



FLORENCE CITY COUNCIL
Regular Meeting Agenda
Monday, May 18, 2026, 6:30 PM

Watch this meeting live on the City's YouTube channel at
<https://www.youtube.com/@CityofFlorenceCO>

- 1) **CALL TO ORDER & PLEDGE OF ALLEGIANCE**
City Council Chambers, 600 W. 3rd Street, Florence, CO 81226
- 2) **ROLL CALL:**
 - Mayor Wolfe
 - Councilman Vanhoutan
 - Councilman Stiefel
 - Councilwoman Stone
 - Councilman Mergelman
 - Councilwoman Gardner
 - Councilwoman MacKinnon
- 3) **PRESENTATIONS**
 - a) Recognition of the Florence Junior/Senior High School Welding 1 Class
- 4) **PUBLIC COMMENTS**

Any matter on this agenda may, at the discretion of the governing body, be opened for public comment and discussion (three minutes).
- 5) **CONSENT AGENDA**
 - a) Consider approving the minutes as written for the Regular City Council Meeting on May 4, 2026
 - b) Consider approving City expenditures prepared on May 7, 2026, in the amount of \$247,680.84 and May 14, 2026, in the amount of \$61,481.87
- 6) **OLD BUSINESS**
 - a) Consider approving Ordinance No. 2 - 2026, an Ordinance adding Chapter 15.13 "Wildfire Resiliency Code" to Title 15 of the Florence Municipal Code
- 7) **NEW BUSINESS**
 - a) Consider approving the Temporary Use Application for the America's Parade Committee
 - b) Consider awarding funding under the City of Florence's Outside Agency Funding Requests Program for 2026
 - c) Consider adopting Ordinance No. 3-2026, an Ordinance amending sections of Chapter 5 of the Florence Municipal Code relating to Contractors Licensing
- 8) **COUNCIL REPORTS**
 - a) City Council Reports
 - b) City Manager Reports
- 9) **EXECUTIVE SESSION(S): IF NECESSARY**

Pursuant to C.R.S. § 24-6-402(4)(a) for the purpose of discussing the purchase, acquisition, lease, transfer, or sale of any real, personal, or other property interest; and C.R.S. § 24-6-402(4)(e) to determine positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators regarding the property located at 213 West Main Street, Florence and 621 North Pikes Peak Avenue, Florence

Pursuant to C.R.S. § 24-6-402(4)(b) and determining positions relative to matters that may be subject to negotiations and instructing negotiators pursuant to C.R.S. § 24-6-402(4)(e) regarding the expired SUMO water lease extension option and Siloam Road infrastructure requirements.

Pursuant to C.R.S. §24-6-402(4)(b), an executive session for the purpose of conferencing with an attorney for the local public body for the purposes of receiving legal advice on specific legal questions pertaining to any item listed on the agenda herein and/or any related discussion that may arise thereto. Such executive session may be entered into at any time or at any point on the agenda, if necessary and with the requisite Council approval.

- 10) **ADJOURNMENT:** Adjournment until the regular City Council Meeting Monday, June 1, 2026.

COUNCIL ACTION FORM

MEETING DATE: MAY 18, 2026

STAFF REPORT: ASHLEY FOX

Agenda Item: Recognition of the Florence Junior/Senior High School Welding 1 Class

Department: Planning Department

Background / Description of Item:

As part of the City's ongoing historic preservation efforts, the City of Florence Historic Preservation Commission coordinated with the Florence Junior/Senior High School Welding 1 Class to design and fabricate plaques for designated historic properties listed on the Local Historic Registry. The plaques will serve as permanent markers recognizing the historical significance of these sites within the community.

The City would like to recognize Cecilia Karner and Kaydence Martinez from the Welding 1 Class for their work in fabricating these plaques. Their efforts help identify, preserve, and promote Florence's historic resources and contribute to the City's broader historic preservation initiatives.



FLORENCE CITY COUNCIL
Regular Meeting Minutes
Monday, May 4, 2026, 6:30 PM

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1) CALL TO ORDER & PLEDGE OF ALLEGIANCE

City Council Chambers, 600 W. 3rd Street, Florence, CO 81226

Mayor Wolfe called the meeting to order at 6:30 p.m. with the Pledge of Allegiance.

2) ROLL CALL:

Mayor Wolfe	Present
Councilman Vanhoutan	Present
Councilman Stiefel	Present
Councilwoman Stone	Present
Councilman Mergelman	Present
Councilwoman Gardner	Present
Councilwoman MacKinnon	Present

OTHERS PRESENT: City Clerk Cortlyne Huppe, City Manager Lori Cobler, Public Works Director Sam Elstun & John Verneti, Water Superintendent Brandon Harris, Planning Director Ashley Fox, Finance Mnager Brandi Sheets, and City Attorney Dan Findlay.

3) PRESENTATIONS

a) Kindred Kids Child Advocacy Center Presentation

Lori Jenkins, Executive Director of Kindred Kids, elaborated on her agency's relation to the Florence Police Department and 11th Judicial District. Kindred Kids supports victim advocacy and provides services for domestic violence and sexual violence victims.

City Manager Lori Cobler recognized City Clerk Cortlyne Huppe for Professional Municipal Clerks Week and thanked her for her hard work and dedication to the City.

4) PUBLIC COMMENTS

Any matter on this agenda may, at the discretion of the governing body, be opened for public comment and discussion (three minutes).

There was no public input.

5) CONSENT AGENDA

- a) Consider approving the minutes as written for the Regular City Council Meeting on April 20, 2026
- b) Consider approving City expenditures prepared on April 23, 2026, in the amount of \$26,943.22 and April 30, 2026, in the amount of \$17,104.12.
- c) Consider approving the annual liquor license renewal for the Rialto Theater
- d) Consider approving the annual liquor license renewal for Loaf n Jug #76
- e) Consider approving the mural installation on City Hall in celebration of Colorado's 150/250 anniversary
- f) Consider approving the Fremont County Bulk Station Drainage Improvement Proposal
- g) Consider awarding a contract to Landmark Aquatics for the Florence Municipal Pool Projects

Councilor Stone removed item 5e, 5f, and 5g from the Consent Agenda.

Councilor Stone motioned to approve the Consent Agenda items, excluding items 5e, 5f and 5g. Councilor Gardner seconded. With the Councilmembers voting in favor of the motion, the motion carried.

City Council discussed and questioned specifics regarding the mural installation.

Councilor Stone motioned to table the mural installation on City Hall. Gardner seconded. With the Councilmembers voting in favor of the motion, the motion carried.

Councilor Stone motioned to display the Florence Flag on the City Hall flagpole, in place of the flag mural installation. Councilor MacKinnon seconded. With the Councilmembers voting in favor of the motion, the motion carried.

City Manager Cobler explained the Fremont County Water IGA. The proposed Railroad Street Bulk Station project would support the IGA's ongoing obligations. The City would provide the supplies and materials for the project, and Fremont County would supply the labor.

Water Superintendent Brandon Harris elaborated on the previous Bulk Station water infrastructure project and its complications, and how this project would fix drainage and road elevation levels.

Councilor Mergelman questioned engineering plans or drawings for the project.

Water Superintendent Harris stated the project had been surveyed for elevation and drainage specifics.

Councilor Vanhoutan clarified ice accumulation was due to disconnection of bulk station hoses, not infrastructure failure.

Councilor Stone motioned to approve the Scope of Work from the Fremont County Department of Transportation for the City of Florence Water Station Drainage Improvement in the amount of \$19,046.20, plus a ten percent (10%) contingency. Councilor Mergelman seconded. With the Councilmembers voting in favor of the motion, the motion carried.

Councilor Stone questioned the chemistry controller schedule of the proposal.

Water Superintendent Harris explained the State regulations and chemical handling specifics that would be improved by the chemistry controller project.

Mayor Wolfe highlighted the need for an external revenue source to support the pool operations moving forward.

City Manager Cobler reiterated the City budgeted for the pool projects prior to receiving donations from Fremont County and Black Hills.

Councilor Stone motioned to award a contract to Landmark Aquatics for the 2026 Florence Municipal Pool Project in the amount of \$338,700 (Schedules A&B), plus a ten percent (10%) contingency. Councilor Vanhoutan seconded. With the Councilmembers voting in favor of the motion, the motion carried.

6) COUNCIL REPORTS

a) City Council Reports

Councilor MacKinnon presented information on the Summer of History events.

Councilor Stone reiterated the upcoming Junktique and Car Show events. She also attended Historic Preservation Commission.

Councilor Gardner attended the City/City/County meeting.

Councilor Mergelman elaborated on the Student Leadership Week event, City/City/County meeting, and Spring Clean Up Week.

Mayor Wolfe attended the City/City/County meeting, Fremont Sanitation Board meeting, Regional Water Board, and the UACOG Safe Streets meetings. He elaborated on Florence’s Spring Clean Up Week, Amrize’s tire recycling event, and the City’s participation in Fremont County’s electronic recycling event.

b) City Manager Reports

City Manager Cobler shared Spring Clean Up Week statistics, and announced upcoming Taco Talk with the Police Chief, and the Drought Town Hall. She announced the City’s new Public Works Director John Verneti who would start May 11, 2026. She also shared information on local sidewalk repairs, fire mitigation at the Florence Mountain park, upcoming Request for Proposals, and newly contracted 3 Rocks Engineering for on-call services.

City Attorney Dan Findlay reported on the ability to fly the Florence Flag on the City’s flagpole.

City Clerk Cortlyne Huppe recognized the Clerk’s Department for Professional Municipal Clerks Week, and then gave a status report on July 4 and the pool.

7) EXECUTIVE SESSION(S): IF NECESSARY

Pursuant to C.R.S. §24-6-402(4)(b), an executive session for the purpose of conferencing with an attorney for the local public body for the purposes of receiving legal advice on specific legal questions pertaining to any item listed on the agenda herein and/or any related discussion that may arise thereto. Such executive session may be entered into at any time or at any point on the agenda, if necessary and with the requisite Council approval.

8) ADJOURNMENT: Adjournment until the regular City Council Meeting Monday, May 18, 2026.

Councilor Stone motioned to adjourn the meeting. Councilor Gardner seconded. With all of the Councilmembers voting in favor of the motion, the motion carried.
Mayor Wolfe adjourned the City Council Meeting at 7:38 p.m.

CITY OF FLORENCE, CO

BY: _____
Steve Wolfe, Mayor

RESPECTFULLY SUBMITTED: _____
Cortlyne Huppe, City Clerk

Report Criteria:
Detail report type printed

Vendor Number	Name	Invoice Number	GL Account	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
7	FREMONT SANITATION D	695110	0140608660	MUSEUM	1	04/27/2026	36.60	.00	36.60	20260371	05/07/2026
		695116	0140608635	10837-2467 Water Plant	1	04/27/2026	36.60	.00	36.60	20260372	05/07/2026
		695117	0140608540	CITY SHOP	1	04/27/2026	36.60	.00	36.60	20260370	05/07/2026
		695134	0444152100	POOL	1	04/27/2026	36.60	.00	36.60	20260369	05/07/2026
		695183	0140608751	MUNI center	1	04/27/2026	36.60	.00	36.60	20260368	05/07/2026
		695184	0145207835	RIVER PARK	1	04/27/2026	36.60	.00	36.60	20260367	05/07/2026
		695185	0140608751	10935-2559 Muni Center	1	04/27/2026	86.98	.00	86.98	20260366	05/07/2026
		695186	0140608751	WILCOX PARK	1	04/28/2026	36.60	.00	36.60	20260365	05/07/2026
Total 7:							343.18	.00	343.18		
71	CANON RENTAL CENTER	5.1.26	0145204581	shop	1	05/01/2026	9.00	.00	9.00	46740	05/07/2026
		5.1.26	0145205000	lions park	2	05/01/2026	82.50	.00	82.50	46740	05/07/2026
		5.1.26	0145204581	Pioneer Park	3	05/01/2026	280.00	.00	280.00	46740	05/07/2026
		5.1.26	0144203500	301509 cemetary	4	05/01/2026	145.20	.00	145.20	46740	05/07/2026
		5.1.26	0145204583	Skate park	5	05/01/2026	150.00	.00	150.00	46740	05/07/2026
Total 71:							666.70	.00	666.70		
109	COLORADO STATE FORE	COSWAP #C	0145203600	Mountain Park Fire Service	1	05/01/2026	8,835.00	.00	8,835.00	46742	05/07/2026
Total 109:							8,835.00	.00	8,835.00		
369	BIG D SUPERFOODS	00271638	0141105700	COuncil meeting	1	04/06/2026	10.96	.00	10.96	46739	05/07/2026
Total 369:							10.96	.00	10.96		
923	ALSCO	APRIL 26	0143102000	UNIFORM RENTAL	1	04/30/2026	438.06	.00	438.06	46737	05/07/2026
		LDEN 32664	0143102000	UNIFORM RENTAL	1	04/01/2026	219.03	.00	219.03	46737	05/07/2026
		LDEN326648	0143102000	UNIFORM RENTAL	1	04/01/2026	219.03	.00	219.03	46737	05/07/2026
		LDEN327981	0143102000	UNIFORM RENTAL	1	04/29/2026	219.03	.00	219.03	46737	05/07/2026
		LDEN328317	0140608750	MATS	1	05/06/2026	75.72	.00	75.72	46737	05/07/2026
		LDEN328317	0143102000	UNIFORM RENTAL	1	05/06/2026	219.03	.00	219.03	46737	05/07/2026
Total 923:							1,389.90	.00	1,389.90		
934	UNCC	226040649	0243808090	LINE LOCATES	1	04/30/2026	66.82	.00	66.82	46754	05/07/2026

Vendor Number	Name	Invoice Number	GL Account	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date	
Total 934:							66.82	.00	66.82			
1020	TWIN ENVIRO SERVICES	1171261	0143204600	Spring Clean Up Dumpster	1	04/30/2026	3,192.70	.00	3,192.70	20260373	05/07/2026	
Total 1020:							3,192.70	.00	3,192.70			
1184	MCCASLAND GLASS, INC	426340	0140608420	GLASS REPAIR	1	03/02/2026	312.00	.00	312.00	46746	05/07/2026	
Total 1184:							312.00	.00	312.00			
1229	CASELLE, INC.	INV-18460	0241505600	Software Support - Water	1	04/29/2026	2,400.00	.00	2,400.00	46741	05/07/2026	
		INV-19048	0241505600	Software Support	1	05/01/2026	2,299.00	.00	2,299.00	46741	05/07/2026	
Total 1229:							4,699.00	.00	4,699.00			
1253	AT & T MOBILITY	2872917141	0141505000	ADMIN	1	04/20/2026	418.78	.00	418.78	46738	05/07/2026	
		2872917141	0144005000	PLANNING	2	04/20/2026	297.10	.00	297.10	46738	05/07/2026	
		2872917141	0241505000	WATER	3	04/20/2026	1,325.62	.00	1,325.62	46738	05/07/2026	
		2872917141	0444152000	POol	4	04/20/2026	95.64	.00	95.64	46738	05/07/2026	
		2872917141	0144205000	CEMETARY	5	04/20/2026	110.72	.00	110.72	46738	05/07/2026	
		2872917141	0143105000	STREETS	6	04/20/2026	813.94	.00	813.94	46738	05/07/2026	
		2872917141	0142105000	CELL PHONES	7	04/20/2026	110.76	.00	110.76	46738	05/07/2026	
		2872917141	0142105000	POLICE	8	04/20/2026	4,713.43	.00	4,713.43	46738	05/07/2026	
Total 1253:							7,885.99	.00	7,885.99			
1455	SAN ISABEL SERVICES	2 AND 4 202	0140608610	CEMETERY PROPANE	1	04/30/2026	693.90	.00	693.90	46749	05/07/2026	
		4.30.26	0243658790	SO PLANT PROPANE	1	04/30/2026	953.07	.00	953.07	46749	05/07/2026	
Total 1455:							1,646.97	.00	1,646.97			
1718	BLACK HILLS ENERGY	3.25-4.24	0143107540	STREET LIGHTS	1	04/15/2026	407.58	.00	407.58	20260363	05/07/2026	
		3.30-4.29	0145207830	RIVER PARK	1	04/20/2026	87.16	.00	87.16	20260364	05/07/2026	
		3.30-4.29	0143107540	STREET LIGHTS	2	04/20/2026	8.67	.00	8.67	20260364	05/07/2026	
		3.30-4.29	0143107540	STREET LIGHTS	3	04/20/2026	119.50	.00	119.50	20260364	05/07/2026	
Total 1718:							622.91	.00	622.91			
1809	TERRITORY ELECTRIC	LED RETRO	0140608420	LED Retro Fitting Muni Buil	1	04/07/2026	20,603.75	.00	20,603.75	46752	05/07/2026	

Vendor Number	Name	Invoice Number	GL Account	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
		OVERLOAD	0243658740	Overload motor relay at lag	1	04/14/2026	790.76	.00	790.76	46752	05/07/2026
	Total 1809:						21,394.51	.00	21,394.51		
1965	PRAIRIE MOUNTAIN medi	0000449459	0141107300	Public hearing	1	04/30/2026	45.76	.00	45.76	46747	05/07/2026
	Total 1965:						45.76	.00	45.76		
2468	SGS ACCUTEST	5216017278	0243707810	TOK alkaline samples	1	04/27/2026	198.00	.00	198.00	46750	05/07/2026
	Total 2468:						198.00	.00	198.00		
2882	Fiber Platform, LLC	13	0142105000	Ethernet Access PD	1	05/04/2026	755.98	.00	755.98	46745	05/07/2026
		SI-26-027858	0142105000	Ethernet Access PD	1	05/01/2026	733.00	.00	733.00	46745	05/07/2026
	Total 2882:						1,488.98	.00	1,488.98		
3046	Division of Oil and Public S	I-0051256	0140608420	Conveyance Certificate	1	05/04/2026	30.00	.00	30.00	46743	05/07/2026
	Total 3046:						30.00	.00	30.00		
3114	Wyatt Legal Services PLLC	437	0243707890	City Attorney	1	04/30/2026	10,546.76	.00	10,546.76	20260362	05/07/2026
	Total 3114:						10,546.76	.00	10,546.76		
3154	Town of Westcliffe	CML SPRIN	0141105700	CML District Meeting	1	05/06/2026	125.00	.00	125.00	46753	05/07/2026
	Total 3154:						125.00	.00	125.00		
3197	Elevator Inspections INC	5.6.26	0140608420	Elevator Inspection 2026	1	05/06/2026	400.00	.00	400.00	46744	05/07/2026
	Total 3197:						400.00	.00	400.00		
3257	Robert S Willett , ESQ	APRIL 26	0141203700	April Prosectuor 2026	1	04/28/2026	1,072.50	.00	1,072.50	46748	05/07/2026
	Total 3257:						1,072.50	.00	1,072.50		
3291	Spire Building Group	PIONEER P	0757708100	Pioneer Park Bathrooms Pr	1	05/01/2026	176,607.50	.00	176,607.50	46747	05/07/2026

Vendor Number	Name	Invoice Number	GL Account	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 3291:							176,607.50	.00	176,607.50		
3293	Sherwin-Williams	109	0143107545	Paint for Rd stripping	1	04/24/2026	6,099.70	.00	6,099.70	46751	05/07/2026
Total 3293:							6,099.70	.00	6,099.70		
Grand Totals:							247,680.84	.00	247,680.84		

Report Criteria:
 Detail report type printed

Report Criteria:
 Detail report type printed

Vendor Number	Name	Invoice Number	GL Account	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
861	CIRSA	INV1004235	0144001960	DEDUCTIBLE WC	1	05/12/2026	1,000.00	.00	1,000.00	46751	05/13/2026
Total 861:							1,000.00	.00	1,000.00		
1020	TWIN ENVIRO SERVICES	1171142	0143204100	Cemetery Trash	1	04/30/2026	57.75	.00	57.75	20260374	05/13/2026
Total 1020:							57.75	.00	57.75		
1718	BLACK HILLS ENERGY	4.7-5.6	0243557690	NEWLIN CABIN	1	05/07/2026	179.58	.00	179.58	20260375	05/13/2026
		4.7-5.6	0243557660	S RESERVOIR PUMP	2	05/07/2026	20.85	.00	20.85	20260375	05/13/2026
		4.7-5.6	0143107540	STREET LIGHTS	3	05/07/2026	1,041.15	.00	1,041.15	20260375	05/13/2026
		4.7-5.6	0140608751	MUNI CENTER	4	05/07/2026	3,078.34	.00	3,078.34	20260375	05/13/2026
		4.7-5.6	0145207830	TRIANGLE PARK	5	05/07/2026	21.45	.00	21.45	20260375	05/13/2026
		4.7-5.6	0145207830	SKATE PARK	6	05/07/2026	112.84	.00	112.84	20260375	05/13/2026
		4.7-5.6	0140608753	MUNI ANNEX	7	05/07/2026	63.96	.00	63.96	20260375	05/13/2026
		4.7-5.6	0143107540	STREET LIGHTS	8	05/07/2026	1,210.76	.00	1,210.76	20260375	05/13/2026
		4.7-5.6	0140608632	North Plant	9	05/07/2026	9,941.09	.00	9,941.09	20260375	05/13/2026
		4.7-5.6	1446602600	WILCOX LIGHTS	10	05/07/2026	42.90	.00	42.90	20260375	05/13/2026
		4.7-5.6	0243557650	2 MG TANK	11	05/07/2026	22.39	.00	22.39	20260375	05/13/2026
		4.7-5.6	0243557693	BULK WATER STATION	12	05/07/2026	171.82	.00	171.82	20260375	05/13/2026
		4.7-5.6	1446602600	CONCESSION STAND	13	05/07/2026	42.69	.00	42.69	20260375	05/13/2026
		4.7-5.6	0145207830	LIONS PARK	14	05/07/2026	23.09	.00	23.09	20260375	05/13/2026
		4.7-5.6	0243557670	SOUTH PLANT	15	05/07/2026	261.60	.00	261.60	20260375	05/13/2026
		4.7-5.6	0243507660	PUMP @ RIVER	16	05/07/2026	2,579.33	.00	2,579.33	20260375	05/13/2026
		4.7-5.6	0243507640	NEW RAW WATER PUMP	17	05/07/2026	11,238.55	.00	11,238.55	20260375	05/13/2026
		4.7-5.6	0145207830	PAVILION	18	05/07/2026	31.02	.00	31.02	20260375	05/13/2026
		4.7-5.6	0145207830	PIONEER PARK	19	05/07/2026	88.44	.00	88.44	20260375	05/13/2026
		4.7-5.6	0145207830	QUARTZ PARK	20	05/07/2026	21.45	.00	21.45	20260375	05/13/2026
		4.7-5.6	0140608510	CITY SHOP	21	05/07/2026	245.17	.00	245.17	20260375	05/13/2026
		4.7-5.6	0140608632	North Plant	22	05/07/2026	294.00	.00	294.00	20260375	05/13/2026
		4.7-5.6	0243507600	MINNEQUA CANAL PUMP	23	05/07/2026	5,063.44	.00	5,063.44	20260375	05/13/2026
		4.7-5.6	0444151800	POOL	24	05/07/2026	65.03	.00	65.03	20260375	05/13/2026
		4.7-5.6	0243507620	W PUMP STATION	25	05/07/2026	255.24	.00	255.24	20260375	05/13/2026
Total 1718:							36,116.18	.00	36,116.18		
1805	ACORN PETROLEUM	4.30.26	0348704000	GASOLINE Police oil	1	04/30/2026	8,756.36	.00	8,756.36	46749	05/13/2026

Vendor Number	Name	Invoice Number	GL Account	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 1805:							8,756.36	.00	8,756.36		
2497	Gobins Inc	AR5227783	0141503000	copier lease city hall	1	05/01/2026	234.80	.00	234.80	46755	05/13/2026
Total 2497:							234.80	.00	234.80		
2719	Rocky Mountain Behavior	210046	0142103100	Drug Screening	1	05/01/2026	170.00	.00	170.00	46759	05/13/2026
Total 2719:							170.00	.00	170.00		
2871	Core & Main	102489	0243807930	Fittings	1	05/01/2026	1,967.69	.00	1,967.69	46752	05/13/2026
		Y867018	0249509030	Water equipment	1	04/28/2026	2,425.00	.00	2,425.00	46752	05/13/2026
Total 2871:							4,392.69	.00	4,392.69		
3110	Old School Concrete & Re	ROBINSON	1743107570	ADA Sidewalk Replacemen	1	05/07/2026	275.00	.00	275.00	46757	05/13/2026
		ROBINSON	1743107570	ADA Sidewalk Replacemen	2	05/07/2026	800.00	.00	800.00	46757	05/13/2026
		SIDEWALK	1743107572	2nd street Concrete Repair	1	05/07/2026	1,650.00	.00	1,650.00	46738	05/13/2026
Total 3110:							2,725.00	.00	2,725.00		
3261	Quench USA , INC	INV1080782	0141503000	Water coolers	1	05/01/2026	226.59	.00	226.59	46758	05/13/2026
Total 3261:							226.59	.00	226.59		
3262	DKHorn Engineering & Des	22841	0757708100	Pioneer Park Bathroom Pr	1	05/06/2026	6,722.50	.00	6,722.50	46754	05/13/2026
Total 3262:							6,722.50	.00	6,722.50		
3289	Darren Jones	CYANIDE	0249509999	Property clean up Cyanide	1	05/05/2026	495.00	.00	495.00	46753	05/13/2026
		CYANIDE	0144107660	Canfiled Clean up	2	05/05/2026	425.00	.00	425.00	46753	05/13/2026
Total 3289:							920.00	.00	920.00		
3294	Jolina Espinoza	1	0142103100	Refund PD BMW footage c	1	05/12/2026	160.00	.00	160.00	46756	05/13/2026
Total 3294:							160.00	.00	160.00		

Vendor Number	Name	Invoice Number	GL Account	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Grand Totals:							<u>61,481.87</u>	<u>.00</u>	<u>61,481.87</u>		

Report Criteria:
Detail report type printed

COUNCIL ACTION FORM
MEETING DATE: MAY 18, 2026
STAFF REPORT: ASHLEY FOX

Agenda Item: Consider approving Ordinance No. 2 - 2026, an ordinance adding Chapter 15.13 “Wildfire Resiliency Code” to Title 15 of the Florence Municipal Code

Department: Planning Department

Background / Description of Item:

The State of Colorado adopted Senate Bill 23-166, which required local jurisdictions to adopt the Colorado Wildfire Resiliency Code by April 1, 2026, in order to establish statewide standards intended to reduce wildfire risk to life, property, and infrastructure.

The Colorado Division of Fire Prevention and Control (DFPC), in coordination with the Colorado State Forest Service (CSFS), developed the Colorado Wildfire Resiliency Code to provide minimum construction standards for development located in wildfire hazard areas. The Code addresses items such as building materials, defensible space, and site design intended to improve the resilience of structures and infrastructure in areas at risk of wildfire.

Earlier this year House Bill 26-1334, (Modify Standards of Wildfire Resiliency Code Board) was introduced and presented to the House Committee on Transportation, Housing, and Local Government. The bill was intended to change the required adoption date of the Wildfire Resiliency Code from April 1, 2026, to December 31, 2026, and to require the Wildfire Resiliency Code Board review the code before July 1, 2026.

House Bill 26-1334 was postponed indefinitely by the House Committee on Transportation, Housing, and Local Government, effectively ending its consideration.

On March 24, 2026, City Council was first presented with the Colorado Wildfire Resiliency Code for consideration. Following discussion, Council voted to table the item for further review and continued consideration at the May 18, 2026, meeting.

Staff Comments:

The proposed ordinance adopts the Colorado Wildfire Resiliency Code by reference and incorporates it into the Florence Municipal Code as Chapter 15.13 under Title 15 – Buildings and Construction.

The ordinance establishes that:

- The Code will apply to new construction, substantial improvements, and other development activities occurring within those designated areas.
- The provisions of the Code will supplement the City’s existing building and fire codes and will not replace the City’s currently adopted building code.
- The Florence Building Department will administer and enforce the Code through existing permitting, plan review, inspection, and enforcement procedures.
- Existing structures will not be required to retrofit, unless they undergo substantial improvement or other development activities as defined by the Code.

The ordinance also adopts by reference the official Colorado Wildfire Resiliency Code Map, developed by Colorado Division of Fire Prevention and Control (DFPC) and the Colorado State Forest Service, which identifies wildfire hazard classifications.

- The Code will apply only within designated Wildfire Hazard Areas as identified on the official Wildfire Hazard Area Map adopted by the City Council.
- The requirements of the Colorado Wildfire Resiliency Code will apply only to properties located within the designated wildfire hazard areas shown on the adopted map.

Financial Impact:

Staff does not anticipate a significant fiscal impact to the City. Administration and enforcement of the Code will be handled through existing Building Department permitting and inspection processes.

Attachments included:

- Ordinance No. 2 – 2026
- 2025 Colorado Wildfire Resiliency Code

Suggested Motions:

- I move that the Florence City Council approve the 1st reading of Ordinance No. 2 - 2026, an ordinance adopting the Colorado Wildfire Resiliency Code by reference and adding Chapter 15.13 to the Florence Municipal Code, and therefore adopting the Colorado Wildfire Resiliency Code by reference.
- I move that the Florence City Council deny the 1st reading of Ordinance No. 2 - 2026, an ordinance adopting the Colorado Wildfire Resiliency Code by reference and adding Chapter 15.13 to the Florence Municipal Code.

ORDINANCE NO. 2 - 2026

AN ORDINANCE ADDING CHAPTER 15.13 “WILDFIRE RESILIENCY CODE” TO TITLE 15 OF THE FLORENCE MUNICIPAL CODE AND THEREBY ADOPTING THE COLORADO WILDFIRE RESILIENCY CODE BY REFERENCE; ESTABLISHING APPLICABILITY WITHIN DESIGNATED WILDFIRE HAZARD AREAS; AND PROVIDING FOR ADMINISTRATION AND ENFORCEMENT.

WHEREAS, the City Council of the City of Florence, Colorado, pursuant to Colorado statute and the Florence Municipal Code, is vested with the authority to administer the affairs of the City of Florence, Colorado; and

WHEREAS, municipalities are authorized pursuant to § 31-16-201, C.R.S., to adopt codes by reference; and

WHEREAS, the Colorado Wildfire Resiliency Code Board has developed the state model code to establish minimum standards intended to reduce wildfire risk to life, property, and infrastructure; and

WHEREAS, Senate Bill 23-166 requires local jurisdictions to adopt the Colorado Wildfire Resiliency Code by April 1, 2026, to ensure statewide wildfire mitigation readiness by July 1, 2026; and

WHEREAS, the City Council finds that adoption of the Colorado Wildfire Resiliency Code within designated wildfire hazard areas is necessary to promote public health, safety, and welfare; and

WHEREAS, the City Council desires to adopt the Code by reference and incorporate it into the Municipal Code as a new chapter under Title 15 – Buildings and Construction, without repealing or replacing the City’s existing adopted building code.

NOW, THEREFORE, BE IT ORDAINED BY THE FLORENCE CITY COUNCIL AS FOLLOWS:

Section 1 – Addition to Municipal Code

Title 15 of the Florence Municipal Code is hereby amended by adding Chapter 15.13, to read as follows:

CHAPTER 15.13 – WILDFIRE RESILIENCY CODE

15.13.010 – Adoption by Reference

Pursuant to § 31-16-201, C.R.S., the Colorado Wildfire Resiliency Code, as published by the Colorado Wildfire Resiliency Code Board, including any appendices and referenced standards, is hereby adopted by reference as if fully set forth herein.

15.13.020 - Applicability

A. The provisions of this Chapter and the adopted Code shall apply only to properties located within designated Wildfire Hazard Areas as identified on the official Wildfire Hazard Area Map adopted by the City Council.

B. Effective July 1, 2026, the Code shall apply to new construction, substantial improvements, and other development activities as defined therein, occurring within such designated Wildfire Hazard Areas.

15.13.030 - Relationship to Other Codes

A. This Chapter supplements the City’s adopted building and fire codes.

B. Where provisions of the Colorado Wildfire Resiliency Code conflict with other adopted codes of the City, the more restrictive provision shall apply within designated Wildfire Hazard Areas.

C. Nothing in this Chapter shall be construed to repeal or replace the City’s adopted building code, except as specifically applicable within designated Wildfire Hazard Areas.

15.13.040 – Administration

A. The Florence Building Department is designated as the Code Official for purposes of administration and enforcement of this Chapter.

B. Permits, plan review, inspections, and enforcement procedures shall be consistent with those established under Title 15 of the Municipal Code.

15.13.050 – Enforcement and Penalties

A. Any violation of this Chapter or the adopted Colorado Wildfire Resiliency Code shall constitute a violation of the Florence Municipal Code.

B. The Building Official shall have authority to issue correction notices, stop-work orders, and other administrative enforcement actions authorized under Title 15.

C. In addition, any authorized Code Enforcement Officer of the City is hereby empowered to enforce the provisions of this Chapter and may issue municipal summonses and complaints for violations in the same manner as set forth in Chapter 1.12 of the Florence Municipal Code.

Section 2. Adoption of Wildfire Hazard Area Map.

A. The City Council hereby adopts the official Colorado Wildfire Resiliency Code Map, developed by the Colorado Wildfire Resiliency Code Board identifying areas within the City subject to the fire intensity classifications for purposes of applicability of Chapter 15.13 - Wildfire Resiliency Code.

B. The Colorado Wildfire Resiliency Code Map is incorporated herein by reference as if fully set forth and shall be accessible online, and/or maintained on file in the office of the City Clerk and the Building Department.

C. The provisions of Chapter 15.13 and the adopted Colorado Wildfire Resiliency Code shall apply only to properties located within the designated fire intensity classifications as identified on the officially adopted map.

Section 3. Severability.

If any section, subsection, sentence, clause, or phrase of this Ordinance is held invalid, such decision shall not affect the remaining portions of this Ordinance.

INTRODUCED AS AN ORDINANCE, PASSED ON ITS FIRST READING, ASSIGNED AN ORDINANCE NUMBER AND ORDERED TO BE PUBLISHED IN *THE DAILY RECORD*, THE CITY'S OFFICIAL NEWSPAPER ON THIS ____ DAY OF _____, 2026.

ATTEST: CITY OF FLORENCE, COLORADO

Cortlyne Huppe, City Clerk

BY: _____
Steve Wolfe, Mayor

Ordinance published in full on _____, 2026 in the *Daily Record*

Passed and adopted on its second reading this ____ day of _____, 2026.

ATTEST: CITY OF FLORENCE, COLORADO

Cortlyne Huppe, City Clerk

BY: _____
Steve Wolfe, Mayor

Ordinance published by title, on _____, 2026 in the *Daily Record*



COLORADO
Wildfire
Resiliency
Code Board

2025

Colorado Wildfire Resiliency Code

01 June 2025



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CWRC Version 1.0

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Attributions

ATTRIBUTIONS

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Chapter 1 - Scope and Administration

PART 1 GENERAL PROVISIONS

SECTION 101 SCOPE AND GENERAL REQUIREMENTS

101.1 Title. These regulations shall be known as the Colorado Wildfire Resiliency Code as adopted by [NAME OF JURISDICTION], hereinafter referred to as “this code.”

101.2 Scope. The provisions of this code shall apply to the construction, alteration, movement, repair, maintenance and use of any building, structure or premises that contain *occupiable* and/or *habitable space*, or change in use resulting in an occupiable and/or habitable space, unless excepted, within the *wildland-urban interface* areas of Colorado, as designated in this code.

Buildings or conditions in existence at the time of the adoption of this code are allowed to have their use or occupancy continued, if such condition, use or occupancy was legal at the time of the adoption of this code, provided that such continued use does not constitute a distinct danger to life or property.

Buildings or structures moved into or within the jurisdiction shall comply with the provisions of this code for new buildings or structures.

101.2.1 Appendices. Provisions in the appendices shall not apply unless specifically adopted.

101.2.2 Factory-Built Structures (nonresidential, residential, and tiny homes). Structure hardening provisions of this code for factory-built structures as defined by sections 24-32-3302(9), (10), (11), and (35), C.R.S., are in accordance with Rules adopted by the Division of Housing in 8 CCR 1302-1, Rule 2 Codes and Standards.

101.2.3 HUD Code Homes. Homes built to the HUD Manufactured Home Construction and Safety Standards are exempt from structure hardening requirements on their first installation. Homes built to the HUD Manufactured Home Construction and Safety Standards which are moved into an applicable Wildfire Resiliency code area are subject to the provisions of this code as required by the authority having jurisdiction.

101.3 Purpose. The purpose of this code is to establish minimum regulations for the safeguarding of life and for property protection. Regulations in this code are intended to mitigate the risk to life and structures from intrusion of fire from wildland fire exposures and fire exposures from adjacent structures and to mitigate structure fires from spreading to wildland fuels. The extent of this regulation is intended to be tiered commensurate with the relative level of hazard present.

The unrestricted use of property in *wildland-urban interface* areas is a potential threat to life and property from fire and resulting erosion. Safeguards to prevent the occurrence of fires and to



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provide adequate fire protection facilities to control the spread of fire in *wildland-urban interface* areas shall be in accordance with this code.

This code shall supplement the jurisdiction's building and fire codes, if such codes have been adopted, to provide for special regulations to mitigate the fire- and life-safety hazards of the *wildland-urban interface* areas.

101.4 Retroactivity. The provisions of the code shall apply to conditions arising after the adoption thereof, conditions not legally in existence at the adoption of this code and conditions that, in the opinion of the *code official*, constitute a distinct hazard to life or property.

Exception: Provisions of this code that specifically apply to existing conditions are retroactive.

101.5 Additions or alterations. Additions or alterations shall be permitted to be made to any building or structure without requiring the existing building or structure to comply with all of the requirements of this code, provided that, when the work increases the footprint of the existing structure by 500 square feet or greater, the addition or alteration conforms to that required for a new building or structure.

Exception: Provisions of this code that specifically apply to existing conditions are retroactive.

Additions or alterations shall not be made to an existing building or structure that will cause the existing building or structure to be in violation of any of the provisions of this code nor shall such additions or alterations cause the existing building or structure to become unsafe. An unsafe condition shall be deemed to have been created if an addition or alteration will cause the existing building or structure to become structurally unsafe or overloaded; will not provide adequate access in compliance with the provisions of this code or will obstruct existing exits or access; will create a fire hazard; will reduce required fire resistance or will otherwise create conditions dangerous to human life.

101.6 Roof coverings. The *roof covering* on buildings or structures in existence prior to adoption of this code that are replaced or have 25 percent or more of the surface area of the roof replaced, or where work to reconstruct, alter, or repair the *roof covering* effectively replaces such material, shall require the entirety of the *roof covering* to be replaced with a *roof covering* required for new construction specified in Sections 403.2 through 403.2.2.

Exception: Existing *roof coverings* that are compliant with Section 403.2.

101.7 Exterior walls. The exterior walls of building or structures in existence prior to adoption of this code where 25 percent or more of the total exterior wall surface area is replaced, or where work to reconstruct, alter or repair the exterior walls effectively replaces the exterior wall material, shall require the entirety of the exterior wall surface area, including attachments, to be replaced with materials required for new construction specified in Section 404.3 through 404.3.2



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and the immediate zone within 5 feet of the structure shall be made to comply with Section 503.1.

Exception: Existing exterior walls that are compliant with Section 404.3.

101.8 Maintenance. Buildings, structures, landscape materials, vegetation, *defensible space* or other devices or safeguards required by this code shall be maintained in conformance to the code edition under which installed. The owner or the owner's authorized agent shall be responsible for the maintenance of buildings, structures, landscape materials and vegetation.

SECTION 102—APPLICABILITY

102.1 General. Where there is a conflict between a general requirement and a specific requirement, the specific requirement shall govern. Where, in any specific case, different sections of this code, or any other adopted code, specify different materials, methods of construction or other requirements, the most restrictive shall govern.

102.2 Other laws. The provisions of this code shall not be deemed to nullify any provisions of local, state or federal law.

102.3 Application of references. References to chapter or section numbers, or to provisions not specifically identified by number, shall be construed to refer to such chapter, section or provision of this code.

102.4 Referenced codes and standards. The codes and standards referenced in this code are listed throughout this code. Such codes and standards shall be considered as part of the requirements of this code to the prescribed extent of each such reference and as further regulated in Sections 102.4.1 and 102.4.2.

102.4.1 Conflicts. Where conflicts occur between provisions of this code and the referenced codes and standards, the provisions of this code shall govern.

102.4.2 Provisions in referenced codes and standards. Where the extent of the reference to a referenced code or standard includes subject matter that is within the scope of this code, the provisions of this code, as applicable, shall take precedence over the provisions in the referenced standard.

102.5 Subjects not regulated by this code. Where applicable standards or requirements are not set forth in this code, or are contained within other laws, codes, regulations, ordinances or policies adopted by the authority having jurisdiction, compliance with applicable standards of other nationally recognized safety standards, as *approved*, shall be deemed as prima facie evidence of compliance with the intent of this code. Nothing herein shall derogate from the authority of the *code official* to determine compliance with codes or standards for those activities or installations within the code official's jurisdiction or responsibility.

102.6 Matters not provided for. Requirements that are essential for the public safety of an existing or proposed activity, building or structure, or for the safety of the occupants thereof,



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which are not specifically provided for by this code, shall be determined by the *code official* consistent with the necessity to establish the minimum requirements to safeguard the public health, safety and general welfare.

102.7 Partial invalidity. In the event that any part or provision of this code is held to be illegal or void, this shall not have the effect of making void or illegal any of the other parts or provisions.

102.8 Existing conditions. The legal occupancy or use of any structure or condition existing on the date of adoption of this code shall be permitted to continue without change, except as is specifically covered in this code, the *International Fire Code* or the *International Property Maintenance Code*, or as is deemed necessary by the *code official* for the general safety and welfare of the occupants and the public.

102.9 Historic structures. A variance is authorized to be issued for the repair or rehabilitation of a historic structure or construction of a contributing structure upon a determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure, and the variance is the minimum necessary to preserve the historic character and design of the structure, within the spirit of this code.

Exception: Within wildfire hazard areas, historic structures that do not meet one or more of the following designations:

1. Listed or preliminarily determined to be eligible for listing in the National Register of Historic Places.
2. Determined as contributing to the historical significance of a registered historic district or a district preliminarily determined to qualify as an historic district.
3. Designated as historic under a state or local historic preservation program.

102.9.1 Historic preservation exemption. The authority having jurisdiction may establish a historic preservation exemption or exemptions in their jurisdiction that consists of the spirit and intent of this code.

102.10 Work exempt from permit under this code. Exemptions from code requirements shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of the jurisdiction. Compliance with this code shall not be required for the following:

1. Interior alterations of existing structures.
2. Additions that do not increase the footprint of a structure by more than 500 square feet.
3. The reconstruction, replacement, alteration, or repair of the exterior walls of an existing building, when less than 25 percent of the surface area of all exterior walls is affected.
4. The reconstruction, replacement, alteration, or repair of the exterior *roof covering* of an existing building, when less than 25 percent of the surface area of the exterior *roof covering* or an attachment thereto is affected.



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5. Alterations or repairs to the exterior of an existing structure, or an attachment to it, when less than twenty-five percent of the exterior of the structure is affected by the alteration or repair.
6. Painting, staining and similar maintenance or restorative work.
7. One-story detached accessory, nonhabitable structures, such as tool and storage sheds, playhouses and similar uses, provided that the floor area does not exceed 120 square feet and the structure is located greater than or equal to 10 feet from the nearest adjacent occupiable structure.
8. *Accessory structures* and buildings of an accessory character classified as Utility and Miscellaneous Group U (including Agricultural Structures) located more than 50 feet from a structure containing *occupiable* or *habitable space*.
9. Fences located more than 8 feet from a habitable structure.
10. Any thirty-five acre parcel with only one residential structure on it that does not abut a residential or commercial area.

PART 2—ADMINISTRATION AND ENFORCEMENT

SECTION 103—CODE COMPLIANCE AGENCY

103.1 Creation of agency. The [INSERT NAME OF DEPARTMENT] is hereby created and the official in charge thereof shall be known as the *code official*. The function of the agency shall be the implementation, administration and enforcement of the provisions of this code.

103.2 Appointment. The *code official* shall be appointed by the chief appointing authority of the jurisdiction.

103.3 Deputies. In accordance with the prescribed procedures of this jurisdiction and with the concurrence of the appointing authority, the *code official* shall have the authority to appoint a deputy *code official*, other related technical officers, inspectors and other employees. Such employees shall have powers as delegated by the *code official*.

SECTION 104—DUTIES AND POWERS OF THE CODE OFFICIAL

104.1 Powers and duties of the code official. The *code official* is hereby authorized to enforce the provisions of this code.

104.2 Determination of compliance. The *code official* shall have the authority to determine compliance with this code, to render interpretations of this code and to adopt policies and procedures in order to clarify the application of its provisions. Such interpretations, policies and procedures:

1. Shall be in compliance with the intent and purpose of this code.
2. Shall not have the effect of waiving requirements specifically provided for in this code.



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104.2.1 Technical assistance. To determine compliance with this code, the *code official* is authorized to require the owner, the owner's authorized agent or the person in possession or control of the building or premises to provide a technical opinion and report.

104.2.1.1 Costs. A technical opinion and report shall be provided without charge to the jurisdiction.

104.2.1.2 Preparer qualifications. The technical opinion and report shall be prepared by a qualified engineer, specialist, laboratory or fire safety specialty organization acceptable to the *code official*. The *code official* is authorized to require design submittals to be prepared by, and bear the stamp of, a registered design professional.

104.2.1.3 Content. The technical opinion and report shall analyze the properties of the design, operation or use of the building or premises, the facilities and appurtenances situated thereon and fuel management to identify and propose necessary recommendations.

104.2.1.4 Tests. Where there is insufficient evidence of compliance with the provisions of this code, the *code official* shall have the authority to require tests as evidence of compliance. Test methods shall be as specified in this code or by other recognized test standards. In the absence of recognized test standards, the *code official* shall approve the testing procedures. Such tests shall be performed by a party acceptable to the *code official*.

104.2.2 Alternative materials, design and methods. The provisions of this code are not intended to prevent the installation of any material or to prohibit any design or method of construction not specifically prescribed by this code, provided that any such alternative has been *approved*.

104.2.2.1 Approval authority. An alternative material, design or method shall be *approved* where the *code official* finds that the proposed alternative is satisfactory and complies with Sections 104.2.2.2 through 104.2.2.7, as applicable.

104.2.2.2 Application and disposition. Where required, a request to use an alternative material, design or method of construction shall be submitted in writing to the *code official* for approval. Where the alternative material, design or method of construction is not approved, the *code official* shall respond in writing, stating the reasons the alternative was not approved.

104.2.2.3 Compliance with code intent. An alternative material, design or method of construction shall comply with the intent of the provisions of this code.



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104.2.2.4 Equivalency criteria. An alternative material, design or method of construction shall, for the purpose intended, be not less than the equivalent of that prescribed in this code with respect to all of the following, as applicable:

1. Quality.
2. Strength.
3. Effectiveness.
4. Durability.
5. Safety, other than fire safety.
6. Fire safety.

104.2.2.5 Tests. Tests conducted to demonstrate equivalency in support of an alternative material, design or method of construction application shall be of a scale that is sufficient to predict performance of the end use configuration. Tests shall be performed by a party acceptable to the *code official*.

104.2.2.5.1 Fire tests. Tests conducted to demonstrate equivalent fire safety in support of an alternative material, design or method of construction application shall be of a scale that is sufficient to predict fire safety performance of the end use configuration. Tests shall be performed by a party acceptable to the *code official*.

104.2.2.6 Reports. Supporting data, where necessary to assist in the approval of materials or assemblies not specifically provided for in this code, shall comply with Sections 104.2.2.6.1 and 104.2.2.6.2.

104.2.2.6.1 Evaluation reports. Evaluation reports shall be issued by an *approved* agency and use of the evaluation report shall require approval by the *code official* for the installation. The alternate material, design or method of construction and product evaluated shall be within the scope of the *code official's* recognition of the *approved* agency. Criteria used for the evaluation shall be identified within the report and, where required, provided to the *code official*.

104.2.2.6.2 Other reports. Reports not complying with Section 104.2.2.6.1 shall describe criteria, including but not limited to any referenced testing or analysis, used to determine compliance with code intent and justify code equivalence. The report shall be prepared by a qualified engineer, specialist, laboratory or fire safety specialty organization acceptable to the *code official*. The *code official* is authorized to require design submittals to be prepared by, and bear the stamp of, a registered design professional.

104.2.2.7 Peer review. The *code official* is authorized to require submittal of a peer review report in conjunction with a request to use an alternative material, design or



method of construction, prepared by a peer reviewer that is *approved* by the *code official*.

104.2.3 Modifications. Where there are practical difficulties involved in carrying out the provisions of this code, the *code official* shall have the authority to grant modifications for individual cases, provided that the *code official* shall first find that one or more special individual reasons make the strict letter of this code impractical, that the modification is in conformance with the intent and purpose of this code, and that such modification does not lessen health, life and fire safety requirements. The details of the written request and action granting modifications shall be recorded and entered into the files of the code enforcement agency.

104.3 Applications and permits. The *code official* is authorized to receive applications, review construction documents and issue permits for construction regulated by this code, issue permits for operations regulated by this code, inspect the premises for which such permits have been issued and enforce compliance with the provisions of this code.

104.4 Access to Property. For the purpose of inspecting and enforcing the provisions of this code and the terms and conditions of any permit issued under this code, the *code official* is authorized to enter upon private property at reasonable times and upon reasonable notice for the purpose of determining compliance with this code and to evaluate conditions relative to the permit application.

104.4.1 Authorization. The owner or occupant of the property having a permit under this code shall allow the *code official* access to the property to perform the required inspections. If access is denied, the *code official* shall apply to the Court with jurisdiction to seek authority to access the property.

104.5 Identification. The *code official* shall carry proper identification when inspecting structures or premises in the performance of duties under this code.

104.6 Notices and orders. The *code official* shall issue all necessary notices or orders to ensure compliance with this code.

104.7 Official records. The *code official* shall keep official records as required by Sections 104.7.1 through 104.7.5. Such official records shall be retained for not less than 5 years or for as long as the structure or activity to which such records relate remains in existence, unless otherwise provided by other regulations.

104.7.1 Approvals. A record of approvals shall be maintained by the *code official* and shall be available for public inspection during business hours in accordance with applicable laws.

104.7.2 Inspections. The *code official* shall keep a record of each inspection made, including notices and orders issued, showing the findings and disposition of each.



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104.7.3 Code alternatives and modifications. Application for alternative materials, design and methods of construction and equipment in accordance with Section 104.2.2; modifications in accordance with Section 104.2.3; and documentation of the final decision of the *code official* for either shall be in writing and shall be retained in the official records.

104.7.4 Tests. The *code official* shall keep a record of tests conducted to comply with Sections 104.2.1.4 and 104.2.2.5.

104.7.5 Fees. The *code official* shall keep a record of fees collected and refunded in accordance with Section 106.

104.8 Liability. The *code official*, member of the board of appeals or employee charged with the enforcement of this code, while acting for the jurisdiction, in good faith and without malice in the discharge of the duties required by this code or other pertinent law or ordinance, shall not thereby be rendered personally liable, either civilly or criminally, and is hereby relieved from all personal liability for any damage accruing to persons or property as a result of an act or by reason of any act or omission in the discharge of official duties.

104.8.1 Legal defense. Any suit or criminal complaint instituted against any officer or employee because of an act performed by that officer or employee in the lawful discharge of duties and under the provisions of this code or other laws or ordinances implemented through the enforcement of this code shall be defended by legal representatives of the jurisdiction until final termination of the proceedings. The *code official* or any subordinate shall not be liable for costs in an action, suit or proceeding that is instituted in pursuance of the provisions of this code.

104.9 Approved materials and equipment. Materials, equipment and devices approved by the *code official* shall be constructed and installed in accordance with such approval.

104.9.1 Materials and equipment reuse. Materials, equipment and devices shall not be reused unless such elements are in good working order and *approved*.

104.10 Other agencies. When requested to do so by the *code official*, other officials of this jurisdiction shall assist and cooperate with the *code official* in the discharge of the duties required by this code.

SECTION 105—TEMPORARY USES, EQUIPMENT AND SYSTEMS

105.1 General. The *code official* is authorized to issue a permit for temporary uses, equipment and systems. Such permits shall be limited as to time of service, but shall not be permitted for more than 180 days. The *code official* is authorized to grant extensions for demonstrated cause.

105.2 Conformance. Temporary uses, equipment and systems shall conform to the requirements of this code as necessary to ensure health, safety and general welfare.



105.3 Temporary service utilities. The *code official* is authorized to give permission to temporarily supply service utilities.

105.4 Termination of approval. The *code official* is authorized to terminate such permit for temporary uses, equipment and systems and to order the same to be discontinued.

SECTION 106—FEES

106.1 General. An AHJ has the authority to establish fees.

SECTION 107—STOP WORK ORDER

107.1 Authority. Where the *code official* finds any work regulated by this code being performed in a manner contrary to the provisions of this code or in a dangerous or unsafe manner, the *code official* is authorized to issue a stop work order.

107.2 Issuance. The stop work order shall be in writing and shall be given to the owner of the property, the owner's authorized agent or the person performing the work. Upon issuance of a stop work order, the cited work shall immediately cease. The stop work order shall state the reason for the order and the conditions under which the cited work is authorized to resume.

107.3 Emergencies. Where an emergency exists, the *code official* shall not be required to give a written notice prior to stopping the work.

107.4 Failure to comply. Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be subject to fines established by the authority having jurisdiction.



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Chapter 2 - Definitions

SECTION 201 GENERAL

201.1 Scope. Unless otherwise expressly stated, the following words and terms shall, for the purposes of this code, have the meanings shown in this chapter.

201.2 Interchangeability. Words stated in the present tense include the future; words stated in the masculine gender include the feminine and neuter; and the singular number includes the plural and the plural the singular.

201.3 Terms defined in other codes. Where terms are not defined in this code and are defined in other International Codes, such terms shall have the meanings ascribed to them as in those codes.

201.4 Terms not defined. Where terms are not defined through the methods authorized by this section, such terms shall have their ordinarily accepted meanings such as the context implies.

SECTION 202 DEFINITIONS

ACCESSORY STRUCTURE. A building or structure used to shelter or support any material, equipment, chattel or occupancy other than a habitable building.

AGRICULTURAL BUILDING. A structure designed and constructed to house farm implements, hay, grain, poultry, livestock or other horticultural products. This structure shall not be a place of human habitation or a place of employment where agricultural products are processed, treated or packaged, nor shall it be a place used by the public.

APPROVED. Acceptable to the *code official*.

BUILDING. Any structure intended for supporting or sheltering any occupancy.

CLASS A TESTS. Class A Tests are applicable to *roof coverings* that are expected to be effective against severe fire exposure, afford a high degree of fire protection to the *roof deck*, do not slip from position, and are not expected to present a flying brand hazard.

CODE OFFICIAL. The official designated by the jurisdiction to interpret and enforce this code, or the *code official's* authorized representative.

DEFENSIBLE SPACE. An area either natural or man-made, where material capable of allowing a fire to spread unchecked has been treated, cleared or modified to slow the rate and intensity of an advancing wildfire and to create an area for fire suppression operations to occur.



EMBELLISHMENTS. Elements incorporated in design and construction for ornamental or decorative purpose that are not integral to the structure or structural support.

FIRE INTENSITY CLASSIFICATION. The level of fire intensity identified for areas where significant fuel hazards and associated dangerous fire behavior may exist, based upon vegetative fuels, topography, weather conditions, and flame length value.

FIRE-RESISTANCE-RATED CONSTRUCTION. The use of materials and systems in the design and construction of a building or structure to safeguard against the spread of fire within a building or structure and the spread of fire to or from buildings or structures to the *wildland-urban interface* area.

FIRE-RETARDANT-TREATED WOOD. Fire-retardant-treated wood is any wood product that, when impregnated with chemicals by a pressure process or other means during manufacture, shall have, when tested in accordance with ASTM E84 or UL 723, a listed *flame spread index* of 25 or less. The ASTM E84 or UL723 test shall be continued for an additional 20-minute period and the flame front shall not progress more than 10.5 feet beyond the centerline of the burners at any time during the test.

FLAME SPREAD INDEX. A comparative measure, expressed as a dimensionless number, derived from visual measurements of the spread of flame versus time for a material tested in accordance with ASTM E84.

FUEL MODIFICATION. A method of modifying fuel load by reducing the amount of nonfire-resistive vegetation or altering the type of vegetation to reduce the fuel load.

HABITABLE SPACE. A space in a building for living, sleeping, eating or cooking.

HEAVY TIMBER CONSTRUCTION. As described in Section 602.4 of the 2024 *International Building Code*.

HOME IGNITION ZONE. Home Ignition Zone is the home and the area around the home (or structure). The HIZ takes into account both the potential of the structure to ignite and the quality of *defensible space* surrounding it.

IGNITION-RESISTANT BUILDING MATERIAL. A type of building material that resists ignition or sustained flaming combustion sufficiently so as to reduce losses from wildfire exposure of burning embers and small flames.



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IGNITION-RESISTANT VEGETATION. Plants that are less likely to readily ignite from a flame or other ignition source and produce fewer embers. While they can still be damaged by fire, their foliage and stems don't significantly contribute to the intensity of the fire.

LOG WALL CONSTRUCTION. A type of construction in which exterior walls are constructed of solid wood members and where the smallest horizontal dimension of each solid wood member is not less than 6 inches. Log wall construction shall follow requirements of ICC 400.

MULTILAYERED GLAZED PANELS. Window or door assemblies that consist of two or more independently glazed panels installed parallel to each other, having a sealed air gap in between, within a frame designed to fill completely the window or door opening in which the assembly is intended to be installed.

NONCOMBUSTIBLE. As applied to building construction material means a material that, in the form in which it is used, is either one of the following:

1. Material of which no part will ignite and burn when subjected to fire.
2. Any material conforming to ASTM E136 shall be considered noncombustible within the meaning of this section.
3. For the purposes of this code, fire-rated gypsum board tested in accordance with ASTM C1396 with no less than a 1-hour fire-resistance-rating with fire exposure from the outside only is considered a noncombustible material.

OCCUPIABLE SPACE. A room or enclosed space designed for human occupancy in which individuals congregate for amusement, education or similar purposes or in which occupants are engaged at labor.

ROOF ASSEMBLY. A system designed to provide weather protection and resistance to design loads. The system consists of a *roof covering* and *roof deck* or a single component serving as both the *roof covering* and the *roof deck*. A *roof assembly* can include an underlayment, thermal barrier, ignition barrier, insulation or a vapor retarder.

ROOF COVERING. The covering applied to the *roof deck* for weather resistance, fire classification or appearance.

ROOF DECK. The flat or sloped surface not including its supporting members or vertical supports.



SLOPE. The variation of terrain from the horizontal; the number of feet rise or fall per 100 feet measured horizontally, expressed as a percentage.

STRUCTURE. That which is built or constructed.

STRUCTURE IGNITION ZONE. Structure Ignition Zone is the structure and the area around the structure (or home). The SIZ takes into account both the potential of the structure to ignite and the quality of *defensible space* surrounding it.

TREE CROWN. The primary and secondary branches growing out from the main stem, together with twigs and foliage.

WILDLAND-URBAN INTERFACE. That geographical area where structures and other human development meets or intermingles with wildland or vegetative fuels.

Chapter 3 - Wildfire Hazard Identification

SECTION 301 GENERAL

301.1 Scope. The provisions of this chapter provide methodology to establish and record wildfire hazard based on the findings of fact to be regulated by this code.

301.2 Objective. The objective of this chapter is to provide simple baseline criteria for determining *wildland-urban interface* areas based on the wildfire hazard.

SECTION 302 WILDLAND-URBAN INTERFACE AREA DESIGNATIONS

302.1 Declaration. The AHJ shall declare the *wildland-urban interface* areas within the jurisdiction as defined by this code. The *wildland-urban interface* areas shall be based on the findings of fact.

SECTION 303 MAPPING AND APPLICABILITY

303.1 Mapping of Wildfire Hazard Areas. Wildfire Hazard shall be recorded on official maps. These maps identify areas subject to the provisions of this code and shall be available for public inspection through an accessible online platform and at designated local government offices.

303.1.1 Map. This map shall be based on a combination of factors including, but not limited to, vegetative fuels, topography, local weather patterns, and fire behavior modeling data.

303.1.2 Locally Developed Mapping. The AHJ may develop and adopt local maps designating wildfire hazard and *fire intensity classifications* within its jurisdictional boundaries in accordance with Sections 303.1 through 303.3.

303.2 Fire Intensity Classification. *Fire Intensity Classification* shall be identified on the map in accordance with Section 303.1. *Fire Intensity Classification* is determined by expected wildfire behavior, including flame length and suppression difficulty and is separated into three levels: low, moderate, and high. The identified *fire intensity classification* establishes code requirements for construction and mitigation.

303.2.1 Low Fire Intensity Classification. *Low Fire Intensity Classification* is identified in areas with light to medium surface fuels, such as grasses, shrubs, and scattered low-density vegetation. These fuels are often discontinuous, which limits flame propagation but can sustain burning under moderate weather conditions. Fires in this class may occur on gentle to moderate *slopes*, where topography begins to influence the rate of spread. Although flame lengths remain relatively small—typically less than two feet—limited spotting may occur, especially with wind. Trained firefighters with protective equipment and standard hand tools can usually suppress these fires through



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direct attack, particularly on *slopes* under 30 percent. Mechanized equipment is typically unnecessary.

Key Characteristics Include:

1. **Fuels:** Light to medium surface fuels, including grasses, shrubs, and scattered vegetation (e.g., WNL, USL fuel types).
2. **Flame Length:** Less than 2 feet.
3. **Rate of Spread:** Low, increasing with *slopes* over 20 percent.
4. **Spotting:** Very short-range spotting is possible under windy conditions.
5. **Terrain Influence:** More active fire behavior on moderate *slopes* (20 to 30 percent).
6. **Suppression Difficulty:** Easily suppressed by trained firefighters using basic protective gear and hand tools. Direct attack is effective, and mechanized support is rarely needed.

303.2.2 Moderate Fire Intensity Classification. *Moderate Fire Intensity Classification* is identified in areas with moderate to heavy fuel loads, such as dense shrubs, small trees, and accumulated ground fuels. Fires in this class present continuous horizontal and vertical fuel arrangements, allowing flames to reach up to 8 feet in length. Fire behavior is notably influenced by moderate to steep *slopes*, often accelerating the spread. Short-range spotting becomes more common, complicating suppression efforts. Ground crews typically require mechanized support, such as engines and dozers, to establish control lines. Aircraft assistance may be necessary, particularly in inaccessible terrain. There is a significant increase in the potential for property damage and risk to life, especially in *wildland-urban interface* areas.

Key Characteristics Include:

1. **Fuels:** Moderate to heavy fuels, including dense shrublands, small trees, timber litter, and canopy fuels (e.g., USH, UIH fuel types).
2. **Flame Length:** Up to 8 feet.
3. **Rate of Spread:** Moderate to high, increasing significantly on *slopes* over 30 percent.
4. **Spotting:** Short-range spotting is common.
5. **Terrain Influence:** Steep *slopes* (30 percent or greater) increase fire spread and intensity.
6. **Suppression Difficulty:** Challenging for ground crews without support from engines, dozers, or aircraft. Dozers and plows are generally effective on moderate terrain.

303.2.3 High Fire Intensity Classification. *High Fire Intensity Classification* is identified in areas with heavy, continuous fuel loads, such as dense forest canopies, thick



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understory growth, and heavy dead/downed material. Fires in this class frequently occur on steep *slopes*, often exceeding 40 percent, where topography dramatically increases the rate of spread and severity. Flame lengths can exceed 30 feet, and both short- and medium-range spotting are common, particularly in windy conditions. Direct suppression by ground crews is typically ineffective, requiring indirect attack strategies, such as backburns and aerial retardant drops. Fires in this class pose extreme risk to life, property, and firefighter safety, especially in rugged or remote areas.

Key Characteristics Include:

1. **Fuels:** Heavy fuels, including dense forests, urban core areas with heavy fuel loads, and canopy-dominated regions (e.g., WNH, USH, UCH fuel types).
2. **Flame Length:** Up to 30 feet or more.
3. **Rate of Spread:** Rapid, especially on *slopes* greater than 40 percent.
4. **Spotting:** Short-range spotting is common; medium-range spotting is possible under windy conditions.
5. **Terrain Influence:** *Slopes* over 40 percent amplify intensity and spread, creating dangerous conditions for suppression.
6. **Suppression Difficulty:** Direct attack by ground forces and dozers is generally ineffective. Indirect strategies (backburning, aerial support) are often necessary.

These fires present significant danger to life, property, and responder safety.

303.3 Applicability of Code Provisions. The requirements of this code shall apply to all parcels located within designated Wildfire Hazard Areas and corresponding *fire intensity classifications* as identified on the official maps. The level of structure hardening, *defensible space*, and other mitigation measures required shall correspond to the applicable *fire intensity classification*—Low, Moderate, or High—as established by the board.

Structures and parcels identified with low *fire intensity classification* shall be constructed and maintained in accordance with the provisions for Class 1 structure hardening and site and area requirements.

Structures and parcels identified with moderate to high *fire intensity classifications* shall be constructed and maintained in accordance with the provisions for Class 2 structure hardening and site and area requirements.

SECTION 304 GROUND-TRUTHING

304.1 Purpose. This section establishes a process for owners or the owners authorized representative to request a ground-truthing review of their property’s Wildfire Hazard or *fire intensity classification* as identified on state or locally adopted maps. The intent is to provide an opportunity to verify that mapping accurately reflects current, site-specific conditions.



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304.2 Determination of Fire Intensity Classification and Code Requirements. As determined by the *code official*, the *fire intensity classification* and associated requirements shall be based on a review of the vegetative fuels on the parcel and within 300' of the parcel boundary, topography, local weather patterns, and fire behavior modeling data and in accordance with the following *fire intensity classifications*:

304.2.1 *Low Fire Intensity Classification* in accordance with Section 303.2.1

304.2.2 *Moderate Fire Intensity Classification* in accordance with Section 303.2.2

304.2.3 *High Fire Intensity Classification* in accordance with Section 303.2.3

This determination shall be made based on existing conditions or conditions that have been established by a development plan approved by the local jurisdiction. Technical documentation shall be submitted in support of such request by a qualified wildfire professional and in accordance with Section 104.2.



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Chapter 4- Structure Hardening

SECTION 401 GENERAL

401.1 Scope. Exterior design and construction of new buildings and structures within the *wildland-urban interface* areas of Colorado shall be constructed in accordance with this chapter.

Exceptions:

1. Buildings of an accessory character classified as Group U occupancy (including *agricultural buildings*) of any size located at least 50 feet from a structure containing *occupiable* or *habitable space*.
2. One-story detached accessory, nonhabitable structures, such as tool and storage sheds, playhouses and similar uses, provided that the floor area does not exceed 120 square feet and the structure is located greater than or equal to 10 feet from the nearest adjacent occupiable structure.
3. The reconstruction, replacement, alteration, or repair of the exterior walls of an existing building, when less than 25 percent of the surface area of all exterior walls is affected.
4. The reconstruction, replacement, alteration, or repair of the exterior *roof covering* of an existing building, when less than 25 percent of the surface area of the exterior *roof covering* or an attachment thereto is affected.
5. Alterations or repairs to the exterior of an existing structure, or an attachment to it, when less than twenty-five percent of the exterior of the structure is affected by the alteration or repair.
6. Additions that do not increase the footprint of a structure by more than 500 square feet.

SECTION 402 BUILDING MATERIAL

402.1 Building material. Building materials shall comply with any one of the requirements in Section 402.2 through 402.4.

402.2 Noncombustible material. *Noncombustible* material shall comply with the definition of *noncombustible* materials in Section 202.

402.3 Fire-retardant-treated wood. *Fire-retardant-treated wood* shall be identified for exterior use and shall meet the requirements of Section 2303.2 of the 2024 *International Building Code*.

402.4 Ignition-resistant building material. Material shall be tested on the front and back faces in accordance with the extended ASTM E84 or UL 723 test, for a total test period of 30 minutes, or with the ASTM E2768 test. The materials shall bear identification showing the fire test results. Panel products shall be tested with a ripped or cut longitudinal gap of 1/8 inch. The materials, when tested in accordance with the test procedures set forth in ASTM E84 or UL 723



for a test period of 30 minutes, or with ASTM E2768, shall comply with Sections 402.4.1 through 402.4.3.3. Materials or products which melt, drip or delaminate to the extent that the flame front is interrupted are not permitted.

Exception: Materials composed of a combustible core and a noncombustible exterior covering made from either aluminum at a minimum 0.019 inch thickness or corrosion-resistant steel at a minimum 0.0149 inch thickness shall not be required to be tested with a ripped or cut longitudinal gap.

402.4.1 Flame spread. The material shall exhibit a *flame spread index* not exceeding 25.

402.4.2 Flame front. The material shall exhibit a flame front that does not progress more than 10 feet 6 inches beyond the centerline of the burner at any time during the test.

402.4.3 Weathering. *Ignition-resistant building materials* shall maintain their performance in accordance with this section under conditions of use. The materials shall meet the performance requirements for weathering (including exposure to temperature, moisture and ultraviolet radiation) contained in Sections 402.4.3.1 through 402.4.3.3, as applicable to the materials and conditions of use.

402.4.3.1 Evaluation requirements for weathering. Fire-retardant-treated wood, wood-plastic composite materials and plastic lumber materials shall be evaluated after weathering in accordance with Method A “Test Method for Accelerated Weathering of Fire-Retardant-Treated Wood for Fire Testing” in ASTM D2898.

402.4.3.2 Wood-plastic composite materials. Wood-plastic composite materials shall also demonstrate acceptable fire performance after weathering by the following procedure: first testing in accordance with ASTM E1354 at an incident heat flux of 50 kW/m² in the horizontal orientation, then weathering in accordance with ASTM D7032 and then retesting in accordance with ASTM E1354 and exhibiting an increase of no more than 10 percent in peak rate of heat release when compared to the peak heat release rate of the nonweathered material.

402.4.3.3 Plastic lumber materials. Plastic lumber materials shall also demonstrate acceptable fire performance after weathering by the following procedure: first testing in accordance with ASTM E1354 at an incident heat flux of 50 kW/m² in the horizontal orientation, then weathering in accordance with ASTM D6662 and then retesting in accordance with ASTM E1354 and exhibiting an increase of no more than 10 percent in peak rate of heat release when compared to the peak heat release rate of the nonweathered material.



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SECTION 403 CLASS 1 STRUCTURE HARDENING

403.1 General. Class 1 structure hardening shall be in accordance with Sections 403.2 through 403.4.2 and shall apply to buildings and structures hereafter constructed, modified or relocated into or within areas of the *wildland-urban interface* having a low fire hazard severity.

403.2 Roofing. Roofs shall have a *roof covering* or *roof assembly* classified as Class A when tested in accordance with ASTM E108 or UL 790.

403.2.1 Flame and ember protection of roofs. For roof assemblies where the roof covering profile creates a space between the roof covering and roof deck, the space shall resist the entry of flames and embers by one or more of the following methods:

1. Firestopping with noncombustible material of the space between the roof covering and the roof deck.
2. Installation of one layer of cap sheet complying with ASTM D3909 over the combustible roof deck.
3. Installation of a listed Class A classified roof assembly.

403.2.2 Roof valley flashings. Valley flashings shall be not less than 0.019 inch (No. 26 galvanized sheet gage) corrosion-resistant metal installed over a minimum 36-inch-wide underlayment consisting of one layer of cap sheet complying with ASTM D3909 running the full length of the valley.

403.3 Gutters and downspouts. Gutters and downspouts shall be constructed of *noncombustible* material.

403.4 Ventilation Openings. Ventilation openings for enclosed attics, enclosed rafter spaces, and underfloor spaces shall be in accordance with Section 403.4.1 or Section 403.4.2 as applicable.

403.4.1 Performance Requirements. Ventilation openings shall be fully covered with listed vents, tested in accordance with ASTM E2886, to demonstrate compliance with all the following requirements:

1. There shall be no flaming ignition of the cotton material during the Ember Intrusion Test.
2. There shall be no flaming ignition during the Integrity Test portion of the Flame Intrusion Test.
3. The maximum temperature of the unexposed side of the vent shall not exceed 662°F (350°C).

403.4.2 Prescriptive Requirements. Ventilation openings for enclosed attics, enclosed rafter spaces, and underfloor spaces shall be covered with *noncombustible* 404.3 corrosion-resistant mesh with openings not to exceed 1/8-inch.



SECTION 404 CLASS 2 STRUCTURE HARDENING

404.1 General. Class 2 structure hardening shall be in accordance with Sections 404.2 through 404.10.1 as well as the provisions of Class 1 structure hardening in Sections 403.2-403.4.2 and shall apply to buildings and structures hereafter constructed, modified or relocated into or within areas of the *wildland-urban interface* having a moderate or high fire hazard severity. See also Sections 101.6-101.7.

404.2 Protection of eaves. Eaves and soffits shall be protected on the exposed underside by *noncombustible material, ignition-resistant materials*, or by materials approved for not less than 1-hour *fire-resistance-rated construction, 5/8-inch Type X drywall*, 2-inch nominal dimension lumber, or 1 inch nominal *fire-retardant-treated wood* or 3/4 inch nominal fire-retardant-treated plywood, identified for exterior use and meeting the requirements of Section 2303.2 of the 2024 *International Building Code*. Fascias are required and shall be protected on the backside by *noncombustible material, ignition-resistant materials*, or by materials approved for not less than 1-hour *fire-resistance-rated construction, 5/8-inch Type X drywall*, or 2- inch nominal dimension lumber.

404.3 Exterior Walls. Exterior walls of buildings or structures shall be constructed with one of the following methods:

1. Exterior wall assemblies with a minimum of 1-hour fire-resistance rating, rated for exposure on the exterior side.
2. *Approved noncombustible materials.*
3. *Heavy timber or log wall construction.*
4. *Noncombustible materials* complying with Section 402.2 on the exterior side.
5. *Fire-retardant treated wood* complying with Section 402.3 on the exterior side. The *fire-retardant-treated wood* shall be labeled for exterior use and meet the requirements of Section 2303.2 of the 2024 *International Building Code*.
6. Ignition-resistant materials complying with Section 402.4 on the exterior side.

Such material shall extend from the top of the foundation to the underside of the eave or the underside of the roof sheathing.

Exceptions:

1. Exterior wall *embellishments* and architectural trim (exclusive of trim on exterior windows and doors) not to exceed 5 percent of the square footage of the exterior wall.
2. Roof or wall top cornice projections and similar assemblies.
3. Solid wood rafter tails and solid wood blocking installed between rafters having minimum dimension 2 inch nominal.

404.3.1 Exterior Wall Coverings. Exterior wall coverings shall be limited to the following:

1. *Noncombustible materials.*
2. *Fire-retardant-treated wood.*
3. *Ignition-resistant building materials.*



Exception: Where options 1 or 2 in section 404.3 are used, vinyl siding may be used as an exterior covering.

404.3.2 Flashing. A minimum of 6 inches of metal flashing or *noncombustible* material applied vertically between the wall sheathing and the exterior cladding shall be installed at the ground, decking, and roof intersections.

Combustible sheathing products exposed by the gap created at the base of the exterior walls, posts, or columns must be protected with *noncombustible material* or *ignition-resistant building materials* while still permitting drainage and moisture control from behind exterior cladding.

404.4 Underfloor enclosure. Buildings or structures shall have underfloor areas enclosed to the ground or comply with exterior walls in accordance with Section 404.3.

404.5 Decking. Unenclosed decks shall have the deck walking surface constructed of one of the following:

1. *Approved noncombustible* materials
2. Class A rated material

Exception: Composite decking material with a minimum of Class B rating

3. *Fire-retardant-treated wood* identified for exterior use and meeting the requirements of Section 2303.2 of the 2024 *International Building Code*
4. *Ignition-resistant building materials* in accordance with Section 402.4.

404.6 Appendages and Projections. Appendages and projections shall be constructed in accordance with Section 404.3.

404.7 Exterior Glazing. Exterior windows, window walls and glazed doors, windows within exterior doors, and skylights shall be tempered glass, *multilayered glazed panels*, glass block or have a fire protection rating of not less than 20 minutes.

404.8 Exterior Doors. Exterior doors shall be *approved noncombustible* construction, solid core wood not less than 1 ¾-inches thick, or have a fire protection rating of not less than 20 minutes. Windows within doors and glazed doors shall be in accordance with Section 404.7.

Exception: Vehicle access doors.

404.9 Vehicle Access Door Perimeter Gap. Exterior vehicle access doors shall resist the intrusion of embers from entering by preventing gaps between doors and door openings, at the head, sill, and jamb of doors from exceeding ⅛ inch as approved by the AHJ.

Gaps between doors and door openings shall be controlled by one of the following methods:

1. Weather-stripping products made of materials that: (a) have been tested for tensile strength in accordance with ASTM D638 (Standard Test Method for Tensile Properties of Plastics) after exposure to ASTM G155 (Standard Practice for Operating Xenon Arc Light Apparatus for Exposure of Non-Metallic Materials) for a period of 2,000 hours, when the maximum allowable difference in tensile strength values between exposed and



non-exposed samples does not exceed 10 percent; and (b) exhibit a V-2 or better flammability rating when tested to UL 94 (Standards for Tests for Flammability of Plastic Materials for Parts in Devices and Appliances).

2. Door overlaps onto jambs and headers.
3. Garage door jambs and headers covered with metal flashing.

404.10 Detached Accessory Structures. Detached *accessory structures* located less than 50 feet from a building containing *habitable* or *occupiable space* shall have exterior walls constructed in accordance with Section 404.3 through 404.3.2.

404.10.1 Underfloor areas. Where the detached structure is located and constructed so that the structure or any portion thereof projects over a descending *slope* surface greater than 10 percent, the area below the structure shall have underfloor areas enclosed to within 6 inches of the ground, with exterior wall construction in accordance with Section 404.3 or underfloor protection in accordance with Section 404.4 or with 1/8-inch metal corrosion-resistant screen with a hardened zone within 5 feet.

Exception: The enclosure shall not be required where the underside of exposed floors and exposed structural columns, beams and supporting walls are protected as required for exterior 1-hour *fire-resistance-rated construction*, *heavy timber construction*, *noncombustible* materials on the exterior side, or *fire-retardant-treated wood* on the exterior side. The *fire-retardant-treated wood* shall be labeled for exterior use and meet the requirements of Section 2303.2 of the 2024 *International Building Code*.



Chapter 5- Site and Area Requirements

SECTION 501 GENERAL

501.1 Scope. The provisions of this chapter shall apply to parcels subject to this code.

501.2 Reference. As needed, the *code official* shall refer to the Home Ignition Zone (HIZ) Guide as developed by the Colorado State Forest Service.

Where conflicts occur between provisions of this code and the HIZ Guide, the provisions of this code shall govern. The provisions of this code, as applicable, shall take precedence over the provisions in the referenced standard.

SECTION 502 CLASS 1 REQUIREMENTS

502.1 Structure Ignition Zone 1 (0-5 feet): Immediate Zone

502.1.1 Objective. This zone is designed to reduce or eliminate ember ignition and direct flame contact with the structure, decks, stairs, and attachments.

502.1.2 Materials. Use *noncombustible*, hard surface materials in this zone, such as rock, gravel, sand, concrete, bare earth or stone/concrete pavers.

Exception: Ignition-resistant plantings, per an approved list by the AHJ that is not less than that created by the Colorado State Forest Service, are allowed in the Immediate Zone.

502.1.3 Plantings. Remove all plantings including shrubs, slash, combustible mulch and other woody debris, with the exception of ignition-resistant vegetation.

502.1.4 Trees. There shall be no planting of new trees in the immediate zone. Mature trees of no less than 10-inch diameter at 4.5 feet above ground level may be maintained.

Tree crowns extending to within 10 feet of any structure shall be pruned to maintain a minimum clearance of 10 feet.

Prune tree branches to a height of 6-10 feet from the ground or a third of the total height of the tree, whichever is less.

502.2 Site Signage

502.2.1 Marking of roads. *Approved* signs or other *approved* notices shall be provided and maintained for access roads and driveways to identify such roads and prohibit the obstruction thereof.

502.2.2 Marking of fire protection equipment. Fire protection equipment and fire hydrants shall be clearly identified in a manner *approved* by the *code official* to prevent obstruction.



502.2.3 Address markers. Buildings shall have a permanently posted address, which shall be placed at each driveway entrance and be visible from both directions of travel along the road. In all cases, the address shall be posted at the beginning of construction and shall be maintained thereafter, and the address shall be visible and legible from the road on which the address is located in a manner *approved* by the *code official*.

502.3 Retaining Walls

502.3.1 Retaining Walls. Retaining walls shall be constructed with either *noncombustible* or ignition-resistant materials when any of the following conditions exist:

1. The retaining wall is within 8 feet of a structure regulated by this code or up to the property line when the property line is less than 8 feet away from the structure.
2. The retaining wall is integral to the support of a structure regulated by this code.
3. The retaining wall is integral to the egress from a structure regulated by this code to a public way, easement, or private road.

502.4 Fencing

502.4.1 Fencing. Fencing within 8 feet of a structure regulated by this code or up to the property line when the property line is less than 8 feet away from the structure shall be constructed with *noncombustible* or ignition-resistant materials.

Exception: Vinyl fencing. Vinyl fencing may be allowed.

SECTION 503 CLASS 2 REQUIREMENTS

503.1 General. Class 2 site and area requirements shall be in accordance with Sections 503.2 through 503.3.2 and include all requirements of Class 1 in Sections 502.1 through 502.4.

503.2 Structure Ignition Zone 2 (5-30 feet) Intermediate Zone

503.2.1 Objective. This zone is designed to give an approaching fire less fuel, which will help reduce its intensity as it gets nearer to structures.

503.2.2 Dead Materials. Within the *fuel modification* area, hazardous dead plant material must be removed from live vegetation.

503.2.3 Fuels Accumulation. Avoid large accumulations of surface fuels such as logs, branches, slash and combustible mulch.

503.2.4 Trees. *Tree crowns* extending to within 10 feet of any structure shall be pruned to maintain a minimum clearance of 10 feet.

Prune tree branches to a height of 6-10 feet from the ground or a third of the total height of the tree, whichever is less.



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503.2.4.1 Tree Spacing. *Tree crowns* within this zone shall be spaced to prevent structure ignition and promote fuel discontinuity to limit fire spread.

503.2.5 Shrubs. Shrub groups within this zone shall be spaced to prevent structure ignition. Shrubs shall be at least 10 feet away from the edge of tree branches.

503.3 Structure Ignition Zone 3 (30-100 feet) Expanded Zone

503.3.1 Objective. This zone focuses on mitigation that keeps fire on the ground.

503.3.2 Tree Spacing. *Tree crowns* within this zone shall be spaced at a minimum of 6-10 feet.



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Appendix A: PERMITS

The provisions of this appendix apply only when adopted by the governing body in the final ordinance.

A101.1 General. Where not otherwise provided in the requirements of the *International Building Code* or *International Fire Code*, permits are required in accordance with Sections A101.2 through A101.9.

A101.2 Permits required. Unless otherwise exempted, buildings or structures regulated by this code shall not be erected, constructed, altered, repaired, moved, converted, changed, or changed in use or occupancy unless a separate permit for each building or structure has first been obtained from the *code official*.

For buildings or structures erected for temporary uses, see Section 105.

A101.3 Permit application. To obtain a permit, the applicant shall first file an application therefor in writing on a form furnished by the code enforcement agency for that purpose. Every such application shall:

1. Identify and describe the work, activity, operation, practice or function to be covered by the permit for which application is made.
2. Describe the land on which the proposed work, activity, operation, practice or function is to be done by legal description, street address or similar description that will readily identify and definitely locate the proposed building, work, activity, operation, practice or function.
3. Indicate the use or occupancy for which the proposed work, activity, operation, practice or function is intended.
4. Be accompanied by plans, diagrams, computation and specifications and other data as required in Appendix B.
5. State the valuation of any new building or structure or any addition, remodeling or alteration to an existing building.
6. Be signed by the applicant or the applicant's authorized agent.
7. Give such other data and information as required by the *code official*.

A101.3.1 Preliminary inspection. Before a permit is issued, the *code official* is authorized to inspect and approve the systems, equipment, buildings, devices, premises and spaces or areas to be used.

A101.3.2 Time limitation of application. An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that



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the *code official* is authorized to grant one or more extensions of time for additional periods not exceeding 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.

A101.4 Permit approval. Before a permit is issued, the *code official*, or an authorized representative, shall review and approve permitted uses, occupancies or structures. Where laws or regulations are enforceable by other agencies or departments, a joint approval shall be obtained from agencies or departments concerned.

A101.5 Permit issuance. The application, plans, specifications and other data filed by an applicant for a permit shall be reviewed by the *code official*. If the *code official* finds that the work described in an application for a permit and the plan, specifications and other data filed therewith conform to the requirements of this code, the *code official* is allowed to issue a permit to the applicant.

When the *code official* issues the permit, the *code official* shall endorse in writing or stamp the plans and specifications APPROVED. Such *approved* plans and specifications shall not be changed, modified or altered without authorization from the *code official*, and work regulated by this code shall be done in accordance with the *approved* plans.

A101.5.1 Refusal to issue a permit. Where the application or construction documents do not conform to the requirements of pertinent laws, the *code official* shall reject such application in writing, stating the reasons therefor.

A101.6 Validity of permit. The issuance or granting of a permit or approval of plans, specifications and computations shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of this code or of any other ordinance of the jurisdiction. Permits presuming to give authority to violate or conceal the provisions of this code or other ordinances of the jurisdiction shall not be valid.

A101.7 Expiration. Every permit issued by the *code official* under the provisions of this code shall expire by limitation and become null and void if the building, use or work authorized by such permit is not commenced within 180 days from the date of such permit, or if the building, use or work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of 180 days.

Any permittee holding an unexpired permit is allowed to apply for an extension of the time within which work is allowed to commence under that permit where the permittee is unable to commence work within the time required by this section for good and satisfactory reasons. The *code official* is authorized to extend the time for action by the permittee for a period not exceeding 180 days on written request by the permittee showing that circumstances beyond the control of the permittee have prevented action from being taken. Permits shall not be extended more than once.



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A101.8 Retention of permits. Permits shall at all times be kept on the premises designated therein and shall at all times be subject to inspection by the *code official* or other authorized representative.

A101.9 Revocation of permits. Permits issued under this code can be suspended or revoked where it is determined by the *code official* that:

1. It is used by a person other than the person to whom the permit was issued.
2. It is used for a location other than that for which the permit was issued.
3. Any of the conditions or limitations set forth in the permit have been violated.
4. The permittee fails, refuses or neglects to comply with any order or notice duly served on him or her under the provisions of this code within the time provided therein.
5. There has been any false statement or misrepresentation as to material fact in the application or plans on which the permit or application was made.
6. The permit is issued in error or in violation of any other ordinance, regulations or provisions of this code.

The *code official* is allowed to, in writing, suspend or revoke a permit issued under the provisions of this code whenever the permit is issued in error or on the basis of incorrect information supplied, or in violation of any ordinance or regulation or any of the provisions of this code.



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Appendix B: CONSTRUCTION DOCUMENTS

The provisions of this appendix apply only when adopted by the governing body in the final ordinance.

B101.1 General. Plans, engineering calculations, diagrams and other data shall be submitted in the format as required by the jurisdiction. The construction documents shall be prepared and submitted where required by the statutes of the jurisdiction in which the project is to be constructed. Where special conditions exist, the *code official* is authorized to require additional documentation.

Exception: Submission of plans, calculations, construction inspection requirements and other data, if it is found that the nature of the work applied for is such that reviewing of plans is not necessary to obtain compliance with this code.

B101.2 Information on plans and specifications. Plans and specifications shall be drawn to scale on substantial paper or cloth and shall be of sufficient clarity to indicate the location, nature and extent of the work proposed, and show in detail that it will conform to the provisions of this code and relevant laws, ordinances, rules and regulations.

B101.3 Site plan. In addition to the requirements for plans in the *International Building Code*, site plans shall include topography, landscape and vegetation details and locations of structures or building envelopes. The *code official* is authorized to waive or modify the requirement for a site plan where the application for permit is for alteration or repair or where otherwise warranted. Identify the *fire intensity classification*.

B101.3.1 Defensible Space Site Plans. Defensible space site plans shall be prepared and submitted to the *code official* for review and approval as part of the site plans required for a permit. The *code official* is authorized to waive or modify the requirement for a defensible space site plan where the application for permit is for alteration or repair or where otherwise warranted.

B101.5 Other data and substantiation. Where required by the *code official*, the plans and specifications shall include classification of fuel loading, fuel model light, medium or heavy, and substantiating data to verify classification of fire-resistive vegetation.

B101.6 Retention of plans. One set of *approved* plans, specifications and computations shall be retained by the *code official* for a period of not less than 180 days from date of completion of the permitted work or as required by state or local laws.

B101.7 Examination of documents. The *code official* shall examine or cause to be examined the accompanying construction documents and shall ascertain by such examinations whether the construction indicated and described is in accordance with the requirements of this code and other pertinent laws or ordinances.



B101.8 Amended construction documents. Work shall be installed in accordance with the *approved* construction documents, and changes made during construction that are not in compliance with the *approved* documents shall be resubmitted for approval as an amended set of construction documents.

B101.9 Previous approvals. This code shall not require changes in the construction documents, construction or designated occupancy of a structure for which a lawful permit has been heretofore issued or otherwise lawfully authorized, and the construction of which has been pursued in good faith within 180 days after the effective date of this code and has not been abandoned.

B101.10 Phased approval. The *code official* is authorized to issue a permit for the construction of foundations or any other part of a building or structure before the construction documents for the whole building or structure have been submitted, provided that adequate information and detailed statements have been filed complying with pertinent requirements of this code. The holder of such permit for the foundation or other parts of a building or structure shall proceed at the holder's own risk with the building operation and without assurance that a permit for the entire structure will be granted.



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Appendix C: INSPECTION AND ENFORCEMENT

The provisions of this appendix apply only when adopted by the governing body in the final ordinance.

C101.1 Inspection. Inspections shall be in accordance with Sections C101.1.1 through C101.1.4.3.

C101.1.1 General. Construction or work for which a permit is required by this code shall be subject to inspection by the *code official* and such construction or work shall remain visible and able to be accessed for inspection purposes until *approved* by the *code official*.

It shall be the duty of the permit applicant to cause the work to remain visible and able to be accessed for inspection purposes. Neither the *code official* nor the jurisdiction shall be liable for expense entailed in the removal or replacement of any material required to allow inspection.

Approval as a result of an inspection shall not be construed to be an approval of a violation of the provisions of this code or of other ordinances of the jurisdiction. Inspections presuming to give authority to violate or cancel the provisions of this code or of other ordinances of the jurisdiction shall not be valid.

Where required by the *code official*, a survey of the lot shall be provided to verify that the mitigation features are provided and the building or structure is located in accordance with the *approved* plans.

C101.1.2 Authority to inspect. The *code official* shall inspect, as often as necessary, buildings and premises, including such other hazards or appliances designated by the *code official* for the purpose of ascertaining and causing to be corrected any conditions that could reasonably be expected to cause fire or contribute to its spread, or any violation of the purpose of this code and of any other law or standard affecting fire safety.

C101.1.2.1 Approved inspection agencies. The *code official* is authorized to accept reports of approved inspection agencies, provided that such agencies satisfy the requirements as to qualifications and reliability.

C101.1.2.2 Inspection requests. It shall be the duty of the holder of the permit or their duly authorized agent to notify the *code official* when work is ready for inspection. It shall be the duty of the permit holder to provide access to and means for inspections of such work that are required by this code.

C101.1.2.3 Approval required. Work shall not be done beyond the point indicated in each successive inspection without first obtaining the approval of the *code official*. The *code official*, upon notification, shall make the requested inspections and shall



either indicate the portion of the construction that is satisfactory as completed, or notify the permit holder or his or her agent wherein the same fails to comply with this code. Any portions that do not comply shall be corrected and such portion shall not be covered or concealed until authorized by the *code official*.

C101.1.3 Reinspections. To determine compliance with this code, the *code official* can cause a structure to be reinspected. A fee can be assessed for each inspection or reinspection where work for which inspection is called is not complete or where corrections called for are not made.

Reinspection fees can be assessed where the *approved* plans are not readily available to the inspector, for failure to provide access on the date for which inspection is requested or for deviating from plans requiring the approval of the *code official*.

To obtain a reinspection, the applicant shall pay the reinspection fee as set forth in the fee schedule adopted by the jurisdiction. Where reinspection fees have been assessed, additional inspection of the work will not be performed until the required fees have been paid.

C101.1.4 Testing. Installations shall be tested as required in this code and in accordance with Sections C101.1.4.1 through C101.1.4.3. Tests shall be made by the permit holder or authorized agent and observed by the *code official*.

C101.1.4.1 New, altered, extended or repaired installations. New installations and parts of existing installations that have been altered, extended, renovated or repaired, shall be tested as prescribed herein to disclose defects.

C101.1.4.2 Apparatus, instruments, material and labor for tests. Apparatus, instruments, material and labor required for testing an installation or part thereof shall be furnished by the permit holder or authorized agent.

C101.1.4.3 Reinspection and testing. Where any work or installation does not pass an initial test or inspection, the necessary corrections shall be made so as to achieve compliance with this code. The work or installation shall then be resubmitted to the *code official* for inspection and testing.

C101.2 Enforcement. Enforcement shall be in accordance with Sections C101.2.1 and C101.2.2.

C101.2.1 Authorization to issue corrective orders and notices. Where the *code official* finds any building or premises that are in violation of this code, the *code official* is authorized to issue corrective orders and notices.

C101.2.2 Service of orders and notices. Orders and notices authorized or required by this code shall be given or served on the owner, the owner's authorized agent, operator, occupant or other person responsible for the condition or violation either by verbal notification, personal service, or delivering the same to, and leaving it with, a person of suitable age and discretion on the premises; or, if such person is not found on the



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premises, by affixing a copy thereof in a conspicuous place on the door to the entrance of said premises and by mailing a copy thereof to such person by registered or certified mail to the person's last known address.

Orders or notices that are given verbally shall be confirmed by service in writing as herein provided.

C101.3 Compliance with orders and notices. Compliance with orders and notices shall be in accordance with Sections C101.3.1 through C101.3.8.

C101.3.1 General compliance. Orders and notices issued or served as provided by this code shall be complied with by the owner, the owner's authorized agent, operator, occupant or other person responsible for the condition or violation to which the corrective order or notice pertains.

If the building or premises is not occupied, then such corrective orders or notices shall be complied with by the owner or the owner's authorized agent.

C101.3.2 Compliance with tags. building or premises shall not be used when in violation of this code as noted on a tag affixed in accordance with Section C101.3.1.

C101.3.3 Removal and destruction of signs and tags. A sign or tag posted or affixed by the *code official* shall not be mutilated, destroyed or removed without authorization by the *code official*.

C101.3.4 Citations. Persons operating or maintaining an occupancy or premises subject to this code who allow a hazard to exist or fail to take immediate action to abate a hazard on such occupancy, premises or vehicle when ordered or notified to do so by the *code official* shall be guilty of a misdemeanor.

C101.3.5 Unsafe conditions. Buildings, structures or premises that constitute a fire hazard or are otherwise dangerous to human life, or that in relation to existing use constitute a hazard to safety or health or public welfare, by reason of inadequate maintenance, dilapidation, obsolescence, fire hazard, disaster damage or abandonment as specified in this code or any other ordinance, are unsafe conditions. Unsafe buildings or structures shall not be used. Unsafe buildings are hereby declared to be public nuisances and shall be abated by repair, rehabilitation, demolition or removal, pursuant to applicable state and local laws and codes.

C101.3.5.1 Record. The *code official* shall cause a report to be filed on an unsafe condition. The report shall state the occupancy of the structure and the nature of the unsafe condition.

C101.3.5.2 Notice. Where an unsafe condition is found, the *code official* shall serve on the owner, owner's authorized agent or person in control of the building, structure or premises, a written notice that describes the condition deemed unsafe and specifies the required repairs or improvements to be made to abate the unsafe condition, or



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requires the unsafe structure to be demolished. Such notice shall require the person thus notified, or their designee, to declare to the *code official* within a stipulated time, acceptance or rejection of the terms of the order.

C101.3.5.2.1 Method of service. Such notice shall be deemed properly served where a copy thereof is served by one of the following methods:

1. Delivered to the owner or the owner's authorized agent personally.
2. Sent by certified or registered mail addressed to the owner or the owner's authorized agent at the last known address with a return receipt requested.
3. Delivered in any other manner as prescribed by local law.

Where the certified or registered letter is returned showing that the letter was not delivered, a copy thereof shall be posted in a conspicuous place in or about the structure affected by such notice. Service of such notice in the foregoing manner on the owner's authorized agent or on the person responsible for the structure shall constitute service of notice on the owner.

C101.3.5.3 Placarding. Upon failure of the owner, the owner's authorized agent or the person responsible to comply with the notice provisions within the time given, the *code official* shall post on the premises or on defective equipment a placard bearing the word "UNSAFE" and a statement of the penalties provided for occupying the premises, operating the equipment or removing the placard.

C101.3.5.3.1 Placard removal. The *code official* shall remove the unsafe condition placard whenever the defect or defects on which the unsafe condition and placarding action were based have been eliminated. Any person who defaces or removes an unsafe condition placard without the approval of the *code official* shall be subject to the penalties provided by this code.

C101.3.5.4 Abatement. The owner, the owner's authorized agent, operator or occupant of a building, structure or premises deemed unsafe by the *code official* shall abate, correct or cause to be abated or corrected such unsafe conditions either by repair, rehabilitation, demolition or other *approved* corrective action.

C101.3.5.5 Summary abatement. Where conditions exist that are deemed hazardous to life and property, the *code official* is authorized to abate or correct summarily such hazardous conditions that are in violation of this code.

C101.3.5.6 Evacuation. The *code official* shall be authorized to order the immediate evacuation of any occupied building, structure or premises deemed unsafe where such hazardous conditions exist that present imminent danger to the occupants. Persons so notified shall immediately leave the structure or premises and shall not enter or reenter until authorized to do so by the *code official*.



C101.3.6 Prosecution of violation. If the notice of violation is not complied with promptly, the *code official* is authorized to request the legal counsel of the jurisdiction to institute the appropriate proceeding at law or in equity to restrain, correct or abate such violation, or to require the removal or termination of the unlawful occupancy of the building or structure in violation of the provisions of this code or of the order or direction made pursuant thereto.

C101.3.7 Violation penalties. An AHJ has the authority to establish fees.

C101.3.8 Abatement of violation. In addition to the imposition of the penalties herein described, the *code official* is authorized to institute appropriate action to prevent unlawful construction or to restrain, correct or abate a violation; or to prevent illegal occupancy of a structure or premises; or to stop an illegal act, conduct of business or occupancy of a structure on or about any premises.



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COUNCIL ACTION FORM

MEETING DATE: MAY 18, 2026

STAFF CONTACT: CORTLYNE HUPPE, CITY CLERK

Agenda Item: Consider approving the Temporary Use Application for the America's Parade Committee

Department: Administration

Staff Recommendation:

Approve the Temporary Use Permit for the America's Parade Committee (as presented), provide the parade with special event coverage, and collaborate city resources with the committee volunteers.

Background/Description of Item:

The America's Parade Committee has submit a Temporary Use Permit in coordination with a July 4, 2026, parade in celebration of the 250th birthday of the United States of America.

The Temporary Use Permit lists the following dates/times:

- July 4, 2026, Main Street 3:00 AM to 2:00 PM
- July 4, 2026, Petroleum Avenue 3:00 AM to 4:00 PM

The temporary street closures for the America's Parade would take place on Main Street. Spanning from Third Street to McCandless Avenue. The Committee has also aided the City in requesting closure of Petroleum Avenue in coordination for the Rotary's Duck Derby (otherwise the City would have to submit an application). Specifics regarding these modifications can be found on the attached map.

Upon approval, street closure maps and details will be shared with the Colorado State Patrol, Florence Police Department, Fremont County Dispatch, Fremont County Emergency Management, and Florence Fire Protection District.

This item was initiated from the May 11, 2026, City Council Work Session with the America's Parade Committee.

Financial Impact:

None.

Attachments:

- Temporary Use Permit & Attachments
- Proposed Street Closure Maps

Suggested Motion:

Approve the Temporary Use Permit for the America's Parade Committee (as presented), provide the parade with special event coverage, provide street closure set up/breakdown, Police Officer presence at CO HWY 115 entry/closure points, and collaborate city resources with the committee volunteers.



TEMPORARY USE PERMIT APPLICATION

City of Florence

600 W. Third Street
Florence, CO 81226
www.cityofflorenceco.gov

REQUEST TO USE PUBLIC RIGHT-OF-WAY OR REQUEST FOR SPECIAL EVENT ON PUBLIC PROPERTY
All applications require City Council approval and must be submitted 30 days prior to the event date.

Fee _____

Permit No. _____

APPLICANT INFORMATION

Name(s) America's Parade Committee

Contact Amy Dawn Bourlon-Hilterbran, Co-Chair

Address 215 Maple Avenue, Suite 106B

City Florence State Colorado Zip 81226

Phone 719-429-7942 Email adbhilterbran@gmail.com

EVENT COORDINATOR INFORMATION (If different from applicant, contact must be reachable on event day.)

Name(s) Same as above

Contact _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

SITE INFORMATION

Facilities to be utilized Main Street / Petroleum Avenue / CD Hwy 115

Property Address Florence Current Land Use City Streets

USE SPECIFICATIONS

Type of Use/Activities to Take Place Parade

Name of Event America's Parade

Days and Hours of Operation July 4, 2026 3:00AM - 2:00PM

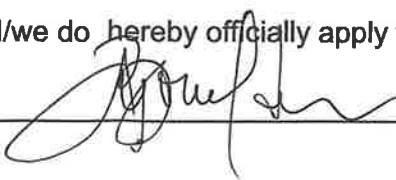
Starting Date/Time July 4, 2026 3AM Ending Date/Time July 4, 2026 2PM

Include time needed for setup and cleanup

Anticipated # of attendees 500 Anticipated # of workers/volunteers 20

Cost of attendance \$0 Anticipated # of vendors 4 (licensed food)

SIGNATURE I/We, am/are the applicant for use of the aforementioned property. By execution of my/our signature, I/we do hereby officially apply for a temporary use permit as indicated above.

Signature:  Date 5/14/2026

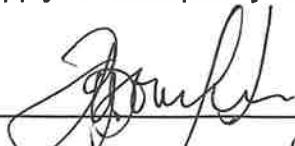


AFFIDAVIT OF APPLICATION

I, Amy Dawn Bourlon-Hilterbran, America's Parade Committee, Co-Chair am authorized to represent and bind the above listed applicant, and certify as follows:

1. That the information contained in this Special Event Application is true and correct to the best of my knowledge.
2. That the applicant, has read, understands and agrees to comply with the rules and regulations governing the proposed special event as set forth by the City of Florence.
3. To comply with all other laws, rules, regulations and requirements of the City, County, State, and Federal governments, and any other applicable entity which may pertain to or govern the use of the event venue and the overall conduct of the special event.
4. The applicant acknowledges that the acceptance of any plans required as a part of the Special Event Application does not constitute an approval or an acknowledgment by the City or the adequacy of the information contained in the plans.
5. To pay all applicable fees and/or taxes, and understands that the payment of any such taxes shall not reduce any consideration paid to the City pursuant to this special event or any other related permit.
6. I/We acknowledge that special events are required to meet all listed regulations and are the responsibility of the applicant.
7. Cancellations requested less than 15 days prior to the event will lose 50% of the deposit. Cancellations requested less than 7 days prior to the event will not receive a refund. The requests for refunds will be considered on an individual basis. Refunds will not be issued due to weather conditions existing on your event date. **SIGNATURE**

I/We, am/are the applicant for use of the aforementioned property. By execution of my/our signature, I/we do hereby officially apply for a temporary use permit as indicated above.

Signature:  Date 5/14/2026
 Print Name of organization contact: Amy Dawn Bourlon-Hilterbran

ADDITIONAL PAGE

PETITION FOR TEMPORARY USE APPLICATION

I, _____, do hereby state that I am an adjacent property owner or tenant of the subject location, and support the application submitted by the applicant below:

TU application for America's Parade

Signature	Printed Name of owner or tenant	Address
1. <u>[Signature]</u>	<u>SHANE REEVES</u>	<u>215 W MAIN ST</u>
2. <u>[Signature]</u>	<u>SHANE REEVES</u>	<u>218 W MAIN ST</u>
3. <u>[Signature]</u>	<u>Suzette West</u>	<u>223 Main St 223 Main St</u>
4. <u>[Signature]</u>	<u>Sydney Ward</u>	<u>200 S. Pikes Peak Ave</u>
5. <u>[Signature]</u>	<u>Kristen Gonzales</u>	<u>113 W. Main St.</u>
6. <u>[Signature]</u>	<u>Kathie Crawford</u>	<u>118 W Main St.</u>
7. <u>[Signature]</u>	<u>John Hegler</u>	<u>126 W MAIN ST.</u>
8. <u>[Signature]</u> <u>Worldwide Treasures</u>	<u>Harriet Graham</u>	<u>202 W Main Str</u>
9. <u>[Signature]</u> <u>Quincey</u>	<u>Jackie Mohr</u>	<u>121 W. main St.</u>
10. _____	_____	_____

SIGNATURE OF CIRCULATOR:


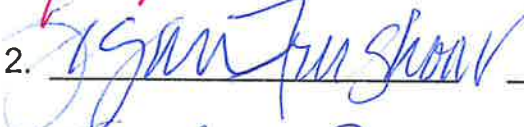




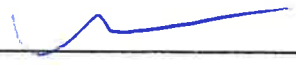

Signature: [Signature]

Date 5/13/2026

PETITION FOR TEMPORARY USE APPLICATION

I, _____, do hereby state that I am an adjacent property owner or tenant of the subject location, and support the application submitted by the applicant below:

Americas Parade

Signature	Printed Name of owner or tenant	Address
1. <u></u>	<u>Jennifer Cristelli</u>	<u>200 W. Main</u>
2. <u></u>	<u>Montage Salon Susan Frushkov</u>	<u>204 W Main</u>
3. <u>Jenoka L. Dale</u>	<u>Sandra L. Dale</u>	<u>220 W. Main</u>
4. <u></u>	<u>JUNE WACKER</u>	<u>220 W. Main St</u>
5. <u></u>	<u>Sharla</u>	<u>132 W main st</u>
6. <u></u>	<u>Sarah Eras</u>	<u>114 W Main St.</u>
7. <u></u>	<u>DAVID A. POSS</u>	<u>101 E. MAIN ST.</u>
8. <u>Faye Roberts</u>	<u>Faye Roberts</u>	<u>107 E Main St.</u>
9. <u></u>	<u>Mary Mc Grail</u>	<u>118 E. Main</u>
10. <u></u>	<u>Matt Little</u>	<u>114 E Main</u>

SIGNATURE OF CIRCULATOR:

Signature: 

Date 5-13-20

Event Detail Plan

America's Parade July 4th, 2026

Prepared By: Amy Dawn Bourlon-Hilterbran, America's Parade Committee, Co-Chair

Submitted To : Florence Police Department, Public Works Department, City Administration

1. Event Location and Schedule Overview

- **Main Venue:** Downtown Florence
- **Date:** Saturday, July 4, 2026
- **Festival Hours:**
 - Opening Ceremony & Presentations: 9:00 AM – 10:00 AM
 - Parade: 10:00 AM
 - National Anthem Performance: 9:00 AM
 - Community Awards & Presentation: 9:05 - 9:45 AM
 - Flag Presentation Ceremony: 9:50 AM
 - Parade Announcer: 10:00 AM - 12:00PM
 - Bands / Music Performances in Parade: 10:00 AM - 12:00PM
 - Music / Live Performance for Awards voting: 12:05 - 12:45 PM
 - Parade Awards & Closing Ceremony: 12:50 - 1:00 PM
 - Parade route clean up and streets reopen: 2:00PM

2. Parking

Objectives:

- Provide safe and accessible parking for attendees, vendors, participants, and staff.
- Maintain clear access for emergency vehicles

Designated Public Parking Areas:

- City Hall Parking Lot & City Streets (limited public availability)
- ADA Parking:
 - ADA marked spaces located at Pioneer Park parking lot and Rocky Mountain Bank and Trust parking lot

Food Vendor / Truck / Cart Parking:

- After parade ends, any food vendors / trucks / carts must close up by 1:00PM and move their vehicles by 2:00PM.

Traffic Control:

- Florence Police and Public Works will coordinate traffic control efforts with side street / barricade monitoring assistance from America's Parade Committee members or volunteers

3. Sanitation & Restroom Facilities

Restroom Facilities:

- Portable Toilets: 2
 - 5 standard units and 1 ADA-compliant units placed in Rocky Mountain Bank & Trust parking lot (10 totes, 1 dumpster)
 - Additional units and ADA-compliant units at Pioneer Park

Handwashing Stations:

- 6 portable handwashing stations placed near restrooms

Servicing Schedule:

- ~~Canon Rental~~ will deliver portable facilities on July 3, 2026.
- ~~Canon Rental~~ will remove portable facilities on July 4, 2026.

APEX

} see attached bid
6

4. Trash & Waste Management

Plan Objectives:

- Keep public spaces clean and safe during and after the event.
- Ensure proper disposal of food waste and general refuse.

Trash Infrastructure:

- Public Works to deploy:
 - The City’s additional trash bins to high volume areas
 - Pioneer Park
 - Main Street
 - America’s Parade Committee provides additional trash receptacles with Apex

5. Alcohol Service and Permitting

Alcohol at Event:

- There will be no alcohol sales at America’s Parade
- No alcohol consumption will be allowed for any participants or attendees of the parade
- Violators will be referred to Florence Police Department

6. Permits & Compliance Checklist

Permit / Item	Responsible Party	Status
Temporary Use Permit	America’s Parade Committee	Submitted
Licensed Food Vendors	America’s Parade Committee (confirm license with City Clerk’s Office)	In Progress
Parade Registrations	America’s Parade Committee	In Progress
Insurance	City of Florence City Clerk’s Office	In Progress

Security, Medical & Emergency Response Plan

America's Parade, Florence July 4th, 2026

Prepared By: Amy Dawn Bourlon-Hilterbran, America's Parade Co-Chair Submitted to: Florence Police Department, Public Works Department & City Administration

1. Overview

America's Parade is a community event featuring live music & awards (RMBT parking lot), 4 food trucks (see map for location), and a parade down Main Street to celebrate our nation's 250th birthday and state's 150th birthday. To ensure the safety of attendees, staff, and participants, a Security, Medical & Emergency Response Plan has been developed and submitted to public safety and emergency response agencies.

2. Objectives

- Ensure the safety and well-being of all attendees, staff, and participants
- Coordinate effective communication and response among emergency service providers
- Mitigate and manage risks related to fire, medical emergencies, severe weather, crowd control, traffic, and potential security threats
- Establish clear protocols for incident response and evacuation, if necessary

3. Participating Agencies & Roles

Agency/Department	Responsibilities
Florence Police Department	Crowd management, traffic control, law enforcement, incident response, emergency dispatch
Florence Fire District/ Fremont County EMS	Parade medical response
City Clerk / City Administration Public	Coordination of permits/licensing, vendor management, public communication
Works Department	Road closures, signage, barricades

4. Emergency Medical Services

- An EMS Tent will be stationed near the center of the parade area, clearly marked and staffed with EMTs and first responders.
- Ambulance Staging will be present at Pioneer Park (as call volume dictates) for City activities

Common Spirit St. Thomas More Hospital
1338 Phay Avenue
Canon City, Colorado 81212
(719) 285-2000

5. Traffic & Crowd Control

- Road closures will be in place per approved Public Works and Police Department plans.
- Traffic barricades and detours will be clearly marked.
- Designated emergency vehicle routes will be maintained and remain unobstructed at all times.
- Florence Police officers will monitor foot traffic and crowd control
- America's Parade Committee members and volunteers will staff the barricades at the road closures, Minimum 10 individuals to keep barricades from being moved and area from being blocked

7. Communications

- In case of major incident, the America's Parade Committee or City or Police Department will coordinate public messaging.

Agency/Contact	Phone	Role
Florence Police Department Dispatch	911 (719) 784-3411, opt. 7	Emergency Dispatch
Florence Fire District/ Fremont County EMS	911	Fire/EMS Coordination

Approved by Cortlyne Huppe
5/14/2026

PARADE ENTRY WAIVER, RELEASE & PARTICIPATION AGREEMENT LANGUAGE

(For Inclusion on America's Parade Entry Form)

By submitting this entry application for participation in "America's Parade" on July 4, 2026, the undersigned participant, organization, driver, parent/guardian, and/or representative acknowledges and agrees to the following:

The participant voluntarily assumes all risks associated with participation in the parade and related activities, including but not limited to personal injury, property damage, vehicle damage, animal-related incidents, accidents, crowd interactions, weather conditions, and unforeseen hazards.

Participant agrees to release, waive, discharge, defend, indemnify, and hold harmless the America's Parade Committee, the City of Florence, Colorado, Royal Gorge Region News, Southern Colorado Honor Flight, all event sponsors, volunteers, organizers, committee members, elected officials, employees, agents, representatives, and affiliated entities from any and all claims, liabilities, demands, damages, losses, injuries, causes of action, costs, or expenses arising out of or related to participation in the parade or related activities.

Participant further certifies and agrees that:

All drivers/operators of vehicles, floats, motorcycles, ATVs, trailers, or other motorized equipment possess a valid driver's license and required insurance coverage. All vehicles, floats, trailers, decorations, and equipment will be properly maintained and safely secured. Any horses or animals participating will remain under proper control by leash, harness, reins, or other appropriate restraint, and owners/handlers are responsible for immediate cleanup and animal safety. Candy or promotional items may ONLY be distributed hand-to-hand. Throwing items from vehicles or floats is strictly prohibited. NO water guns, water balloons, water spraying devices, or water-related parade activities are permitted. No alcohol, illegal drugs, reckless driving, burnouts, dangerous behavior, or unlawful conduct will be permitted. All participants must comply with applicable laws, safety requirements, parade instructions, and directions from organizers, volunteers, law enforcement, or emergency personnel. Political expression is permitted; however, hate speech, discriminatory content, threats, obscenity, or profane/offensive messaging will not be permitted and may result in removal from the event. Minors must be accompanied and supervised by a parent, guardian, coach, teacher, or designated responsible adult at all times during participation.

Participant grants permission for photographs, video recordings, livestreams, interviews, and other media captured during the event to be used by the America's Parade Committee, City of Florence, Royal Gorge Region News, sponsors, and affiliated organizations for

promotional, historical, social media, news, and marketing purposes without compensation.

Participant understands that parade organizers reserve the right to deny, remove, or restrict any entry deemed unsafe, unlawful, excessively disruptive, or inconsistent with parade rules or community standards.

By submitting an entry, participant acknowledges they have read, understood, and voluntarily agree to these terms and conditions.

Parade time is approximately 10a start until 12p. Set up time for the parade shall begin no later than 9a for entries.

Parade Awards Will Include:

- Most Patriotic Entry
- Best Community Spirit
- Best Youth Entry
- Best Decorated Float
- Best Classic Vehicle
- Best Musical Performance
- Hometown Pride Award
- Veteran's Tribute Award
- People's Choice Award



645 McDaniel Blvd
 Canon City, CO 81212
 Phone (719)372-6671

5/8/2026
 Jennifer Pontius
 O. 719-372-6671

jpontius@apexwasteco.com

Event Name: 4TH OF JULY PARADE - FLORENCE

Contact: JENNY CRISTELLI

Phone # 719-778-6617

Email: jenny@cristelliagency.com

Address: Main St - Florence, CO

Delivered: 7/03/2026 **Serviced:** N/A **Picked Up:** 07/06/2026

Please provide a map or Google pin for placement instructions

QUANTITY	DESCRIPTION	Total Fee	Notes
5	STANDARD PORTA JOHN	\$412.50	1 PER BLOCK
2	ADA/HANDCAP ACCESSIBLE PORTA JOHN	\$165.00	
5	HANDWASH STATION	\$165.00	1 PER BLOCK
1	6YD DUMPSTER	\$105.20	
10	95 GAL TOTES	\$283.50	4 PER BLOCK
	Sponsorship	-\$565.60	
		\$ 565.60	

Please confirm via email or phone acceptance of the quote provided.

Note: Please provide payment in full two weeks before the scheduled event. Cancellation fees may vary. Please provide advanced notice if the event is cancelled.

We require advanced scheduling for weekend services Friday 4-8pm Saturday 8am to 4pm Sunday 8am to 4pm

Cancellation must be 2 weeks prior to the event for a full refund, 1 week prior for 50% refund, no refund for cancellation within one week of the event.

Always with Twin Enviro Services, this is your **flat rate!** We have no hidden fees, **no taxes** and absolutely no additional fuel or surcharges!

Quote Expires In 90 Days

Twin Enviro processes your trash & recycling at our Fremont Facility making Twin best for our community & environment.

THANK YOU FOR YOUR BUSINESS!

America's Parade Committee TUP Map

July 4th America's Parade

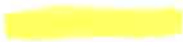
Saturday, July 4, 2026

3 AM - 1 PM
2 PM

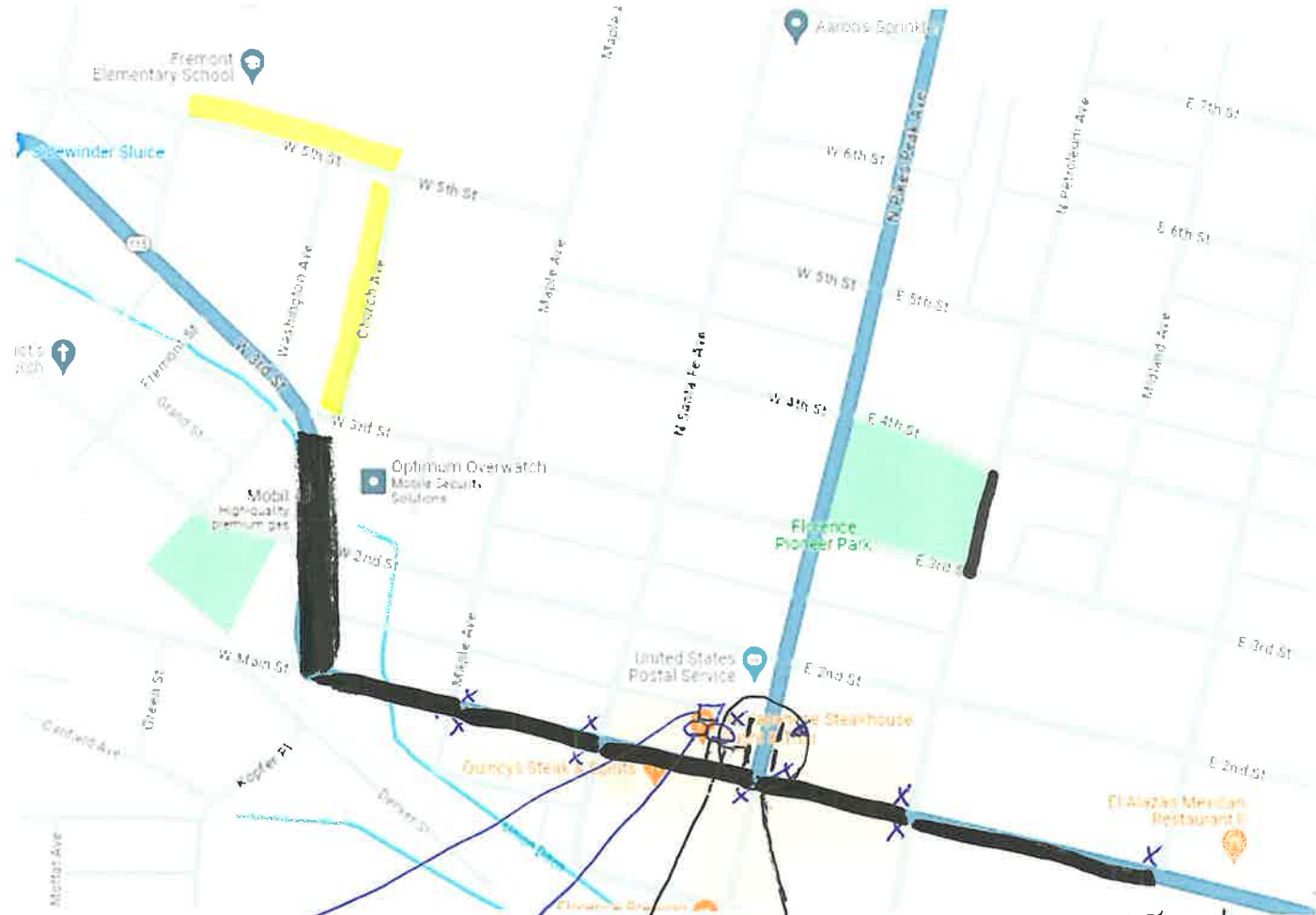
Road Closure:



Parade Lineup:



X = Trash tote



Dumpster
 4-Port-a-potties
 2-ADA P.A-P
 RMBT Parking Lot for National Anthem, Music, Awards
 4 Food Trucks / Carts Parallel park Between Main + Alley

COUNCIL ACTION FORM

MEETING DATE: MAY 18, 2026

STAFF CONTACT: LORI COBLER, CITY MANAGER

Agenda Item: Award funding under the City of Florence's Outside Agency Funding Requests Program for 2026

Department: Administration

Staff Recommendation:

Award Outside Agencies with funding under the City of Florence's Outside Agency Funding Requests Program for 2026

Background/Description of Item:

A timeline of the 2026 Outside Agency Funding Request Program is provided below:

- **2025 Funding Presentations:** Monday, April 6, 2026 (Conducted in City Council Workshop)
- **2026 Applications Due:** Thursday, April 16, 2026
- **City Council Reviews Applications:** April 20, 2026 - April 23, 2026
- **2026 Agency Presentations:** Monday, May 4, 2026 (Conducted in City Council Workshop)
- **City Council Deliberates 2026 Funding:** Monday, May 18, 2026 (Conducted in City Council Workshop)
- **Formal City Council Funding Disbursement:** Monday, May 18, 2026
- **Award Letter & Check Pick Up:** Thursday, May 21, 2026 @ 4 PM

The City received applications from fourteen (14) organizations requesting funding through the 2026 Outside Agency Funding program:

The table below lists the agencies which submitted an application and provided information to the City Council at the May 4, 2026 Work session.. The requested funding amount for each agency is included in the table as well:

Agency	Amount of Funding Requested
Emergent Campus Cyber Club Program	\$3,000
Florence Arts Council	\$4,600
Florence Band Booster	\$5,000
Florence Chamber of Commerce	\$5,000
Florence Historical Archives, Inc.	\$900
Florence Merchants' Association	\$400
Florence Pioneer Museum and Research Center	\$2,780
Florence Senior Community Center	\$3,000
Gold Belt Tour Scenic & Historic Byway	\$2,500
JJs Helping Paws	\$3,000
Nature's Educators	\$2,000
Pioneer Day Association	\$2,500

Rural Startup Day – SoCo Startup Week	\$3,000
South Central Success Syndicate Quarterly Mastermind	\$3,000
TOTAL REQUESTED	\$40,680

As stated above, the City has allocated \$20,000 towards Outside Agency Funding in the 2026 Budget. The total funding amount requested in the chart above is \$40,800.

Suggested Motion:

Award [ORGANIZATION NAME] funding in the amount of \$X under the City of Florence’s Outside Agency Funding Requests Program

Note: This motion should be made and voted on separately for each Organization to be awarded funding.

COUNCIL ACTION FORM

MEETING DATE: MAY 18, 2026

STAFF CONTACT: CORTLYNE HUPPE, CITY CLERK

Agenda Item: Consider adopting Ordinance No. 3-2026, an Ordinance amending sections of Chapter 5 of the Florence Municipal Code relating to Contractors Licensing

Department: Administration

Staff Recommendation:

Approve an Ordinance amending sections of Chapter 5 of the Florence Municipal Code relating to the Contractors Licensing.

Background/Description of Item:

Staff is continuing the early stages of holistically revising the City of Florence Municipal Code. This will be a long-term, ongoing process.

The City's current contractor-related licensing requirements are distributed across multiple chapters of the Municipal Code, creating redundancy and administrative inefficiencies. Tree trimmers are currently regulated under Chapter 12, while trash haulers are licensed under Chapter 8. Contractor licensing is otherwise housed in Chapter 5.

To streamline processes, improve consistency, and create a centralized framework for contractor-related regulations, this ordinance consolidates all contractor licensing, including tree trimmers and trash haulers, into Chapter 5.

This modification will also allow the City to implement a unified fee structure. Licensing fees will be removed from the text of the Municipal Code and will instead be adopted as part of a comprehensive city-wide fee schedule Resolution (Coming June 1, 2026). This approach supports transparency, simplifies future updates, and aligns licensing fees with the City's broader fee administration practices.

While this is a sweeping change to FMC, Staff considers this a housekeeping item. While many of the changes are contextual in nature, they are additions intended to provide consistency and compliance.

This will be the first reading of the Ordinance. Should the City Council approve of the Ordinance, the second reading for final approval will take place during the June 1, 2026, City Council meeting.

Financial Impact:

None at this time. City fees will be formally set through the upcoming city-wide fee schedule resolution.

Attachments included:

- Proposed Ordinance No. 3-2026

Suggested Motion:

Adopt the first reading of Ordinance No. 3-2026, an Ordinance amending sections of Chapter 5 of the Florence Municipal Code relating to Contractors Licensing.

CITY OF FLORENCE ORDINANCE NO. 3-2026

AN ORDINANCE OF THE CITY OF FLORENCE, COLORADO AMENDING THE FLORENCE MUNICIPAL CODE TO PROVIDE FOR CONSOLIDATED CONTRACTOR LICENSING BY AMENDING CHAPTER 5.02 "LICENSING OF BUSINESSES", CHAPTER 5.12 "CONTRACTORS", CHAPTER 8.28 "GARBAGE AND REFUSE" AND CHAPTER 12.28 "TREES AND PUBLIC PROPERTY"; PROVIDING A PENALTY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council for the City of Florence, Colorado ("City") finds that contractor licensing standards should be streamlined and clarified;

WHEREAS, pursuant to C.R.S. §§ 31-15-501 and 31-15-401, the City has the authority to license and regulate businesses and exercise general ordinances for the health, safety, and welfare of the community;

WHEREAS, the City wishes to consolidate all contractor's licensing standards into one section in the Florence Municipal Code.

WHEREAS, the City Council desires to amend the Florence Municipal Code to adequately license contractors working within the City to protect the health, safety, and welfare of the community; and

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL FOR THE CITY OF FLORENCE, COLORADO, AS FOLLOWS:

SECTION 1. The foregoing premises and findings are found to be true and correct and are incorporated into the body of this ordinance as if copied in their entirety.

SECTION 2. Subsections (A.) and (H.) of Section 5.02.010 "Definitions" of Title 5 "Business Licenses and Regulation" Chapter 5.02 "Licensing of Businesses" of the Florence Municipal Code is hereby amended to read as follows:

A. "Business" means and includes each kind of vocation, occupation, profession, enterprise and establishment, or any and all other kind of activity and matter, any of which are conducted for private profit or benefit, either directly or indirectly, on any premises within the City or anywhere else within its jurisdiction, and shall also mean and include all devices, machines, vehicles, and appurtenances used therein. A business which does not make any sales, transactions, exchanges, trades, deliveries, or shipments of goods or services within the City is not subject to this definition and does not need a business license. Contractor's licenses are not addressed by this Chapter, as requirements are set forth in section 5.12.010, et seq..

H. "Non-fixed business" is any established business not having a set operating location within the City, but which otherwise does business within the City. Examples of non-fixed businesses include, but are not limited to: wholesale and retail distributors; route sales; door-to-door sales; and paper delivery.

SECTION 3. Title 5 "Business Licenses and Regulation" Chapter 5.12 "Contractors" of

the Florence Municipal Code is hereby amended to read in its entirety as follows:

Chapter 5.12 - CONTRACTORS

5.12.010 - Definitions.

As used in this chapter, the following words and phrases shall have the meanings ascribed to them in this section:

A. "Contractor" means any person, firm, partnership, association or corporation, who for a fixed or determinable sum of money or other compensation, other than wages, undertakes or agrees to undertake, for another, the construction, alteration or repair of any building or structure affixed to real property, or any part thereof; provided, that such term shall not include, and this chapter shall not apply to, persons installing, repairing or altering plumbing, electrical wiring, natural gas lines, fixtures or appliances, tree trimming or any other business for which a license is otherwise required.

B. "General contractor" means any contractor who undertakes or agrees to undertake any such construction, alteration or repair which requires the services of a person or persons engaged in two (2) or more different trades.

C. "Limited contractor" means any contractor who undertakes or agrees to undertake any such construction, alteration or repair which requires the services of a person or persons engaged in one trade only. This also includes tree trimming, trash hauling, and other trades, as determined by the City Clerk.

D. "Person" means any individual, whether acting on his own behalf or while in the employ of a firm, partnership or association, which is a contractor, as defined in this section.

E. "Trade" means an occupation requiring special mechanical and technical knowledge and skill, including masonry, carpentry, plastering, painting and papering, glazing, roofing, and all other occupations carried on in the construction, alteration or repair of buildings or structures requiring special knowledge and skill for the performance thereof.

F. "Wages" means compensation paid for services measured solely by the time spent in performance of such service multiplied by the rate of compensation per unit of time.

5.12.020 - License required.

No person, firm, partnership, association or corporation shall engage in the business of contractor, either general or limited, within the City of Florence, Colorado, as defined in this chapter, unless a valid contractor's license has been issued to such person, partnership, firm, association or corporation for the current year, as provided in this chapter.

5.12.030 - License fees—Expiration date.

It shall be unlawful for any person, firm or corporation acting as a contractor to engage in contracting or trade activity within the City without first obtaining a license. The applicant shall provide to the City Clerk proof of general liability and automobile liability insurance by means of a certificate of insurance. The minimum insurance limits shall be as follows:

General contractor	General liability \$1,000,000.00 per occurrence
--------------------	---

	State minimum coverage for automobile liability insurance.
Limited contractor	General liability \$1,000,000.00 per occurrence
	State minimum coverage for automobile liability insurance.

The City shall charge an annual license fee to offset the cost of regulation. Fees shall be set by the City Council by resolution. Licenses shall expire on the next December 31st following the date of issue. Each license shall contain a statement of whether it is a general or limited license, and, if limited, the trade to which its exercise is limited.

5.12.040 - Revocation or suspension of license.

Any license issued pursuant to this chapter may be revoked, suspended or refused. Any person, firm, partnership, association or corporation who violates the federal, state and municipal laws, rules and ordinances pertaining to the building trades; provided, that no license shall be revoked or suspended for any reason except by action of the City Council, upon a verified complaint filed with the City Clerk by a party directly affected by such violation, setting forth the violations, and unless such complaint or a part thereof shall, in the opinion of a majority of the Council present at a meeting thereof, be sustained by evidence presented at a hearing before the Council. The applicant shall be given notice of such hearing and a copy of such complaint at least ten (10) days prior to such hearing, and he shall be permitted to be present and be represented by counsel at such hearing and present evidence thereat in his own behalf.

a. Nothing in the section prohibits the City from code enforcement actions through municipal court or other abatement proceedings.

SECTION 4. Title 12 “Streets, Sidewalks and Public Property”, Chapter 12.28 “Trees and Public Property”, Sections 12.28.050, 12.28.060, and 12.28.070 of the Florence Municipal Code are hereby amended as follows:

12.28.050 - Tree trimmer's license—Required.

No person shall engage in or solicit the business of trimming, pruning or removal of trees within the City of Florence without first obtaining a contractor’ license therefor from the City of Florence pursuant to section 5.12.010, et seq..

SECTION 5. Title 12 “Health and Safety”, Chapter 8.28 “Garbage and Refuse”, Section 8.28.110 “Collection of trash-Licensing of individuals” of the Florence Municipal Code is hereby amended as follows:

8.28.110 - Collection of trash—Licensing of individuals.

Any person, firm, corporation or association other than the City of Florence, or its duly authorized agents, which engages in the business of collection and disposal of trash within the City of Florence shall be required to obtain a license from the City Clerk pursuant to section 5.12.010, et seq.. Nothing in the section shall prevent an individual from hauling his own trash;

provided, that any trash hauled by such individual shall be in a covered container or in a vehicle covered or enclosed in such a manner as to prevent the scattering of any trash from the container or vehicle; and, provided further, that it is properly disposed of in conformity with all applicable City, County, State or Federal regulations, and that such individual is subject to all other provisions of this chapter.

SECTION 6. Severability. If any section, paragraph, subdivision, clause, phrase or provision of this ordinance shall be judged invalid or unconstitutional, the same shall not affect the validity of this ordinance as a whole or any portion thereof other than that portion so decided to be invalid or unconstitutional.

SECTION 7. Repealer. All ordinances of the City in conflict with the provisions of this ordinance be, and the same are hereby repealed and all other ordinances of the City not in conflict with the provisions of this ordinance shall remain in full force and effect.

SECTION 8. Effective Date. This Ordinance shall take effect thirty (30) days after publication.

INTRODUCED AS AN ORDINANCE, PASSED ON ITS FIRST READING, ASSIGNED AN ORDINANCE NUMBER AND ORDERED TO BE PUBLISHED IN THE DAILY RECORD, THE CITY'S OFFICIAL NEWSPAPER ON THIS ___TH DAY OF _____, 2026.

ATTEST:
BY:

CITY OF FLORENCE, COLORADO

Cortlyne Huppe, City Clerk (SEAL)

Steve Wolfe, Mayor

Ordinance published in full on _____, 2026, in The Daily Record. Passed and adopted on its second reading this ___ day of 2026.

Mayor

ATTEST:

City Clerk



CITY OF FLORENCE

600 West 3rd Street
Florence, Colorado 81226
(719) 784-4848
cityofflorence@florencecolorado.org

City Manager Report

The Month of May-
Second Half

Meetings with agencies, boards, and committees:

- Attended Taco Talk with Chief Humphrey.
- Met with the Director of Code Enforcement to discuss abatements, dangerous buildings, and unsafe structures.
- Met with the Willow Creek developer and contractor to review project progress.
- Met with Fremont County regarding the Airport Drainage Project.
- Participated in several meetings with the water legal team.
- Attended and participated in the Drought Town Hall.
- Toured Nature's Educators.
- Held a planning meeting to assign tasks to 3 Rocks for general contract work.
- Co-presented with Brandon at the BOCC meeting on Florence's Drought Response Plan.
- Met with the Pioneer Museum.
- Discussed Upper Airport Stations tasks with Brandon and Ashley.
- Participated in the Council Workshop and walked in the 4th of July Parade.

Discussion Topics & Upcoming Items:

- Old School Concrete has completed the ADA sidewalk repairs; see the example below.



- 3 Rocks Engineering is developing a plan to install three speed bumps in High Meadows to help address ongoing speeding concerns.
- The ADA sidewalk improvement project is now underway on West 5th Street.
- Our first podcast episode is finalized and scheduled for release in June.
- The 150/250 Flag Coloring Contest is officially open for participants.
- Credit card payment options have been added at the pool for convenience.
- Completed visits to all city parks and would like to begin discussions regarding Wilcox Park improvements.
- Continued work on Arrowhead Road near the cemetery.
- Rate survey update is in progress.
- Preparations are underway for Sam's upcoming retirement party.
- Municipal Code update efforts are moving forward.
- Beginning preliminary planning for the 2027 budget cycle.



CITY OF FLORENCE

600 West 3rd Street
 Florence, Colorado 81226
 (719) 784-4848
cityofflorence@florencecolorado.org

Complaint Address	Complaint	First Notice Sent	Comply By	Resolved?
	Undesirable Growth	5/5/2026	5/15/2026	
	Undesirable Growth	5/5/2026	5/15/2026	
	Undesirable Growth	5/5/2026	5/15/2026	
	RV Parking			Red Tagged
	Undesirable Growth	5/5/2026	5/15/2026	
	Undesirable Growth	5/5/2026	5/15/2026	
	Undesirable Growth	5/5/2026	5/15/2026	
	Animal Complaint			
	Undesirable Growth	5/5/2026	5/15/2026	
	Obstructing Sidewalk	5/5/2026	5/15/2026	
	Undesirable Growth	5/5/2026	5/15/2026	
	Accumulation Trash	5/5/2026	5/15/2026	
	Site Inspection			
	RV Parking	5/5/2026	5/15/2026	
	Undesirable Growth	5/5/2026	5/15/2026	
	Undesirable Growth	5/5/2026	5/15/2026	
	Site Inspection			Site Cleanup
	Site Inspection			Site Cleanup
	Site Inspection			
	Undesirable Growth	Cleanup Started		
	RV Parking	RV Moved		



PUBLIC WORKS DIRECTOR SAM ELSTUN

Retirement Party

June 12, 2026 | 12PM | Pioneer Park

.....

Please join us as we celebrate Sam and his remarkable 35 years of dedicated service to the City of Florence.

We invite the community to come together to honor his hard work, commitment, and countless contributions.

Help us wish Sam a happy retirement and thank him for all he has done for our city!



CITY OF FLORENCE

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City Clerk Report *May 18, 2026*

Over the past month, the Clerk's Office continued to provide timely and efficient support to all departments, ensuring accurate recordkeeping, agenda preparation, and public meeting coordination. We maintained compliance with statutory requirements, and continue to remain committed to improving internal workflows and supporting the City's operational needs.

Accomplishments

- Managed the 2026 Outside Agency Funding Program, and ensured compliance with the newly revised program policy.
- Oversaw aspects of pool hiring, scheduling, coordination, and operational support prior to season start- May 31, 2026
- Monitored July 4th planning, marketing, workshop, plan implementation, and collaborations
- Clerk personnel completed training on the CemSites portal to further implement record efficiency into the Union Highland Cemetery procedures.
- Implemented logistics of launching a City of Florence Podcast via YouTube
- Established a City Clerk Department internship with RE-2- We welcome Kelci on June 2nd!
- Drafted, published, shared, and monitored all City requests for proposal
- Initiated recreation conversation to support Florence Master Plan initiatives PR-1.2.16 and PR-3.2.2
- Completed an Athenian Dialogue program through the International Institute of Municipal Clerks, contributing to ongoing professional development and leadership growth

Upcoming

- Preparing materials and communication strategies for the July 4th festivities to support coordinated planning and effective execution.

Goals

- Obtain the SIPA Grant to launch the phased Records Management Program and begin implementation at Florence City Hall to improve organization, retention, and compliance—pending application status.
- Develop and implement a comprehensive contract management system. Including standardized contracts, leases, agreements, and a centralized tracking spreadsheet to improve visibility, organization, and proactive oversight of all ongoing contractual obligations across the city.



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Council Members and Mayor Wolfe,

5-1-2026

I began my role as Finance Manager on March 23, 2026. Since joining the City, I have focused on gaining a comprehensive understanding of our financial operations, including Caselle and other technology systems used throughout the organization.

Over the past several weeks, I have developed proficiency in payroll processing, accounts payable, and various human resources functions. In support of our employee evaluation process, I created standardized templates for annual performance reviews and verbal disciplinary write-ups. Department Heads are currently conducting the initial round of employee evaluations using these templates and providing feedback to help refine them for long-term use across all City departments.

I have also completed a comprehensive audit of all City cell phone lines, routers, and hotspots, including both active and inactive devices. I am currently working with AT&T representatives, City Manager Lori, and Amanda Nelson of the CCPD to consolidate these services. This effort is expected to reduce monthly telecommunications expenses by more than \$700. Additionally, I conducted a full audit of personnel leave balances to ensure accuracy and consistency. I have participated in several meetings regarding grant-funded initiatives, including railroad and Americans with Disabilities Act (ADA) projects, as well as collaborative efforts with other entities throughout Fremont County to coordinate Household Hazardous Waste Disposal events. To better understand City operations, Brandon provided me with a comprehensive tour of the Water Department, which was extremely informative. I plan to continue expanding my operational knowledge by scheduling tours of the Public Works Department and City Shops. During the week of May 11, I was granted signature authority for the City's banking functions. Looking ahead, I will attend a Caselle training in Provo, Utah this June. I remain committed to continuing my professional development, strengthening my understanding of City operations, and striving for excellence in all aspects of my role.

Respectfully,

Brandi Sheets
Finance Manager
City of Florence
(719) 784-4848





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May 13, 2026
Director's Report

The Building Department remains actively engaged in inspections, plan reviews, and permitting services. As I am currently transitioning from the Building Department to the Public Works Director position, I will continue working to ensure services and operations remain uninterrupted during this transition.

Projects

Emergency generator testing has been completed successfully.

Fireworks display operator exam completed.

Sight visits or inspections: 11

Building permits issued: 5

Meetings/Trainings:

Weekly OAC meeting with Spire Building Group – Pioneer Park Restrooms

3 Rocks Engineering

Willow Creek Subdivision

John Verneti
Public Works

5-13-2026 department head report

Parks and Cemetery- normal operations, weed eating, mowing, watering, sprinkler repair, burials if applicable, branch clean up,

Weekly meeting with spire on bathroom project x2

Weed mitigation – spraying weed killer in areas in need of touch up (high traffic areas) weed eating corners and street cracks when able (no cars parked over the growth)

Inkind work for grant – visited and logged mountain park work

Striping- refreshing the paint on main street curbs and parking spaces as well as city hall and ADA parking area

Drains- cleaning debris out of street drains to prevent clogging and pooling of water on roads

Submitted two bids for publication- culvert cleaning and pavement improvements

Fire mitigation started at the mountain park

Set up for car show and junktique

Contended with some weather issues

Cleaned the pool

Brush hollow creek exc. Started on the ADA

Old school concrete finished the sidewalk repair/replacement on east main

Moved slurry to the cemetery

Stripped some vehicles to be sold



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May 13, 2026
Director's Report
Planning Department

The Planning Department remains actively engaged in the day-to-day operations of the City, including and responding to public inquiries.

Projects:

- *Florence Mountain Park COSWAP Project* –
The COSWAP project for the Florence Mountain Park – crew is currently working at the park during the month of May.
- *Fremont 250/150 Anniversary Coordination* –
Collaborating with Fremont County 250/150 organizers to support planning efforts for this year's commemorative events recognizing the anniversaries of the United States and the State of Colorado.
Florence Archives and the City are pursuing a project to recreate the City flag and present it to property owners listed on the City's local historic registry, potentially on September 5th.
- *EV Charging Stations*
Initiated conversations with Drive Clean Colorado, EVICO and Black Hills Energy about the potential for installing EV charging stations at Pioneer Park. EV charging infrastructure is included in the Master Plan and there are grant opportunities available through the State.

Meetings/Trainings:

Weekly OAC meeting with Spire Building Group – Pioneer Park Restrooms
CWCB GIS Training – Floodplain Management
San Juan Bautista Association
Taven Talk at the Pioneer Museum
3 Rocks Engineering
Willow Creek Subdivision

Ashley Fox
Planning Director