipality. This effort will direct lighting designers and specifiers toward safe and responsible illuminance criteria set forth by ANSI/IES.

APPENDIX B – LIGHTING ZONE DESIGNATION EXAMPLES

Table Format Example

Zone District	Residential						Mixed-Use				Non-Residential							
Lighting Zones	R - A	R - 1	R - T	R - M C	R - M L	R - M H	M X - T	M X - L	M X - M	M X - H	N R - C	N R - B P	N R - L M	N R - G M	NR-PO			
															A	B	C	D
NLz																X ¹	X ¹	
Lz0	X ³	X ³	X ³	X ³	X ³		X ³								X ²	X ²	X ²	X ²
Lz1	X	X	X	X	X	X ⁴	X	X ⁴	X ⁴	X ⁴	X	X	X	X	X			X
Lz2						X		X	X	X	X ⁵			X ⁵	X ⁶			
Lz3									X ⁵	X ⁵					X ⁷			
Notes: [1] NLz is required in NR-PO zones for open space where no anthropogenic light is allowed. [2] Lz0 is required in NR-PO zones for open space where artificial light is needed during nighttime hours. [3] A lower lighting zone is required on subject properties with sensitive lands. [4] A lower lighting zone is required on subject properties adjacent to low-density uses. [5] A higher lighting zone is allowed unless the subject property is adjacent to any residential zone district. [6] Lz2 is allowed in parks with high pedestrian activity and many amenities. [7] Lz3 is allowed in parks containing nighttime stadiums or entertainment activities.																		

Map Format Example



DarkSky International Policy

2026 Municipal Lighting Code - Illuminated Signage Supplement

January 27, 2026 – Version 1.1

1.1 Illuminated Signage

[Illuminated signage at night is a choice. When municipalities allow illuminated signage, the municipality must have a baseline municipal sign code that includes a permit process to address: applicability, prohibited areas, design criteria, construction methods, clearances, installation locations, and quantity and/or density. Of note, the baseline sign requirements may prohibit certain types of signage. For example, four states in the U.S. prohibit all off-premise signage (e.g., advertising billboards) and many cities ban new billboards (either static or digital) or include restrictions such as amortization, cap-and-replace models, and digital exchange ratios greater than 6:1.]

A. The following requirements are supplementary to the General Outdoor Lighting Requirements (**Section 2.1** and its subsections) to further regulate outdoor illuminated signage.

1. On-premise signage larger than 20 square feet may only be illuminated while the associated business or activity is taking place, and must otherwise extinguish during *Nighttime Curfew*.

2. *Please choose one of the following paths for municipal requirements:]*

☒ Illumination for off-premise signage (e.g., advertising billboard) is prohibited.

☐ Illuminated off-premise signage (e.g., advertising billboard) is prohibited from having line-of-sight to *Residential Use* zone districts and school campuses.

Unless otherwise specified in this ordinance, illuminated off-premise signage is prohibited from operating during *Nighttime Curfew*.

3. The maximum luminous / illuminated surface area of an individual sign must not exceed 27.9 square meters (300 square feet).

4. Static signage may be illuminated externally, internally, or backlit, provided the light source itself is not directly visible from the public right-of-way or adjacent property.

5. External illumination of static signage shall be mounted above the sign and directed downward.
6. The highest light level of any illuminated sign (as measured with an all-white display for electronic signs) shall not exceed 3 lux more than the ambient lighting conditions (defined here as not including non-essential, decorative, or other sign sources of light) as measured within 15 degrees of perpendicular (both horizontal and vertical) from the distances in **Table 2.5**. Illuminated signs that cannot be measured using an illuminance meter shall not exceed a luminance of 100 nits (100 candelas per square meter, cd/m^2).

TABLE 2.5: ILLUMINATED SIGN MEASUREMENT DISTANCE			
Area of Sign (sq. ft.) ^[1]	Measurement Distance (ft.)	Area of Sign (sq. ft.) ^[1]	Measurement Distance (ft.)
10	32	65	81
15	39	70	84
20	45	75	87
25	50	80	89
30	55	85	92
35	59	90	95
40	63	95	97
45	67	100	100
50	71	150	125
55	74	200	150
60	77	300	175
[1] For signs with an area other than those specifically listed in this table, the measurement distance may be calculated with the following formula: Measurement Distance (ft) = square root of [Area of Sign (sq. ft.) x 100]			

B. Additional requirements for electronic signage are as follows:

1. Electronic signs shall have automatic dimming controls to properly adjust the sign luminance according to ambient conditions, including nighttime. Should an electronic problem prevent normal function, the sign shall default to night-mode or remain unlit.
2. Excluding trademark logos, electronic messages shall be positive-contrast (i.e., light-colored fonts and features on a dark background) and shall contain no more than 35% white area within the displayed image. *[Positive-contrast (light-on-dark) messages are more legible, and legible at greater distances (as much as one-third greater), than negative contrast (dark-on-light) messages. In addition, the increased light emitted by negative-contrast messages may overwhelm the darker features.]*
3. Unless otherwise allowed by law or specified within this code, electronic messages shall not change more often than every 8 seconds. Video and motion effects are prohibited. *[As designed, off-premise signage attracts driver attention (sometimes involuntarily as the eye detects brightness) with video and motion attracting longer and more frequent glances.]*



DarkSky International Policy

2026 Municipal Lighting Code – Seasonal Lighting Supplement

January 27, 2026 – Version 1.1

1.1 Seasonal

The following requirements are supplementary to the General Outdoor Lighting Requirements (**Section 2.1** and its subsections) and shall further regulate *Seasonal Lighting*, provided it meets all of the following:

- A.** Temporary *Seasonal* lighting is allowed from [November 15] to [February 1].
- B.** *Seasonal Lighting* shall not interfere with the safe movement of motor vehicles or create dangerous glare conditions on adjacent roadways or properties.
- C.** *Seasonal* lighting shall be maintained and not constitute a dangerous situation or fire hazard.
- D.** *Seasonal* lighting shall be extinguished during *Nighttime Curfew*.

TOWN OF NORWOOD
STATE OF COLORADO
ORDINANCE NO. 1109 SERIES 2022

**AN ORDINANCE OF THE BOARD OF TRUSTEES FOR THE TOWN OF NORWOOD, COLORADO APPROVING
AMENDMENTS TO THE NORWOOD LAND USE CODE TO INCLUDE THE ADDITION OF SECTION 6.23
SHORT TERM RENTALS.**

WHEREAS, Section 6.02 of the Norwood Land Use Code contains approval criteria for Land Use Code Amendments; and

WHEREAS, the Planning & Zoning Commission and the Board of Trustees sponsored the addition of the Sketch Plan application to the Norwood Land Use Code; and

WHEREAS, the Board of Trustees for the Town of Norwood, Colorado finds that the proposed amendments are intended to meet the purposes of the Town of Norwood Comprehensive Plan as amended by the Norwood Major Streets and Future Land Use Plan; and

WHEREAS, at their October 17, 2022 public meeting, the Norwood Planning and Zoning Commission recommended the amendments as set forth herein be approved by the Norwood Board of Trustees.

NOW, THEREFORE, BE IT ORDINED BY THE BOARD OF TRUSTEES FOR THE TOWN OF NORWOOD, COLORADO as follows:

Section 1: The Norwood Land Use Code shall be amended to include Section 6.23 Short Term Rentals as set forth in Exhibit A, attached hereto.

Section 2: The provisions of this ordinance are severable and the invalidity of any section, phrase, clause or portion of the ordinance as determined by a court of competent jurisdiction shall not affect the validity of effectiveness of the remainder of the ordinance.

Section 3: The effective date of this Ordinance shall be November 9, 2022.

APPROVED AND ADOPTED this 9th day of November 2022.
BOARD OF TRUSTEES
TOWN OF NORWOOD, COLORADO

By: _____

Candy Meehan, Mayor

ATTEST

By: _____

Amanda Pierce, Town Clerk

EXHIBIT A

ADDITION to Section 2.02

Short-term rental is a type of lodging wherein a dwelling unit, either in full or in part, is rented to a temporary occupant(s) for monetary consideration for fewer than thirty (30) consecutive days. Short-Term Rental is also referred to as a vacation rental, vacation rental by owner, Airbnb, or other related references.

Addition of Section 6.23:

6.23 Short-Term Rental Regulations

a) Purpose.

- 1) To establish procedures and standards pertaining to Short-Term Rentals within the Town of Norwood in certain zone districts pursuant to permits and regulations that are intended to protect the health, safety, and welfare of the Town. It is also the intent to protect and preserve the current community character.
- 2) To establish a community standard for the integration of short-term rental units within existing neighborhoods while maintaining neighborhood and community character.
- 3) To ensure health and safety of visitors and residents by re-affirming police, fire, and building safety guidelines for transient lodgers who may not be familiar with local laws.

b) Applicability.

- 1) These regulations apply to any property owner of real property used as a Short-Term Rental for less than thirty (30) consecutive days.
- 2) 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.
- 3) These regulations shall not apply to motels or hotels.
- 4) 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.

c) Short-Term Rental Permit Required.

- 1) Prior to the operation of a short-term rental, a short-term rental permit must be obtained.
- 2) 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.

- i. 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, for which the application is being submitted, is located. The applicants name must appear on the deed for the property on which the proposed short-term rental is located.
- 3) The Short-Term Rental permit is valid for the calendar year in which it was issued.
- 4) 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.

d) Permit Renewals.

- 1) A Short-Term rental permit must be renewed by the property owner in which it was originally approved.
- 2) Renewal requests must be received by the Town no later than October 31st of the calendar year.
- 3) 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.

e) Cap on Short-Term Rental Permit Licenses.

- 1) A maximum of five (5) Short-Term Rental permits are allowed within the Town of Norwood.
- 2) STR permit applications will not be accepted by Town Staff for review until a permit spot becomes available. Meaning, if the cap has been reached no additional applications will be accepted by Staff until a spot becomes available.

f) 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:

- 1) Where a lot contains a single-family dwelling and a cottage house (accessory dwelling unit), the owner is allowed to use only one or the other, but not both, as a short-term rental. No more than one short-term rental permit shall be issued for a single lot.
- 2) Must be owner-occupied. Meaning the owner must permanently reside at the subject property.
- 3) No outdoor sign advertising or identifying the short-term rental is allowed.
- 4) 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.
- 5) 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.
- 6) Use of the short-term rental for any commercial or large social events or gatherings, such as weddings, is prohibited.
- 7) The permit with all local contact information and emergency safety information shall be displayed within the short-term rental.

- 8) The Town issued permit number shall be used in all rental marketing materials.
- 9) 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.
 - 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.
- 10) Trash Handling:
 - i. 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.
- 11) Parking in private driveways shall be utilized first with overflow parking on the street where permitted. Parking on-site in no-driveway areas (i.e., front yard areas, parkways, and rear-yards) shall be prohibited.
- 12) 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 twenty-four (24) hours per day, seven (7) days per week, for the purposes of responding within one (1) 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 (3) days.
- 13) An operator of a short-term rental must renew the permit each year.
 - i. A renewal application shall be submitted from October 1st to October 31st of each year prior to the expiration of the license.
- 14) The owner shall obtain a business license and shall be responsible for payment of all applicable sales and lodging taxes.

g) Prohibitions and Conditions.

- 1) Short-Term rentals are only allowed in either primary dwelling units or accessory dwelling units. Short-Term rentals are not allowed in campers, recreational vehicles, tents, temporary structures or other dwellings that do not have a certificate of occupancy.
- 2) In the permitting of the short-term rental, or in the renewal of a permit, the Planning & Zoning Commission or the Board of Trustees shall have the authority to require such reasonable conditions as necessary to protect the public health, safety, and general welfare and to ensure that the use, value and qualities of the neighborhood surrounding the proposed location will not be adversely affected.

h) Violations, Penalty and Enforcement.

- 1) 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.
- 2) It shall be unlawful to submit an application with information that is materially false or misleading.
- 3) Any properties used for short-term rental purposes in violation of this title, shall be subject to the following administrative penalties:
 - i. First offence: 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 (2) years from the date of revocation and fine established by the Board of Trustees.
- 4) 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.
- 5) 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.

i) Permit Suspension or Revocation.

- 1) 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.
- 2) The Planning & 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 (10) 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 grounds for suspension or revocation and of the date, time and place of the hearing on the alleged violations.
- 3) The Planning & Zoning Commission may recommend to the Board of Trustees to suspend or revoke a permit if it finds, by a preponderance of the 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 a condition of approval; or
 - iii. The owner has violated the rules and regulations provided for in the part.
- 4) A suspension or revocation shall be effective immediately upon the decision of the Board of Trustees.

- 5) A suspended permit shall be suspended for a term not to exceed sixty (60) days, and for so long thereafter until proof of the cause of suspension has been remedied at the discretion of the Town Administrator.
- 6) A revoked permit may not be considered for re-approval for one (1) year from the date of revocation of the Board of Trustees.

j) Review by the Planning and Zoning Commission.

- 1) The Planning and Zoning Commission shall hold a public hearing on any application for a Short-Term Rental permit prior to making its recommendation to the Board of Trustees.
- 2) Notification requirements:
 - i. The applicant shall mail the written notice of public hearing before the Planning and Zoning Commission meeting on the proposed Short-Term Rental permit, after obtaining a copy of the notice from the Town Staff, to all owners of real property lying within one hundred (100') feet of the property on which the permit applies. The notice shall be given not less than fifteen (15) days prior to the date set for public hearing by depositing in the mail such notice properly addressed, and postage paid to each such owner as the ownership appears on the last approved County assessor records. Applicants shall provide proof of mailing of notice to the Town prior to the public meeting or hearing that is subject of the mailing of a notice.
 - ii. 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 less than fifteen (15) days prior to the hearing date.

k) Review by the Board of Trustees.

- 1) Following the recommendation of the Planning and Zoning Commission, the Board of Trustees shall hold a public hearing on the consideration of Short-Term Rental permits.
- 2) The Board of Trustees shall approve or disapprove the Short-Term rental permit application with or without conditions.



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TOWN MANAGER REPORT – JULY 2026

STAFF

- Weekly staff meetings
- Monthly board meetings

OPERATIONS

- Reconciliations
- Customer and office support
- Public complaints
- Interviews Deputy Admin
- Conservation Trust Fund Annual Report
- Audit check in
- Chart of accounts clean up
- Transparency notices updated
- Agenda/Supporting Documents
- Process Payroll
- NWC WPA Loan follow up
- Tri-County Network community outreach discussion
- 4th of July check in with the Chamber
- Hired Deputy Administrator
- NSD training information to the board
- LUC check in with KLJ
- Raw water issues
- CDOT Sidewalk project check in with Tommy and Steve
- Follow up on sidewalk bids
- CDOT crosswalk signage
- CORA requests
- UT Byway marketing meeting
- Ordinance noticing
- HUFT annual report
- Website ordinances clean up
- Press release OJT waterline grant
- OJT midyear report
- LUC feedback from PZ to KLJ
- LOS from NWC drought planning with SMC
- LOS from NWC to SWWCD grant
- New hire set up

TRAINING

- CML District 10 Spring Meeting
- CML Annual Conference in Westminster

PUBLIC OUTREACH

July 2026 – Mayor’s Report

Correspondence:

1. TON
 - a. Email to SMSD, NFPD and NWC asking for a joint meeting to discuss emergency readiness and response for Wrights Mesa
 - b. Containing communication with State Land Board – On hold
 - c. USDA / NRCS regarding PL566 process – On hold
 - d. Email with UMC discussing emergency are center being proposed for Montrose County
 - e. Engaging with Livable Telluride
 - f. NPS property sale from TON Ordinance inquiry
2. NPS
 - a. Project Updates
3. Grant / Funding Submissions
 - a. Waiting for results of grant submissions
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. Policy and Meeting information
 - b. Housing Committee Meeting
6. CO Office of Just Transition
 - a. Policy and Meeting information

Meetings:

1. TON
 - a. Preparing for work session with NWC and SMWCD
 - b. Star Spangled Saturday
2. NWC - No update at this time
3. CML
 - a. Housing Committee Meeting
 - b. Annual Conference Attendance
 - c. Reelection to Executive Board
 - d. Recipient of Muniversity Leadership Award
4. WMWC
 - a. No update at this time
5. BHI
 - a. No update at this time
6. CO Office of Just Transition
 - a. Missed meeting traveling to Steamboat Springs for WEL
7. WE Leadership
 - a. Session in Steamboat Springs
 - b. Mentors are Senator Cleave Simpson and Chris Treece
8. SMWCD - No update at this time
9. SMWC - No update at this time
 - a. CRC / RPD – Missed meeting traveling to Steamboat Springs for WEL
10. DSI – No update at this time
11. West End Non Profit Leaders Meeting - No update at this time
12. CHFA – No update at this time

13. C20

- a. Membership Meeting
- b. Fall Conference

14. CAWA – No update at this time

Education:

- 1. CML – Webinar and Readings
- 2. HKS – Webinars
- 3. WEP – 3rd session completed in Steamboat Springs
- 4. DATS MSHA / OSHA Training

Administrative Requests:

- 1. NPS Updates
 - a. Construction
 - b. Property Transfer – Ordinance verification
- 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
- 8. 2026 Schedule recurring work sessions for the first Tuesday of each month- On Hold