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* Please note: times are approximate
Board of Trustees Agenda Memorandum

Item No: Attachment A

Meeting Date: 03.27.2018

TITLE: Accounts Payable

SUBMITTING DEPARTMENT: Finance

ATTACHMENTS: Accounts Payable for 03.27.2018

DISCUSSION: The accounts payable include the second quarter payment to Garfield County Housing Authority for $7,500.00. YouthZone’s funding for 2018 from the VALE fund is being paid for $4,500.00. Consulting with Small Hydro Consulting for the hydro feasibility study is 50% complete for $7,750.00.

The payroll for 3.23.18 was $157,021.75. Tax liability for the town was $8,947.38. Pension and Retirement liability was $10,422.65.

If you have any questions concerning the Accounts Payable, please contact me.

Renae
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Total WASTEWATER DEPT: 6,204.24

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| 01-4210-2100 | POSTAGE                                   | 52880      |                         | 3/1/18     | 10592 | 03/01/2018   | 12.40  |

Total POLICE DEPT:

|          |                                           |            |                      |            |       |              | 12.40  |

| 01-4210-2110 | OFFICE SUPPLIES                           | 57780      | XEROX CORPORATION     | 092441317  | 62205 | 03/01/2018   | 147.22 |

Total POLICE DEPT:

|          |                                           |            |                      |            |       |              | 147.22 |

| 01-4210-2291 | INVESTIGATION EXPENSE                     | 76131      | MTN W SANE ALLI-C/O RIVER B | 002        | 62212 | 03/08/2018   | 500.00 |
| 01-4210-2291 | INVESTIGATION EXPENSE                     | 52880      |                         | 3/1/18     | 10692 | 03/01/2018   | 50.00  |

Total POLICE DEPT:

|          |                                           |            |                      |            |       |              | 550.00 |

| 01-4210-3350 | DUES AND PUBLICATIONS                     | 21530      | GARFIELD COUNTY PUBLIC IN | 2018-RAM   | 62202 | 03/07/2018   | 25.00  |

Total POLICE DEPT:

|          |                                           |            |                      |            |       |              | 25.00  |

| 01-4210-3360 | PUBLIC EDUCATION                          | 2080       | ADVANCED INFO SYSTEMS | 14245      | 93441 | 03/08/2018   | 546.00 |

Total POLICE DEPT:

|          |                                           |            |                      |            |       |              | 546.00 |

| 01-4210-3700 | TRAVEL AND CONFERENCE                     | 1920       | ADAMSON POLICE PRODUCTS | INV266098  | 62214 | 03/08/2018   | 3,542.30 |
| 01-4210-3700 | TRAVEL AND CONFERENCE                     | 29530      | KIRKLAND, WILLIAM      | PER DIEM FOR TRAINING | 3/9/18 | 62207 | 03/08/2018   | 361.30  |
| 01-4210-3700 | TRAVEL AND CONFERENCE                     | 92562      | LITZAU, KELLI          | PER DIEM FOR TRAINING | 3/16/18 | 62216 | 03/16/2018   | 105.00  |
| 01-4210-3700 | TRAVEL AND CONFERENCE                     | 49210      | STOCK-BELL, GRETCHEIN  | PER DIEM TRAINING | 3/16/18 | 62217 | 03/16/2018   | 105.00  |
| 01-4210-3703 | TRAVEL AND CONFERENCE                     | 52880      | UMB BANK               | CHILD CAR SEAT TRAINING & L | 3/1/18 | 10692 | 03/01/2018   | 354.32  |

Total POLICE DEPT:

|          |                                           |            |                      |            |       |              | 4,487.02 |

| 01-4210-3989 | OTHER SERVICES                            | 11120      | CHEMATOX LABORATORY INC | BLOOD ALCOHOL TEST | 26023 | 62206 | 03/03/2018   | 25.00  |
| 01-4210-3989 | OTHER SERVICES                            | 35360      | MOUNTAIN PEST CONTROL  | PEST CONTROL     | 1040409 | 62209 | 03/02/2018   | 125.50  |

Total POLICE DEPT:

|          |                                           |            |                      |            |       |              | 150.50 |

| 01-4210-8000 | FEDERAL GRANT EXPENSE                     | 52880      | UMB BANK              | TRIDENT INTERNET PROVIDER | 3/1/18 | 10692 | 03/01/2018   | 130.60  |

Total POLICE DEPT:

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# TOWN OF CARBONDALE

## Payment Approval Report - by GL No


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MINUTES
CARBONDALE BOARD OF TRUSTEES
REGULAR MEETING
MARCH 13, 2018

Mayor Dan Richardson called the Board of Trustees Regular Meeting to order on March 13, 2018, at 6:02 p.m. in the Town Hall meeting room.

STUDENT OF THE MONTH

Students from Ross Montessori School were in attendance to receive the “Student of the Month” award. The following students were awarded a Certificate of Achievement from Mayor Dan Richardson:

Caden Smith
Violet Long

ROLL CALL:

The following members were present for roll call:

Mayor
Dan Richardson

Trustees
Marty Silverstein
Erica Sparhawk
Ben Bohmfalk
Luis Yllanes

Arrived after Roll
Heather Henry
Frosty Merriott

Staff Present:
Town Manager
Jay Harrington

Town Clerk
Cathy Derby

Attorney
Mark Hamilton

Finance Director
Renae Gustine

Public Works Director
Kevin Schorzman

Recreation Director
Eric Brendlinger

CONSENT AGENDA

• Accounts Payable totaling $182,329.28
• BOT 2/20/18 Work Session Minutes
• BOT 2/27/18 Regular Meeting Minutes
• Modification of Premises/Revocable License Agreement - Allegria
• Arts Space Needs Assessment Contract
Proposal Request for Funding – Waste Diversion Day

CONSENT

Trustee Bohmfalk asked Jay to give an overview of the Arts Space Contract. Jay explained that this is the second step of the contract. It provides more detailed actual needs analysis and it assesses housing needs. The grant is funded for one-half the cost. The Town has committed $20,000 and the Creative District has committed $5,000. Trustee Bohmfalk asked if we budgeted for this? Jay responded yes.

Trustee Henry arrived at the meeting.

Trustee Silverstein made a motion to approve the Consent Agenda. Trustee Yllanes seconded the motion and it passed with:

6 yes votes: Silverstein, Bohmfalk, Sparhawk, Henry, Yllanes, Richardson

PERSONS PRESENT NOT ON THE AGENDA

Jim Shoemaker, Barber Drive, stated that his wife was approached by a police officer and was warned that she had been idling her car too long. Jim stated that idling is allowed for two minutes and his wife had been idling for four minutes in order to defrost her windshield. Jim stated that safety is a big concern and residents should be allowed to idle while their windshields defrost.

TRUSTEE COMMENTS

Mayor Richardson thanked the Parks and Recreation Staff for organizing the pool open house – it’s a great start to discovering what features the citizens want for a new pool.

Mayor Richardson stated that the Glen X Job Fair was a huge success. Over 15,000 students attended the event.

Mayor Richardson told the Board that he toured Ascendigo Autism’s facility.

Mayor Richardson stated that he and Trustee Bohmfalk attended the RFTA Board meeting. The Board adopted a no open alcoholic containers policy effective in June. They also discussed the ITSP which is now called Destination 2040. The RFTA Board is having a retreat on May 8th and they will decide at that time if they want to put a tax increase question on the November ballot.

Mayor Richardson thanked Carbondale Arts for another hugely successful Fashion Show; it was an amazing event.
Mayor Richardson told the Board that a citizen approached him about resuming "Citizen of the Year". Mayor Richardson asked the Board if they wanted to put this item on a future agenda.

Trustee Yllanes stated that the Carbondale Public Arts Commission is close to selecting the artists for the 2018 Art-Around-Town exhibit.

Trustee Bohmfalk said that he attended the Bike/Pedestrian/Trails Commission and they have a new member which brings them over the required seven members. He said the Commission is very supportive of the Snowmass Drive sidewalk project. The members are working with the schools to expand bike education.

ATTORNEY'S COMMENTS

The attorney did not have any comments.

SPECIAL EVENT LIQUOR LICENSE – BLUE LAKE PRESCHOOL

Blue Lake Preschool has applied for a Special Event Liquor License for their annual fundraiser to be held at the Orchard. All fees have been paid and the Police Department has reported no problems with the applicant or the premises.

Trustee Sparhawk made a motion to approve Blue Lake Preschool's Special Event Liquor License Application. Trustee Yllanes seconded the motion and it passed with:

6 yes votes: Richardson, Silverstein, Sparhawk, Henry, Bohmfalk, Yllanes

SPECIAL EVENT LIQUOR LICENSE – 5POINT FILM FESTIVAL

5Point Film Festival has applied for five Special Event Liquor Licenses for their annual film festival to be held at the Recreation Center and corresponding events at satellite locations. All fees have been paid and the Police Department has reported no problems with the applicant or the premises.

Trustee Bohmfalk questioned the late hours (12:00 a.m. – 2:00 a.m.) for the event being held at Cross Fit. The applicant explained that it is more of a private event but they wanted to get a special event liquor license to be safe.

Trustee Bohmfalk made a motion to approve Five Point's five Special Event Liquor License Applications. Trustee Silverstein seconded the motion and it passed with:

6 yes votes: Richardson, Silverstein, Sparhawk, Henry, Bohmfalk, Yllanes
PUBLIC HEARING – NEW LIQUOR LICENSE – SOPRIS SPORTS BAR
Applicant: Reyna Jimenez Gavia
Location: 914 Highway 133

Sopris Sports Bar has applied for a new liquor license for an establishment located at 914 Highway 133. Staff deemed the application complete, all fees have been paid, and the Police Department has reported no problems with the applicant or the premises.

Mayor Richardson opened the meeting to public comment. There was no one present who wished to address the Board so Mayor Richardson closed the public hearing.

Trustee Silverstein made a motion to approve the new liquor license application for Sopris Sports Bar. Trustee Sparhawk seconded the motion and it passed with:

6 yes votes: Sparhawk, Bohmfalk, Richardson, Henry, Silverstein, Yllanes

TRASH DIVERSION REPORT

Mayor Richardson stated that he, Trustee Bohmfalk, Jay Harrington and Kevin Schorzman met with Laurie Batchelder Adams, President of LBA Associates, earlier in the day to discuss the scope of work for the Carbondale Solid Waste Collection Strategy Proposal. The work will happen in three phases: Phase 1 will address current best management practices; Phase 2 will address opportunities and solutions; Phase 3 will concentrate on specific solutions and a draft ordinance.

Mike Hinkley, of Mountain Waste & Recycling explained that on January 30, 2018, he conducted a study on waste diversion. He concluded that the Town of Carbondale diverts more than twice (28.32%) the state average (12.1%).

The Board asked Mountain Waste to do the report again in the peak of summer.

PUBLIC HEARING – NEW RETAIL AND MEDICAL MARIJUANA INFUSED PRODUCT FACILITIES APPLICATIONS – SOPRIS LABS, LLC
Applicant: Chapman Ducote
Location: 695 Buggy Circle

Sopris Labs, LLC has applied for a new retail and a new medical marijuana infused product facilities license. Staff deemed the application complete, all fees have been paid, and the Police Department has reported no problems with the applicant or the premises.

Discussion ensued and the following questions were asked:

How will odor be mitigated? With carbon filters and negative pressure. It's a stand-alone building.
What kind of signage will you have? The signage will be understated, they want the building to be non-descript.
Why did you choose Carbondale for your facility? Applicant loves the valley.
Will you purchase renewable energy? They will consider it – the applicant wants to do the right thing.
What extraction method will be used? CO2 and alcohol.
The application states that the hours of operation state that the MIPs will be open until midnight, is this correct? They will be open during the regular business day.
Has the applicant had security issues at their facility in Las Vegas? No issues, security is their strong suit.

Mayor Richardson opened the public hearing. There was no one present so Mayor Richardson closed the public hearing.

Trustee Sparhawk made a motion to approve Sopris Labs, LLC's retail and medical marijuana infused product facilities licenses. Trustee Henry seconded the motion and it passed with:

6 yes votes: Bohmfalk, Richardson, Henry, Silverstein, Yllanes, Sparhawk

Trustee Merriott arrived at the meeting.

Laurie Batchelder Adams, President of LBA Associates, introduced herself to the Board.

**SNOWMASS DRIVE SIDEWALK UPDATE**

Kevin Schorzman gave an update on the Snowmass Drive Sidewalk project. The following points were made:

- The retaining wall is the most expensive item in the project
- Construction will occur when school is out

Trustee Henry suggested staff give bidders plenty of time because construction is highly competitive right now. She has heard that many construction bids are coming in high. She stated that she is pleased with the height of the retaining wall. She asked if traffic will be impacted; Kevin replied at times.

Trustee Silverstein acknowledged and thanked Trustee Bohmfalk for spearheading the project.
POOL OPEN HOUSE UPDATE

Eric Brendlinger informed the Board that on February 28th the Parks and Recreation Commission held a community pool forum. Approximately 35 people attended. A pool survey was also previously conducted. The forum was an opportunity for the public to speak their minds. The pool is aging, the cost recovery is down, expense are increasing yet attendance is increasing due to the expanding programs. The Commission is looking toward the future and wants to have a plan in place.

The next step is to take the data and apply for a planning grant to do a feasibility study.

The Parks & Recreation Commission is interested in forming a fund raising committee. There is a window of opportunity to build a pool before another close by community does. The Board cautioned that the pool should not be an energy guzzler.

MISCELLANEOUS

Jay told the Board that he attended a pre-construction meeting with City Market. They are gearing up to do some small infrastructure construction.

Trustee Merriott informed the Board that he is meeting with the Garfield County Commissioners on Monday to discuss requiring residences within three miles of Carbondale to own bear resistant waste containers.

ADJOURNMENT

The March 13, 2018, regular meeting adjourned at 8:00 p.m. The next regularly scheduled meeting will be held on March 27, 2018, at 6:00 p.m.

APPROVED AND ACCEPTED

Dan Richardson, Mayor

ATTEST:

Cathy Derby, Town Clerk
To: Mayor Dan Richardson and
Carbondale Board of Trustees

From: Gene Schilling
Chief of Police, Carbondale Police Department

Ref.: Liquor License Renewal for Pop's Liquors, Inc.

Date: March 8, 2018

I have completed the requested record checks for the establishment and following individual:

Thomas William Yerke / Owner/Manager

I have found no in-house liquor violation records. The State Liquor Division conducted compliance checks in February, 2018 and Pop's Liquors passed that compliance check.

I recommend the approval for the liquor license renewal.
RETAIL LIQUOR OR 3.2 BEER LICENSE RENEWAL APPLICATION

POPP'S LIQUORS
PO BOX 1363
CARBONDALE CO 81623

PLEASE VERIFY & UPDATE ALL INFORMATION BELOW

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<tr>
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<tr>
<td>970-963-2771</td>
<td>990 COWEN DRIVE, CARBONDALE CO 81623-1583</td>
<td>PO BOX 1363 CARBONDALE CO 81623</td>
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1. Do you have legal possession of the premises at the street address above? ☑ YES ☐ NO

2. Is the premises owned or rented? ☑ Owned ☐ Rented* *If rented, expiration date of lease: 03-31-2019

13. Since the date of filing of the last application, has there been any change in financial interest (new notes, loans, owners, etc.) or organizational structure (addition or deletion of officers, directors, managing members or general partners)? If yes, explain in detail and attach a listing of all liquor businesses in which these new lenders, owners (other than licensed financial institutions), officers, directors, managing members, or general partners are materially interested. ☑ YES ☐ NO

NOTE TO CORPORATION, LIMITED LIABILITY COMPANY AND PARTNERSHIP APPLICANTS: If you have added or deleted any officers, directors, managing members, general partners or persons with 10% or more interest in your business, you must complete and return immediately to your local Licensing Authority, Form DR 8177: Corporation, Limited Liability Company or Partnership Report of Changes, along with supporting documentation and fees.

3. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been convicted of a crime? If yes, attach a detailed explanation. ☑ YES ☐ NO

4. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been denied an alcohol beverage license, had an alcohol beverage license suspended or revoked, or had interest in any entity that had an alcohol beverage license denied, suspended or revoked? If yes, attach a detailed explanation. ☑ YES ☐ NO

5. Does the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) have a direct or indirect interest in any other Colorado liquor license, including loans to or from any licensee or interest in a loan to any licensee? If yes, attach a detailed explanation. ☑ YES ☐ NO

AFFIRMATION & CONSENT

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct and complete to the best of my knowledge.

Type or Print Name of Applicant/Authorized Agent of Business: Thomas Yerke

Title: President

Signature: [Signature]

Date: 02/27/2018

REPORT & APPROVAL OF CITY OR COUNTY LICENSING AUTHORITY

The foregoing application has been examined and the premises, business conducted and character of the applicant are satisfactory, and we do hereby report that such license, if granted, will comply with the provisions of Title 12, Articles 45 and 47, C.R.S. THEREFORE THIS APPLICATION IS APPROVED.

Local Licensing Authority For

Date

Signature

Title

Attest
TOWN OF CARBONDALE
511 COLORADO AVENUE
CARBONDALE, CO 81623

Board Trustees Agenda Memorandum

Meeting Date: 3/27/18
Attachment: D
Item: 2

TITLE: Modification of Premises – Phat Thai

SUBMITTING DEPARTMENT: Manager

ATTACHMENTS: State Permit Application and Report of Changes, Revocable License Agreement

BACKGROUND: For the past three (3) summers the Town has allowed restaurants on Main Street (Allegria and Phat Thai) and Fourth Street (Senior Taco Show) to construct decking in the Town’s Right-of-Way in the summer/fall season for al fresco dining. Phat Thai is applying to place decking in the Town Right-of-Way for the upcoming 2018 season. In order to do this the restaurant must file a Permit Application and Report of Changes (Modification of Premises) with the State of Colorado and they must renew their Revocable License Agreement with the Town.

FINANCIAL: All fees have been paid to the Town and State.

DESIRED OUTCOME: Staff recommends the Board make a motion to approve Phat Thai’s Permit Application and Report of Changes and to authorize the Town Manager to sign the Revocable License Agreement.

Prepared By: Cathy Derby

Town Manager
Permit Application and Report of Changes

Current License Number: 07-72538-0000

All Answers Must Be Printed in Black Ink or Typewritten

Local License Fee: $600.00

Present License Number: 07-72538-0000

1. Applicant is a
   - Corporation
   - Partnership
   - Individual
   - Limited Liability Company

2. Name of Licensee: Three43 Main Inc

3. Trade Name: Phat Thai

4. Location Address: 343 Main Street

City: Carbondale
County: Garfield
ZIP: 81623

SELECT THE APPROPRIATE SECTION BELOW AND PROCEED TO THE INSTRUCTIONS ON PAGE 2.

Section A – Manager reg/change

- License Account No.
- Manager's Registration (Hotel & Rest.) $75.00
- Manager's Registration (Tavern) $75.00
- Manager's Registration (Lodging & Entertainment) $75.00
- Change of Manager (Other Licenses pursuant to section 12-47-301(8), C.R.S.) NO FEE

Section C

☐ Retail Warehouse Storage Permit (ea) $200.00
☐ Wholesale Branch House Permit (ea) 200.00
☐ Change Corp. or Trade Name Permit (ea) 100.00
☐ Change Location Permit (ea) 300.00
☐ Change, Alter or Modify Premises $300.00 x 2 Total Fee 600.00

Section B – Duplicate License

- Liquor License No.
- Duplicate License $50.00

☐ Addition of Optional Premises to Existing H/R $200.00 x
Total Fee
☐ Addition of Related Facility to an Existing Resort or Campus Liquor Complex $160.00 x
Total Fee
☐ Campus Liquor Complex Designation No Fee

Do Not Write in This Space – For Department of Revenue Use Only

Date License Issued
License Account Number
Period

The State may convert your check to a one time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds the Department of Revenue may collect the payment amount directly from your bank account electronically.

TOTAL AMOUNT DUE $ .00
Instruction Sheet

For All Sections, Complete Questions 1-4 Located on Page 1

☐ Section A

To Register or Change Managers, check the appropriate box in section A and complete question 8 on page 4. Proceed to the Oath of Applicant for signature. Submit to State Licensing Authority for approval.

☐ Section B

For a Duplicate license, be sure to include the liquor license number in section B on page 1 and proceed to page 4 for Oath of Applicant signature.

☒ Section C

Check the appropriate box in section C and proceed below.

1) For a Retail Warehouse Storage Permit, go to page 3 complete question 5 (be sure to check the appropriate box). Submit the necessary information and proceed to page 4 for Oath of Applicant signature. Submit to State Licensing Authority for approval.

2) For a Wholesale Branch House Permit, go to page 3 and complete question 5 (be sure to check the appropriate box). Submit the necessary information and proceed to page 4 for Oath of Applicant signature. Submit to State Licensing Authority for approval.

3) To Change Trade Name or Corporation Name, go to page 3 and complete question 6 (be sure to check the appropriate box). Submit the necessary information and proceed to page 4 for Oath of Applicant signature. Retail Liquor License submit to Local Liquor Licensing Authority (City or County). Manufacturer, Wholesaler and Importer's Liquor Licenses submit to State Liquor Licensing Authority.

4) To modify Premise, go to page 4 and complete question 9. Submit the necessary information and proceed to page 4 for Oath of Applicant signature. Retail Liquor License submit to Local Liquor Licensing Authority (City or County). Manufacturer, Wholesaler and Importer’s Liquor Licenses submit to State Liquor Licensing Authority.

5) For Optional Premises go to page 4 and complete question 9. Submit the necessary information and proceed to page 4 for Oath of Applicant signature. Retail Liquor License submit to Local Liquor Licensing Authority (City or County).

6) To Change Location, go to page 3 and complete question 7. Submit the necessary information and proceed to page 4 for Oath of Applicant signature. Retail Liquor License submit to Local Liquor Licensing Authority (City or County). Manufacturer, Wholesaler and Importer’s Liquor Licenses submit to State Liquor Licensing Authority.

7) Campus Liquor Complex Designation, go to page 4 and complete question 10. Submit the necessary information and proceed to page 4 for Oath of Applicant signature.

8) To add another Related Facility to an existing Resort or Campus Liquor Complex, go to page 4 and complete question 11.
5. Retail Warehouse Storage Permit or a Wholesalers Branch House Permit
   - Retail Warehouse Permit for:
     - On-Premises Licensee (Taverns, Restaurants etc.)
     - Off-Premises Licensee (Liquor stores)
   - Wholesalers Branch House Permit
     - Address of storage premise: ________________________________
       City ______________, County ____________________________, Zip ____________

     Attach a deed/ lease or rental agreement for the storage premises.
     Attach a detailed diagram of the storage premises.

6. Change of Trade Name or Corporation Name
   - Change of Trade name / DBA only
   - Corporate Name Change (Attach the following supporting documents)
     1. Certificate of Amendment filed with the Secretary of State, or
     2. Statement of Change filed with the Secretary of State, and
     3. Minutes of Corporate meeting, Limited Liability Members meeting, Partnership agreement.

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7. Change of Location

   NOTE TO RETAIL LICENSEES: An application to change location has a local application fee of $750 payable to your local licensing authority. You may only change location within the same jurisdiction as the original license that was issued. Pursuant to 12-47-311 (1) C.R.S. Your application must be on file with the local authority thirty (30) days before a public hearing can be held.

   Date filed with Local Authority ____________________________ Date of Hearing ____________________________

   (a) Address of current premises ________________________________
       City ____________________________ County ____________________________ Zip ____________

   (b) Address of proposed New Premises (Attach copy of the deed or lease that establishes possession of the premises by the licensee)
       Address ________________________________
       City ____________________________, County ____________________________ Zip ____________

   (c) New mailing address if applicable.
       Address ________________________________
       City ____________________________, County ____________________________ State ______ Zip ______

   (d) Attach detailed diagram of the premises showing where the alcohol beverages will be stored, served, possessed or consumed. Include kitchen area(s) for hotel and restaurants.
6. Change of Manager or to Register the Manager of a Tavern, Hotel and Restaurant, Lodging & Entertainment liquor license or licenses pursuant to section 12-47-301(8).

(a) Change of Manager (attach Individual History DR 8404-I H/R, Tavern and Lodging & Entertainment only)

Former manager's name

New manager's name

(b) Date of Employment

Has manager ever managed a liquor licensed establishment? Yes ☐ No ☐

Does manager have a financial interest in any other liquor licensed establishment? Yes ☐ No ☐

If yes, give name and location of establishment

9. Modification of Premises, Addition of an Optional Premises, or Addition of Related Facility

NOTE: Licensees may not modify or add to their licensed premises until approved by state and local authorities.

(a) Describe change proposed Summer Outdoor Dining

(b) If the modification is temporary, when will the proposed change:

Start 5/1/18 (mo/day/year) End 10/15/18 (mo/day/year)

NOTE: THE TOTAL STATE FEE FOR TEMPORARY MODIFICATION IS $600.00

(c) Will the proposed change result in the licensed premises now being located within 500 feet of any public or private school that meets compulsory education requirements of Colorado law, or the principal campus of any college, university or seminary?

(If yes, explain in detail and describe any exemptions that apply) Yes ☐ No ☒

(d) Is the proposed change in compliance with local building and zoning laws? Yes ☒ No ☐

(e) If this modification is for an additional Hotel and Restaurant Optional Premises has the local authority authorized by resolution or ordinance the issuance of optional premises?

Yes ☒ No ☐

(f) Attach a diagram of the current licensed premises and a diagram of the proposed changes for the licensed premises.

(g) Attach any existing lease that is revised due to the modification.

10. Campus Liquor Complex Designation

An institution of higher education or a person who contracts with the institution to provide food services

(a) I wish to designate my existing Liquor License # to a Campus Liquor Complex

Yes ☐ No ☐

11. Additional Related Facility

To add a Related Facility to an existing Resort or Campus Liquor Complex, include the name of the Related Facility and include the address and an outlined drawing of the Related Facility Premises.

(a) Address of Related Facility

(b) Outlined diagram provided Yes ☐ No ☐
Oath of Applicant
I declare under penalty of perjury in the second degree that I have read the foregoing application and all attachments thereto, and that all information therein is true, correct, and complete to the best of my knowledge.

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<tr>
<td></td>
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Report and Approval of LOCAL Licensing Authority (CITY / COUNTY)
The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the applicable provisions of Title 12, Articles 46 and 47, C.R.S., as amended. **Therefore, This Application is Approved.**

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</tbody>
</table>

Report of STATE Licensing Authority
The foregoing has been examined and complies with the filing requirements of Title 12, Article 47, C.R.S., as amended.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Title</th>
<th>Date</th>
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REVOCABLE LICENSE AGREEMENT

THIS REVOCABLE LICENSE AGREEMENT (hereinafter "Agreement") is made and entered into this 1st day of May, 2018, by and between the Town of Carbondale, Colorado, a Colorado home rule municipal corporation (hereinafter "Town") and Three43Main Inc. DBA Phat Thai [legal name of licensee], a Colorado S Corporation [type of entity; e.g., "a Colorado limited liability company"] (hereinafter "Licensee").

WHEREAS, Licensee desires to obtain a revocable and non-exclusive license from the Town to use and occupy a portion of the Main Street right-of-way for temporary patio improvements for food and beverage service; and

WHEREAS, the Town is willing to grant Licensee a revocable license for such purpose, upon the terms and conditions of this Agreement.

NOW, THEREFORE, the Town and Licensee agree as follows:

1. Licensed Premises. The Town hereby grants to Licensee a revocable and non-exclusive license to occupy and use, subject to all of the terms and conditions of this Agreement, the following described premises (the "Premises"): that portion of the Main Street right-of-way and sidewalk lying within the Main Street right-of-way that is located adjacent to 343 Main Street as more particularly described and depicted in Exhibit “A”, attached to this Agreement and incorporated into this Agreement by reference.

2. Term. Unless sooner terminated as provided by this Agreement, the term of the license herein granted is expressly limited to the following periods: May 1, 2018 to October 15, 2018 collectively, the “Term.”

3. Payment. Licensee shall pay for the license granted herein a non-refundable license fee of $50, which fee shall be paid by Licensee within 15 days of receipt of a Town invoice for same.

4. Purpose and Conduct of Use. The Premises may be occupied and used by Licensee during the Term of this Agreement for the sole purpose of constructing, installing, operating, maintaining and repairing a temporary patio for food and beverage service. In its use and occupancy of the Premises, Licensee shall strictly comply with the following standards and requirements:
   a. Service shall commence no earlier than 7 a.m. and end no later than 2 a.m.
   b. The Licensee shall provide adequate access to and from the Premises, including access pursuant to the Americans with Disabilities Act (ADA) via curb ramps, pedestrian ramps, or other means.
   c. Alcohol service on the patio shall be limited to retail sales of alcohol beverages by the drink. No alcohol tastings or private parties with alcohol service shall be permitted on the patio. Alcohol service requires and is subject to appropriate State
of Colorado and Town permits and/or licenses. Licensee acknowledges no assurance of any such approval has been made or relied upon.

d. No chairs, tables or any other Licensee improvements, equipment or facilities shall be placed within the sidewalk corridor depicted on Exhibit “A,” which corridor shall remain open at all times for pedestrian passage.

e. No amplified sound, signs, banners, utility connections, or hazardous materials shall be permitted or installed on the Premises.

f. Licensee shall at its sole expense promptly remove from the Premises and any adjacent areas all trash generated by its operation of the patio facilities.

g. Licensee shall avoid any damage or interference with any Town installations, structures, utilities, or improvements on, under, or adjacent to the Premises.

5. Improvements. Licensee shall have the right to install on the Premises improvements consisting of decking, fencing, tables, chairs and other necessary facilities as described and depicted in Exhibit “B,” collectively, the “Improvements.” Licensee shall be responsible at its sole expense for the construction, installation, operation, maintenance, repair and removal of the Improvements. All Improvements installed by the Licensee shall be completed in accordance with plans and specifications approved in advance by the Town. Any changes shall require additional advance approval by the Town. All work shall be completed in compliance with all codes, ordinances, rules and regulations of the Town. Except for the Improvements specifically authorized by the Town on Exhibit “B”, Licensee shall not place, build, expand, or add to any structures or other items on the Premises.

6. General Use and Care of Premises. Licensee shall take such actions as are necessary to maintain the Improvements and Premises in good and safe condition at all times during the Term. Licensee further agrees to comply at all times during the Term with the ordinances, resolutions, rules, and regulations of the Town in Licensee’s use and occupancy of the Premises.

7. No Estate in Premises. Licensee agrees that it does not have or claim, and shall not at any time in the future have or claim, any ownership interest or estate in the Premises, or any other interest in real property included in the Premises, by virtue of this Agreement or by virtue of Licensee’s occupancy or use of the Premises.

8. Termination. The license granted by this Agreement may be suspended or terminated at any time for any reason. Licensee’s consent shall not be required to suspend or terminate the license. To the extent practicable, the Town shall provide written notice at least 45 days in advance of the termination date.

9. Compliance. If Licensee fails to comply with its obligations under this Agreement, the Town may, at its sole option, terminate the license or take such measures as it determines necessary to bring the Premises into compliance with the terms of the Agreement. The cost of termination or compliance measures shall be paid by Licensee.
10. **Acknowledgment of General Condition.** Licensee acknowledges that its use and occupancy hereunder is of the Premises in its as-is condition with all faults, whether patent or latent, and without warranties or covenants, express or implied. Licensee acknowledges the Town shall have no obligation to repair, replace or improve any portion of the Premises in order to make such Premises suitable for Licensee’s intended uses.

11. **Acknowledgment and Acceptance of Specific Matters.** Licensee specifically acknowledges that the Premises may not currently meet standards under federal, state or local law for Licensee’s intended use, including but not limited to accessibility standards under the Americans with Disabilities Act and Uniform Building Code and adopted and in force in the Town. Compliance with such standards, if required for Licensee’s use, shall be at the sole cost and expense of Licensee. If Licensee determines that compliance with such standards for Licensee’s use is not feasible or economical, then Licensee may terminate this Agreement and the parties shall be released from any further obligations hereunder.

12. **Liens.** Licensee shall be solely responsible for and shall promptly pay for all services, labor or materials furnished to the Premises at the instance of Licensee. The Town may at Licensee’s expense discharge any liens or claims arising from the same.

13. **Personal Property.** The Town shall have no responsibility, liability, or obligation with respect to the safety or security of any personal property of Licensee placed or located on, at, or in the Premises, it being acknowledged and understood by Licensee that the safety and security of any such property is the sole responsibility and risk of Licensee.

14. **Right of Entry.**

a. Notwithstanding any other provisions of this Agreement to the contrary, the Town shall at all times have the right to enter the Premises to inspect, improve, maintain, alter, or utilize the Premises or an adjacent premises.

b. In the case of an emergency, including but not limited to street repairs, water main breaks, and other utility problems, no notice shall be required, and the Town may suspend or terminate the license and utilize the Premises as long as necessary, in the Town’s sole discretion, to adequately respond to such emergency. If such entry requires disturbance of any items placed upon the Premises under this Agreement, the Town shall not be required to repair or replace any such disturbance.

c. In the case of non-emergency situations, including but not limited to Town special events, the shall provide one week notice of any temporary suspension of the license,

15. **Indemnity and Release.** Licensee shall be solely responsible for any damages suffered by the Town or others as a result of Licensee’s use and occupancy of the Premises during the Term. Licensee agrees to indemnify and hold harmless the Town, its elected and appointed officers, agents, employees and insurers harmless from and against all liability, claims, damages, losses, and expenses arising out of, resulting from, or in any way connected with Licensee’s use and occupancy of the Premises, the conduct of Licensee’s operations or activities on the Premises, liens or other claims made, asserted or recorded against the Premises as a result of Licensee’s use or occupancy thereof, or the rights and obligations of Licensee under this Agreement, including
but not limited to any attorneys' fees, costs, or expert witness fees incurred by the Town in defense of any claim. Licensee hereby further expressly, releases and discharges the Town, its elected and appointed officers, agents, employees and insurers, from any and all liabilities for any loss, injury, death or damages or any person or property that may be sustained by reason of the use or occupancy of the Premises under this Agreement, excepting only those arising solely from willful and wanton conduct of the Town's officers or employees.

16. **Insurance.** Licensee shall at its expense obtain, carry and maintain at all times, and shall require each contractor or subcontractor of Licensee performing work on the Premises during the Term to obtain, carry and maintain, a policy of comprehensive general liability insurance insuring the Town and Licensee against any liability arising out of or in connection with Licensee’s use, occupancy or maintenance of the Premises or the condition thereof. Such insurance shall be at all times in an amount of not less than $1,000,000 combined single limit for bodily injury and property damage per occurrence. If Licensee serves liquor on the Premises, Licensee shall also at its expense obtain, carry and maintain at all times host and general liquor liability insurance in the same amount. Such policies shall include coverage for liquor liability and such other endorsements and coverage as the Town may reasonably require. The Town, its elected and appointed officers, agents and employees shall be named as additional insureds on such policies. The policies required above shall be primary insurance, and any insurance carried by the Town shall be excess and not contributory insurance. Such policies shall contain a severability of interests provision. Licensee shall be solely responsible for any deductible losses under each of the policies required above. A certificate of insurance shall be completed by Licensee’s insurance agent(s) as evidence that a policy or policies providing the coverages, conditions, and minimum limits required herein are in full force and effect, and shall be subject to review and approval by the Town prior to commencement of Licensee’s occupancy of the Premises. As between the parties hereto, the limits of such insurance shall not limit the liability of Licensee. No required coverage shall be cancelled, terminated or materially changed until at least 30 days prior written notice has been given to the Town. The Town reserves the right to request and receive a certified copy of any policy and any endorsement thereto. Failure on the part of Licensee to procure or maintain policies providing the required coverages, conditions, and minimum limits shall constitute a material breach hereof upon which the Town may immediately terminate this Agreement.

17. **No Waiver of Immunity or Impairment of Other Obligations.** The Town does not waive or intend to waive by any provision of this Agreement the monetary limitations (presently $150,000 per person and $600,000 per occurrence) or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, C.R.S. §24-10-101 et seq., as from time to time amended, or otherwise available to the Town, and its officers and employees.

18. **Restoration of Premises.** At or before the expiration of both the Fall Season and the Summer Season, or otherwise upon the termination of this Agreement, Licensee shall deliver up the Premises in as good a condition as when Licensee took possession, excepting only ordinary wear and tear. At such times, Licensee at its sole expense shall remove from the Premises all Improvements and other items placed on the Premises. If any such Improvements or items are not removed at such times, the Town may remove them at Licensee’s sole expense, and Licensee shall reimburse the Town for all costs incurred, including but not limited to staff time and administrative overhead, within 15 days of receipt of a Town invoice for the same.
19. **Notices.** Any notices or communication required or permitted hereunder shall be given in writing and shall be personally delivered, or sent by facsimile transmission or by United States mail, postage prepaid, registered or certified mail, return receipt requested, addressed as follows:

**TOWN:**

Town of Carbondale  
c/o Town Manager  
511 Colorado Avenue  
Carbondale, CO 81601

**LICENSEE:**

Three43 Main Inc DBA Phat Thai  
0302 Escalante Road  
Carbondale, CO 81623

or to such other address or the attention of such other person(s) as hereafter designated in writing by the parties. Notices given in the manner described above shall be effective, respectively, upon personal delivery, upon facsimile receipt, or upon mailing.

20. **Existing Rights.** Licensee understands that the license granted hereunder is granted subject to prior agreements and subject to all easements and other interests of record applicable to the Premises. Licensee shall be solely responsible for coordinating its activities hereunder with the holders of such agreements or of such easements or other interests of record, and for obtaining any required permission for such activities from such holders if required by the terms of such agreements or easements or other interests.

21. **No Waiver.** Waiver by the Town of any breach of any term of this Agreement shall not be deemed a waiver of any subsequent breach of the same or any other term or provision thereof.

22. **Successors & Assigns.** This Agreement is personal to the parties hereto. Licensee shall not transfer or assign any rights hereunder without the prior written approval of the Town, which approval shall be at the Town’s sole option and discretion. The sale or transfer of Licensee’s business shall result in automatic termination of this Agreement.

23. **Entire Agreement; Authority.** This Agreement is the entire agreement between the Town and Licensee and may be amended only by written instrument subsequently executed by the Town and Licensee. The undersigned signatory of Licensee represents that he or she has been duly authorized to execute this Agreement on behalf of Licensee and has full power and authority to bind Licensee to the terms and conditions hereof.

24. **Survival.** All of the terms and conditions of this Agreement concerning release, indemnification, termination, remedies and enforcement shall survive termination of this Agreement.

25. **No Third Party Beneficiaries.** The Parties expressly agree that enforcement of the terms and conditions of this Agreement, and all rights of action relating to such enforcement, shall be strictly reserved to the Parties. The Parties expressly intend that any person other than the Parties who receives services or benefits under this Agreement shall be deemed to be an incidental beneficiary only.
IN WITNESS WHEREOF, the parties have entered into this Agreement on the date first above written.

TOWN OF CARBONDALE, a Colorado home rule municipal corporation

By: ____________________________
Title: Town Manager

ATTEST:

________________________________________
Town Clerk

LICENSEE:

By: ____________________________
Title: ____________________________

STATE OF COLORADO )
COUNTY OF GARFIELD )

The above and foregoing signature of ____________________________, as owner of ____________________________, was subscribed and sworn to before me this __ day of ____________________________, 2018.

Witness my hand and official seal.

My commission expires on: ____________________________

Notary Public

8186285_1

KORTNEY E HARTMAN
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID 20114048034
MY COMMISSION EXPIRES JUL 29, 2019
EXHIBIT A
OF
REVOCABLE LICENSE AGREEMENT

Description and Depiction of Licensed Premises
EXHIBIT B
OF
REVOCABLE LICENSE AGREEMENT

Detailed description of Patio Improvements
**TOWN OF CARBONDALE**  
511 COLORADO AVENUE  
CARBONDALE, CO 81623

Board Trustees Agenda Memorandum

Meeting Date: 3/27/18

**TITLE:** Rocky Mountain High – Modification of License – Change of Hours

**SUBMITTING DEPARTMENT:** Manager

**ATTACHMENTS:** Modification of License Application

**BACKGROUND:** Rocky Mountain High has submitted a Modification of License Application to extend their retail marijuana store’s closing hours to 11:00 p.m. The State of Colorado allows retail marijuana stores to remain open until midnight. The Town does not have any regulations on hours.

Currently there are four retail stores in operation in Carbondale. Their hours are:

<table>
<thead>
<tr>
<th>Store</th>
<th>Close</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr's. Garden</td>
<td>7:00 p.m.</td>
</tr>
<tr>
<td>Tumbleweed</td>
<td>7:00 p.m.</td>
</tr>
<tr>
<td>Rocky Mountain High</td>
<td>7:00 p.m.</td>
</tr>
<tr>
<td>High Q</td>
<td>10:00 p.m.</td>
</tr>
</tbody>
</table>

**FINANCIAL:** The $150 application fee has been paid in full.

**DESIRED OUTCOME:** The Board should determine if they will allow Rocky Mountain High to extend the closing hours of their retail store. If the Board approves the extension of hours, staff would recommend the following motion be made: *move to approve Rocky Mountain High’s Modification of License Application extending their closing hour to 11:00 p.m.*

The Board may also choose to extend the closing hours to an alternative time it deems acceptable. If the Board chooses to extend the closing hours to a time other than 11:00 p.m. staff recommends the Board make the following motion: *move to approve Rocky Mountain High’s Modification of License Application extending their closing hour to ___ p.m.*

Prepared By: Cathy Derby

Town Manager
RETAIL MARIJUANA LICENSE APPLICATION

Date of Application: 3/19/18  Date Application Deemed Complete: 3/19/18

Date of Public Hearing: NO HEARING  To be scheduled within 45 days from date application deemed complete

This application is for the following Premises Location License Type (please check only one [1] license type and file a separate complete RM License Application if another license type is applicable):

☐ Retail Marijuana Store  ☐ Retail Marijuana Cultivation Facility*
☐ Retail Marijuana Products Manufacturing Facility*  ☐ Retail Marijuana Testing Facility
☐ Transfer of Ownership (relocation among current owners)  ☐ Transfer of location
☐ Testing Facility  ☐ Modification/Alteration of Premises
☐ Change of Corporation or LLC Structure

* Cultivation Facility and Marijuana Infused Products requires a Public Hearing before the Planning and Zoning Commission for a Special Use Permit

*Applicant* is defined as the Legal Name of Individual or Business Entity that will hold license if approved.

Applicant is applying as (attach organizational documents):

☐ Corporation  ☐ Sole Proprietor  ☐ Partnership
☐ Limited Liability Company  ☐ Association or Other

Applicant Name: Kelsey McQuillen

Trade Name of Establishment (doing business as): Rocky Mountain High

Applicant Contact Name (please print): Kelsey McQuillen

Address of Premises Location:

615 Baggy Cl unit D  Carbondale CO  81623
Street Address  City  State  Zip Code

Business Mailing Address (if different from Premise location):

Street Address  City  State  Zip Code

Business Phone: (970) 963-6669  Emergency Phone: 

Business Email Address:  Website Address: rocky.mountain.high.co

Town Sales Tax License No:  State Sales Tax License No: 

State Medical Marijuana License No: N/A
Local Residency Requirement Applicable to Licenses for Retail Marijuana Stores, Cultivation Facilities, and Product Manufacturing Facilities: The applicant seeking licensure must provide the Town of Carbondale with the name of an agent of the proposed licensee who will serve as a point of contact for the Town. Such agent shall hold at least a partial ownership interest in the retail marijuana store, cultivation facility, or products manufacturing facility and shall have a primary home (as the term is defined in Chapter 5.26) within the 81621, 81623, or 81601 Colorado zip codes. THE AGENT LISTED BELOW MUST COMPLETE A RETAIL MARIJUANA BUSINESS LICENSE BACKGROUND CHECK AND MUST BE FINGERPRINTED by the Carbondale Police Department.

<table>
<thead>
<tr>
<th>NAME</th>
<th>HOME ADDRESS, CITY, STATE, ZIP</th>
<th>DOB</th>
<th>POSITION</th>
<th>% OWNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Haley McQuillen</td>
<td></td>
<td>9/26/1987</td>
<td>AGENT</td>
<td>10%</td>
</tr>
</tbody>
</table>

The Applicant's Agent shall present for recording one (1) of the following forms of identification:
- An identification card issued in accordance with Section 42-2-302, C.R.S.;
- A valid Colorado driver's license;
- A United States military identification card;
- A valid passport; or
- An alien registration card.

Applicant must list any person having a financial interest in a retail marijuana business. If Applicant is a corporation, partnership, association or limited liability company, Applicant must list ALL OFFICERS, DIRECTORS, PARTNERS, MEMBERS AND MANAGING MEMBERS OF THE ENTITY, AS APPLICABLE TO THE PARTICULAR ENTITY, AS WELL AS EACH PERSONS HAVING A FINANCIAL INTEREST IN THE ENTITY. For purposes of this requirement and the following question regarding felony convictions, a "financial interest" means any ownership interest including, without limitation, a membership, directorship, officership or any creditor interest, whether or not such interest is evidenced by any written document.

ALL PERSONS LISTED BELOW MUST COMPLETE A RETAIL MARIJUANA BUSINESS LICENSE BACKGROUND CHECK AND MUST BE FINGERPRINTED by a Police Department. If necessary, provide additional information on a separate sheet.

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<tr>
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<th>HOME ADDRESS, CITY, STATE, ZIP</th>
<th>DOB</th>
<th>POSITION</th>
<th>% OWNED</th>
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</thead>
<tbody>
<tr>
<td>Michael Weiss</td>
<td></td>
<td>8/31/1992</td>
<td>owner</td>
<td>90%</td>
</tr>
<tr>
<td>Haley McQuillen</td>
<td></td>
<td>9/26/1987</td>
<td>owner</td>
<td>10%</td>
</tr>
</tbody>
</table>

The Applicant shall present for recording one (1) of the following forms of identification:
- An identification card issued in accordance with Section 42-2-302, C.R.S.;
- A valid Colorado driver's license;
- A valid driver's license containing a picture issued by another state;
- A United States military identification card;
- A valid passport; or
- An alien registration card.

Has any person listed above ever been convicted of a felony in a federal, state, or other court?

☐ Yes  ☑ No

If the answer is yes, please provide the following (if necessary, please provide additional information on a separate sheet):
<table>
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<tr>
<th>Name of Person</th>
<th>Name &amp; Location of Court</th>
<th>Charge Convicted Of</th>
<th>Sentence</th>
<th>Date of Sentencing</th>
<th>Last Date of Incarceration/Parole/Probation or Other Discharge of Sentence</th>
</tr>
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Does the Applicant have legal possession of the premises for at least one (1) year from the date that this license will be issued by virtue of ownership, lease or other arrangement?  

Yes [ ]  No [ ]

If the answer is yes, please provide proof of possession (i.e. lease, etc.)

[ ] Ownership  [ ] Lease  [ ] Other (explain in detail): __________________________________________

If leased, list name of landlord and tenant, and date of expiration, EXACTLY as they appear on the lease:

**Landlord**: Michael Weisser  
**Tenant**: CMED  
**Expires**: 11-30-21

Building Owner’s Mailing Address:  

Edwards  CO  81632

Street Address

City  State  Zip Code

Contact Phone Numbers: ____________________________

Is this proposed premises to be licensed within 500 feet of any school or licensed child care facility?  

Yes [ ]  No [ ]

Is this proposed premises to be licensed within 500 feet of any alcohol or drug treatment facility?  

Yes [ ]  No [ ]

If this proposed premises is a retail marijuana store located on Main Street between 7th Street and Snowmass Drive, is the proposed retail marijuana store within 400 feet of another retail marijuana store?  

Yes [ ]  No [ ]

Is this proposed premises location the only location that is affiliated with this business?  

Yes [ ]  No [ ]

If there is another location associated with this business entity, please list all other premise location addresses both in and outside of the Town of Carbondale (e.g. all medical/retail marijuana centers, medical/retail cultivation operations and medical/retail marijuana-infused products manufacturing operations which operate in concert to form this business entity):

<table>
<thead>
<tr>
<th>Type of Business</th>
<th>Location (Street, City, State, Zip Code)</th>
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Name of on-site manager for licensed premises:

Home Address:

Street Address

City  State  Zip Code

3
Business Cell Phone Number: ______________________  Email Address: ______________________

Driver’s License Number: ______________  Jurisdiction that issued Driver’s License: ______________

Who, besides the owners or other persons listed in this application (including persons, firms, partnerships, corporations, limited liability companies), will loan or give money, inventory, or equipment to, or for use in, this business or will receive money from this business? If necessary, please provide additional information on a separate sheet.

<table>
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<tr>
<th>NAME</th>
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<th>DOB</th>
<th>% OWNED</th>
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</table>

Attach a summary list of all loans, notes and security instruments, gifts, and any written agreement, or details of any oral agreement, by which any person (including partnerships, corporations, limited liability companies, etc.) will share in the profit or gross proceeds of this establishment, and any agreement relating to the business which is contingent or conditional in any way by volume, profit, sales, giving of advice or consultation. Executed and complete copies of same.

Please provide the names and addresses of any employee or proposed employees of the retail marijuana business. ALL PERSONS LISTED BELOW MUST COMPLETE A RETAIL MARIJUANA BUSINESS LICENSE BACKGROUND CHECK AND MUST BE FINGERPRINTED by a Police Department.

<table>
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<th>NAME</th>
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<th>DOB</th>
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</tbody>
</table>

State the hours of operation (between 8:00 a.m. and 12:00 a.m. Mountain Standard Time) each day:

- Monday 9:00 AM to 11:00 PM
- Tuesday 9:00 AM to 11:00 PM
- Wednesday 9:00 AM to 11:00 PM
- Thursday 9:00 AM to 11:00 PM
- Friday 9:00 AM to 11:00 PM
- Saturday 9:00 AM to 11:00 PM
- Sunday 9:00 AM to 11:00 PM

Will there be ANY remodeling or building alterations?  □ Yes  □ No

If YES, have you applied for a building permit?  □ Yes  □ No

Will you be installing a new sign or changing an existing sign?  □ Yes  □ No

If YES, have you applied for a sign permit?  □ Yes  □ No

Does the Applicant have a comprehensive business operating plan?  □ Yes  □ No

The business operating plan must be attached and contain, at a minimum the following:
• Lease
• Operating Agreement
• A description of the security provisions and systems which must include, at a minimum:
  o Security surveillance cameras installed and properly maintained to monitor each entrance along the interior and exterior of the premises to discourage crime and to facilitate the reporting of criminal acts as well as nuisance activities; security video shall be preserved in the manner and for the period of time set forth in the Colorado Marijuana Enforcement Division Rules, as amended from time to time;
  o Robbery and burglary alarm systems that are professionally monitored and maintained in good working condition;
  o Exterior lighting that illuminates the exterior walls of the business during evening hours and is compliant with Town Code;
  o A secure safe that is utilized for the purposes of storing cash and marijuana that is not then being actively cultivated when the business is not open; and
  o Locking systems for exterior doors that are designed and installed in such fashion as to deter unlawful entry and provide safe emergency egress.
• A description of all goods to be sold;
• An exterior lighting plan;
• A description of any cultivation activities within the marijuana business which includes, without limitation, the area in which plants will be grown, a description of the lighting system for the lighting system for cultivation, a description of the ventilation and odor filtration system for the premises, if any, and a description of the automatic fire suppression system, if any; and
• Any additional information that the Authority reasonably determines to be necessary in connection with the investigation, review and determination of the application.
• List and addresses of all residents and businesses located within 300 feet of facility. Note: Applicant must provide written notice of the public hearing to the list of businesses and residents at least 15 days prior to the public hearing.

<table>
<thead>
<tr>
<th>Authorized/Signature</th>
<th>Printed Name and Title</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Signature]</td>
<td>Kelsey McQuillen Owner</td>
<td>03-16-18</td>
</tr>
</tbody>
</table>
C-MED Rocky Mountain High Employees:
615 Buggy Circle Carbondale, CO 81623
REC: 403R-00089, 402R-00072 - MED: 403-00848, 402-00569

Brett Daniels – M48140 – Grow Manager – Started: September 2015
Hamza Fadli – M26570 – Grow Assistant – Started: March 2014
Kelsey Mcquillen – M36632 – General Manager – Started: October 2016
Shantell Sonnenberg – M55842 – Budtender – April 2017
Kyndal Coppock – M54693 – Retail Manager – Started: July 2017
Oscar Nevarez – M51629 – Trimmer/Packager – Started: February 2017
Kerrie Weaver – M67454 – Budtender – Started: October 2017
Anson Lemmer – M67454 – Budtender – Started: January 2018
Jay Cuffee – M49270 – Timmer/Packager – Started: January 2018
Marcy Ruiz – M71934 – Trimmer – Started: February 2018
To  Jay Harrington  
   Town of Carbondale  

From  Suzannah Reid  
   Reid Architects  

Date  March 21, 2018  

Re  Thompson House Phase II Grant Application  

Hi Jay,
Here are the relevant parts of the text for the Phase II grant application for review by the Board of Trustees. It is written to speak to the State Historic Fund, that’s why there are statements on behalf of the Town. Please review the information and have the Mayor sign the attached signature page under Applicant Organization, in blue ink. The page can be scanned and returned to me. Thanks!

Summary

The total budget for this phase is $36,340. A cash match $9,085 is 25% of that total. The total grant request is $27,255. This puts us in the mini grant category for grants less than $35,000.

Project description

The Holland-Thompson House is a well-preserved early 20th century ranch house in Carbondale, Colorado. This is the second phase of the work at the Holland Thompson House. It will focus on designing structural improvements that will improve the structural capacity of the second floor of the historic house. Phase I engineering work, completed in 2017, determined that the second floor is structurally deficient for any level of public occupancy. Since the second level of the house is an integral component of the story this house has to tell, the Town of Carbondale has decided to invest in the design of structural improvements that can allow for safe access to the second floor. The challenge of the project is to make the structural improvements without damaging the original interior finishes on both the main and upper levels.

Team Members

Suzannah Reid of Reid Architects will be the lead person, overseeing and assisting in the development of the new structural design. Ms. Reid has been involved in the Holland Thompson House since the initial discussions with the developer and the transfer to the town. Ms Reid prepared the 2010 HSA and obtained the 2017 grant funding for the Phase I work.  
Bob Pattillo of Pattillo Associates Engineers will provide the structural design service for phase II. Mr. Pattillo provided the phase I engineering services and will build on the knowledge gained during that work. Mr. Pattillo has broad experience with historic properties throughout the valley and has developed several structural improvement schemes for other historic properties.
Jay Harrington, Town manager, and Town of Carbondale staff will assist in the administration of the grant as well as provide input on possible structural solutions and, along with members of the Mt Sopris Historical Society, evaluate those solutions in terms of the long term use of the historic house.

Scope of Work

The scope of this project arose out of investigations into the structural condition of the house that were part of the Phase I project SHF grant #2017-01-020. The Phase I scope included engineering services to design repairs to the roof and first floor structure and to evaluate the capacity of the roof and second floor. The hope was that we could make accommodations for the historic structure by setting load limits on the roof and second floor. Specifically, by setting snow load maximums that would trigger roof shoveling or limiting the occupancy on the second floor to a small number of people. However, the investigation found that the second floor was severely under structured and there was no occupant load that could pass even the least restrictive test. Some small repairs were recommended and performed under Phase I for the roof and that has improved conditions, but has not solved the larger issue of load capacity.

Phase II will take the existing structural configuration and performance information generated in Phase I and use it as a basis for the design of structural improvements that will allow the second floor to be used by the public as well as improve the roof framing conditions. Once the design is completed, the design team will prepare full construction drawings for the improvements, which will be the basis for Phase III of the rehabilitation of the Holland Thompson House.

It should be noted that the Phase I structural repairs were designed with the understanding that Phase II would take place, so that Phase I repairs would not interfere with or be made obsolete by the future Phase II work.

The configuration of the Holland Thompson House’s structure presents several design challenges. The existing floor is framed with 2x6 rough sawn joists that span well beyond their design capacity. The upper level walls don’t particularly stack on top of lower level walls. The brick exterior wall ends below the level of the second level ceiling, creating a pocket at the spring line of the roof structure that is inaccessible without removing interior finishes. A section is attached which further describes this condition. On top of those framing conditions, the interior wall and ceiling surfaces are finished with plaster on lath and historic wall papers. The current roof is constructed of a variety of 1x and 2x framing members with rough sawn plank skip sheathing. A layer of 3/4” modern sheathing was placed on top of the skip sheathing and is the underlayment for the current asphalt roofing material. Access to the attic is from the second floor hallway and is just large enough for a person to pass through. It does not lend itself to moving material of any length into the attic space. Therefore, though the roofing is in good condition, access through the roof will most likely be the best way to perform much of the structural improvement.

The plan layout of the house does not lend itself to the typical solutions of adding beams and columns to support long spans. The design team’s goal is to find structural solutions that will limit interventions into historic finish materials and to limit the addition of non historic elements
into the house’s rooms. Options will need to be generated and then evaluated based on appropriate historic preservation practices before a final design is determined.

Preservation Brief number 18: Rehabilitating Interiors in Historic Buildings: Identifying and Preserving Character-Defining Elements provides a framework for evaluating structural solutions. This framework will be used to evaluate possible solutions and design directions.

The 2010 HSA discussed the history of the house and its interiors. The report described the phased construction of the house; the original one-story house and its expansion shortly thereafter to a two-story house. The interiors are, for the most part contemporaneous, with the construction of the second level of the house. This includes the historic wall papers, historic trim and other woodwork and historic wood flooring. The original 1910 phased construction resulted in the under structured second floor and the ad hoc roof framing.

Once the design approach is determined, the team will complete the design and prepare full construction documents that will be the basis for Phase III. A bidding phase is not included in this scope, but the construction documents will be used to generate a budget for the Phase III scope of work and grant request.

Timeline

June 1, 2018 - Grant Award
August 1, 2018 – State Contracts Signed, site meeting with SHF specialist.
September 1, 2018 – Initial Deliverables submitted; ie photos of current conditions, resumes, relevant subcontract certifications, pre-design meeting with SHF specialist.
October 1, 2018 – Begin structural and architectural design work, building on existing structural analysis and understanding of the character defining features of the interior of the Holland Thompson House.
June 1, 2019 – Finalize structural and architectural drawings and submit to the state for review.
September 1, 2019 – Complete final deliverables and submittals for completion of grant to the state.
## History Colorado State Historical Fund Scope of Work and Budget Page

### Survey and Planning

*Please fill out the sections that are applicable to your project only. If additional space is needed for descriptions please continue into the next box field.*

*Please note do not use the cut and paste functionality to move information between boxes. If needed please use the copy and paste functionality only.*

<table>
<thead>
<tr>
<th>A. Engineering Services</th>
<th>$ 17,800</th>
</tr>
</thead>
<tbody>
<tr>
<td>The scope includes schematic design and design development services based on the previously documented base information of the existing structural performance of the Holland Thompson House. The existing structural system was fully documented and evaluated for performance in previous phases of this project.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B. Engineering, continued</th>
<th>$ -</th>
</tr>
</thead>
<tbody>
<tr>
<td>The scope also includes construction documents and specifications that will be used for bidding and construction of the structural improvements in the next phase of work.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C. Architectural Services</th>
<th>$ 13,800</th>
</tr>
</thead>
<tbody>
<tr>
<td>The scope includes schematic design and design development services, working along side the engineering team to design a structural improvement system that respects and preserves the existing historic interior finishes and provides sufficient access to the second floor of the house for visitors. Design will include research on solutions in similar historic buildings and specialty systems for structural augmentation.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>D. Architecture, continued</th>
<th>$ -</th>
</tr>
</thead>
<tbody>
<tr>
<td>The scope also includes the development of construction documents, specifications and the bid package for use in the development of the subsequent Phase III budget. And for use in construction of the structural improvements. Base drawing information generated in earlier phases of the work will be used as the basis for the new documents.</td>
<td></td>
</tr>
</tbody>
</table>

| E. | $ - |

| F. | $ - |

| G. | $ - |
Grant Administration

Grant Administration/Indirect costs must not exceed 15% of the project total

<table>
<thead>
<tr>
<th>Line Item Subtotal</th>
<th>$ 31,800</th>
</tr>
</thead>
</table>

Contingency

<table>
<thead>
<tr>
<th>Project Subtotal</th>
<th>$ 31,800</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Project Total</th>
<th>$ 36,340</th>
</tr>
</thead>
</table>

Cash Match

| Cash Match          | $ 9,065  |
| Percentage          | 25.00%   |
| Grant Request       | $ 27,255 |
| Percentage          | 75.00%   |

The values for the Cash Match and Award Amount must match exactly the values in your grant application under Project Information. Please double check that they do.
ATTACHMENT F

REID • ARCHITECTS, INC

Jay Harrington
Town of Carbondale
510 Colorado Ave
Carbondale, Colorado 81623

March 14, 2018

Re: Holland-Thompson House Rehabilitation Phase II

Dear Jay,
I am pleased to submit this proposal for historic preservation and architectural services for the Holland-Thompson House, Phase II. Base drawings for this project have already been prepared and will be used for the development of more detailed drawings for the upgrades to the structure of the Holland Thompson House. I have been involved in this project since the first discussions of the safety, the HSA, and met with several of the subcontractors who have provided bids for the construction project. As you know I was involved in the original HSA document, as a result I have as-built drawings of the plans and elevations already prepared.

My scope for the Holland-Thompson House Preservation – Phase II includes the following:

A. I will work with the structural engineer to design and develop a repair scheme for the second floor structure to allow for public occupancy. The design will make every effort to avoid compromising any of the historic fabric of the house, inside and out, to the greatest extent possible. (18 hrs @$120 per hr = $2,160)

B. I will research various other structural solutions carried out in historic properties in the US. As well as appropriate repair methods as may be required if intervention into historic materials are required. (15 hrs @$120 per hr = $1,800)

C. I will prepare construction drawings and specifications for the defined scope of work using the Secretary of the Interior Standards for Preservation and the relevant Preservation Briefs. I will provide the documents to the Town in digital format. And will provide all documents to the State Historic Fund as required for their review and approval. (68 hrs @$120 per hr = $8,160)

D. I will work with the Town of Carbondale to administer the State Historic Fund grant throughout the grant period. (14 hrs @$120 per hr = $1,680)

Cost Estimate:
For the above services total of estimated time in italics above:
Suzannah Reid, principal 115 hours at $120 per hour $13,800.00

There are no reimbursable expenses anticipated at this time.

Thank you,
Suzannah Reid

412 North Mill Street • PO Box 1303 • Aspen, Colorado, 81612
970 920 9225 • vkr@reidarchitects.com
March 16, 2018

Reid Architects, Inc.
412 N. Mill St.
Aspen, CO 81611

Re:  THOMPSON HOUSE REHABILITATION Phase 2

Attn:  Suzannah Reid

Based on the provisions of our Letter of Engagement Agreement dated March 16, 2018, to provide structural engineering services for the project, we offer this Phase of Service to accomplish the following specified scope of work:

Phase Name:  STRUCTURAL REPAIR DESIGN

Scope of Work:  Based on information obtained during Phase 1 inspections and discovery, our office will analyze and evaluate existing structural capacities of floor and roof systems and design structural repairs and alterations to strengthen the building to meet building codes adopted by the Town of Carbondale. Such modifications shall be devised to minimally impact the historic character of the building. We will prepare detailed construction drawings and specifications, sealed and signed by a Professional Engineer licensed in Colorado, which will be suitable for purposes of competitive bidding, building permit application and construction. This Phase will not include services for Contract Bidding and during construction, for Contract Administration, submittal reviews and field observations.

You will be charged for time and expenses that are incurred to accomplish this Phase in accordance with the Unit Rate Schedule included with the Letter of Engagement Agreement. We will not exceed a sum of $17,800 (seventeen-thousand, eight-hundred dollars) in calculated hourly expenses for this Phase of the project without your approval.

Please sign on the space provided below and return a copy of the signed approval to authorize this Phase of Service.

Sincerely,

Robert M. Pattillo, P.E.
President
RMP

email copy  Suzannah Reid (vkr@reidarchitects.com)

Approved By:

_________________________  

Date: _____________________
History Colorado State Historical Fund Application Signature Page

Applicant Organization

Signature of Legally Authorized Representative

Please sign in blue ink

Name / Title

Date

Property Owner if different than Applicant Organization

Signature of Legally Authorized Representative

Please sign in blue ink

Name / Title

Date

Government Official (see application for applicability)

Signature of Legally Authorized Representative

Please sign in blue ink

Name / Title

Date
History Colorado  
1200 Broadway  
Denver, CO 80203  

Tuesday, March 20, 2018  

Dear History Colorado,  

The West Elk Loop Scenic and Historic Byway is a 204 mile loop that begins in Carbondale, travels south and wanders through some of the most magnificent, dramatic, and restorative lands of Colorado.  

The significance of the Byway is dependent, in part, on the protection and preservation of our unique history and our special structures.  

The West Elk Loop Byway recognizes the value of Carbondale’s History Park, at the beginning of the Byway, with its historic log cabin and jail, and the Thompson House, a home from the 1880’s that is now a museum listed on the National Register of Historic Places. The Thompson House holds a unique place in the history and culture of the Crystal Valley and Carbondale, and, thus, the Byway.  

In order to retain its significance as a tourist attraction and a true example of life in the 1880’s, the Thompson House must be maintained, visited, and restored. In order to maintain its visitor value, its historical integrity, and its physical characteristics, funds are needed to restore and maintain the building. We respectfully request your thoughtful consideration of the Town of Carbondale’s grant to complete much needed structural engineering work on the Thompson House.  

Sincerely,  

Dorothea Farris  
Co-chair, West Elk Loop Scenic and Historic Byway  

dfarris@sopris.net  

(970-948-9470)
March 22, 2018

History Colorado
1200 Broadway
Denver, Colorado 80203

Greetings:

As a member of the Mt. Sopris Historical Society, I helped to put the Holland-Thompson House on the National Register of Historical Places. No other description is needed beyond this designation to express the historical significance of this magnificent treasure. I enthusiastically support the Town of Carbondale's grant application for structural engineering work on the Thompson House.

Others no doubt have mentioned that the Thompson House is one of the few house museums in the nation. It contains household goods and furnishings original to the Thompson family home dating back to the late 1880s when the structure was built. The structure itself is one of few remaining ranch houses in the Carbondale area. It has from its very beginning been a landmark.

The Thompson House is vital to heritage tourism for the area. It demonstrates the early ranching industry of the Crystal River Valley and life in Carbondale during the turn of the last century to the 1960s. History Colorado is fortunate to have the Thompson House to add to its list of historic places.

I respectfully request your consideration of the Town of Carbondale's grant to complete much needed structural engineering work on the Thompson House.

Sincerely,

[Signature]
Darrell Munsell
PO Box 1485
Carbondale, CO 81623
970-704-9539
History Colorado  
1200 Broadway  
Denver, CO 80203  

Tuesday, March 20, 2018  

Dear History Colorado,  

Carbondale Arts is devoted to the preservation of the Town of Carbondale’s historical landmarks. As the Thompson House is a rich part of Carbondale’s unique history, we are in full support of the Town’s grant application for financial support to do structural engineering work on the Thompson House.  

The Thompson House, now a museum, contains household goods and furnishings original to the home, which was built in the 1880s for newlyweds Oscar and Hattie Thompson. The Thompson House Collection is fully furnished original household contents, right down to the family photographs and documents. It was officially added to the National Register of Historical Places in 2013 and remains a staple of Carbondale’s rich and authentic history.  

Additionally, Carbondale is a certified creative district by the State of Colorado, and cultural heritage is very important to this certification. Carbondale is lucky to have such a unique gem like the Thompson House and it is crucial to repair it and open it to the public to further our hope and vision of developing a stronger creative economy.  

We respectfully request your thoughtful consideration of the Town of Carbondale’s grant to complete much needed structural engineering work on the Thompson House.  

Sincerely,  

Amy Kimber  
Executive Director Carbondale Arts  
Director of Carbondale Creative District  
76 S. 4th Street  
Carbondale, CO 81623
History Colorado  
1200 Broadway  
Denver, CO 80203  

Tuesday, March 20, 2018  

Dear History Colorado,  

The Carbondale Chamber, and Tourism Council of Carbondale are devoted to the preservation of the Town of Carbondale’s historical landmarks. As the Thompson House is a rich part of Carbondale’s unique history, we are in full support of the Town’s grant application for financial support to do structural engineering work on the Thompson House.  

The Thompson House, now a museum, contains household goods and furnishings original to the home, which was built in the 1880s for newlyweds Oscar and Hattie Thompson. The Thompson House Collection is fully furnished original household contents, right down to the family photographs and documents. It was officially added to the National Register of Historical Places in 2013 and remains a staple of Carbondale’s rich and authentic history.  

We respectfully request your thoughtful consideration of the Town of Carbondale’s grant to complete much needed structural engineering work on the Thompson House.  

Sincerely,  

[Signature]

Andrea Stewart  
Carbondale Chamber, Executive Director
To: Mayor Dan Richardson and
Carbondale Board of Trustees

From: Gene Schilling
Chief of Police, Carbondale Police Department

Ref.: Liquor License Special Event for KDNK to be held at the Third Street Center on
April 15th

Date: March 2, 2018

I have found no records that would cause me to recommend denial of this liquor license
special event application to serve alcohol.

Gavin Dahl / Event Manager

Andi Korber / Event Manager

I recommend approval of this liquor license.
TOWN OF CARBONDALE
APPLICATION FOR A SPECIAL EVENTS PERMIT

IN ORDER TO QUALIFY FOR A SPECIAL EVENTS PERMIT, YOU MUST BE NON-PROFIT AND ONE OF THE FOLLOWING:

- SOCIAL
- ATHLETIC
- FRATERNAL
- CHARTERED BRANCH, LODGE OR CHAPTER
- PATRIOTIC
- OF A NATIONAL ORGANIZATION OR SOCIETY
- POLITICAL
- RELIGIOUS INSTITUTION
- PHILANTHROPIC INSTITUTION
- POLITICAL CANDIDATE
- MUNICIPALITY

TYPE OF SPECIAL EVENT APPLICANT IS APPLYING FOR:

- MALT, VINOUS AND SPIRITUOUS LIQUOR $50 PER DAY
- FEMINATED MALT BEVERAGE (3.2 BEER) $10 PER DAY

LIQUOR PERMIT NUMBER

STATE SALES TAX NUMBER (REQUIRED)

00465629 - 0003

1. NAME OF APPLICANT ORGANIZATION OR POLITICAL CANDIDATE
CARBONDALE COMMUNITY ACCESS RADIO

2. MAILING ADDRESS OF ORGANIZATION OR POLITICAL PARTY
PO BOX 1388
CARBONDALE, CO 81623

3. ADDRESS OF SPECIAL EVENT
520 S. 3RD ST
CARBONDALE, CO 81623

NAME

DATE OF BIRTH

EMAIL ADDRESS

PHONE NUMBER

4. PRES/SEY OF ORG. OR POLITICAL CANDIDATE
AUDI LOOMER

5. EVENT MANAGER
GAVIN DAVEN

6. HAS APPLICANT ORGANIZATION OR POLITICAL CANDIDATE BEEN ISSUED A SPECIAL EVENT PERMIT THIS CALENDAR YEAR?

- NO
- YES

7. IS PREMISES NOW LICENSED UNDER STATE LIQUOR OR BEER CODE?

- NO
- YES

8. DOES THE APPLICANT HAVE POSSESSION OR WRITTEN PERMISSION FOR THE USE OF THE PREMISES TO BE LICENSED?

- NO
- YES

LIST BELOW THE EXACT DATES(S) FOR WHICH APPLICATION IS BEING MADE FOR PERMIT

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours From</th>
<th>Hours To</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/15/18</td>
<td>4 p.m.</td>
<td>9 p.m.</td>
</tr>
</tbody>
</table>

OATH OF APPLICANT

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

SIGNATURE

TITLE

STATION MANAGER

DATE 2/26/18

REPORT AND APPROVAL OF LOCAL LICENSING AUTHORITY

The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the provisions of Title 12, Article 48, C.R.S., as amended.

THEREFORE, THIS APPLICATION IS APPROVED.

SIGNATURE

TITLE

DATE

LOCAL LICENSING AUTHORITY

ATTEST
Gym / Event Center

ENTRANCE

Tables

EXIT, LOCKED FROM OUTSIDE ACCESS, NO RE-ENTRY

The Gym

THIRD STREET CENTER

EXIT TO SMOKING & FOOD TRUCK

BOOTH

SOUND GUY
February 23, 2018

Approval to apply for liquor license from Town of Carbondale for event at Third Street Center

KDNK has rented the TSC Gym / Event Center for an event on April 15, 2018 from 4:00pm to 9:00pm. They have our permission to apply to the Town of Carbondale for special event liquor license for that event. All liquor consumption must say within the Gym /Event Center and should not be in any other part of the building nor outside the facility. We will coordinate security for the event and building.

Sincerely,

[Signature]

Colin Laird
Director
Third Street Center

A community place promoting inspiration, sustainability and creative exchange

520 South Third Street, Carbondale, CO 81623
T 970.963.3221 F 970.963.0178
www.thirdstreetcenter.net
OFFICE OF THE SECRETARY OF STATE
OF THE STATE OF COLORADO

CERTIFICATE OF FACT OF GOOD STANDING

I, Wayne W. Williams, as the Secretary of State of the State of Colorado, hereby certify that, according to the records of this office,

CARBONDALE COMMUNITY ACCESS RADIO

is a Nonprofit Corporation formed or registered on 10/13/1981 under the law of Colorado, has complied with all applicable requirements of this office, and is in good standing with this office. This entity has been assigned entity identification number 19871451781.

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 02/22/2018 that have been posted, and by documents delivered to this office electronically through 02/26/2018 @ 13:36:41.

I have affixed hereto the Great Seal of the State of Colorado and duly generated, executed, and issued this official certificate at Denver, Colorado on 02/26/2018 @ 13:36:41 in accordance with applicable law. This certificate is assigned Confirmation Number 10743967.

[Signature]
Secretary of State of the State of Colorado

*****************************************************************************End of Certificate*****************************************************************************

Notice: A certificate issued electronically from the Colorado Secretary of State's Web site is fully and immediately valid and effective. However, as an option, the issuance and validity of a certificate obtained electronically may be established by visiting the Validate a Certificate page of the Secretary of State's Web site, http://www.sos.state.co.us/his/CertificateSearchCriteria.do entering the certificate's confirmation number displayed on the certificate, and following the instructions displayed. Confirming the issuance of a certificate is merely optional and is not necessary to the valid and effective issuance of a certificate. For more information, visit our Web site, http://www.sos.state.co.us/ and click "Businesses, trademarks, trade names" and select "Frequently Asked Questions."
To: Mayor Dan Richardson  
Carbondale Board of Trustees  

From: Gene Schilling  
Chief of Police, Carbondale Police Department  

Ref.: Liquor License Special Event for Colorado Animal Rescue for an event to be held on May 4, 2018 at the 4th Street Plaza.  

Date: March 14, 2018  

I have found no records that would cause me to recommend denial of this liquor license special event application to serve alcohol on May 4, 2018 at the 4th Street Plaza from 4:00 p.m.—8:00 p.m.  

Wes Boyd / President/Secretary  
Samantha Pickard / Event Manager  

I recommend approval of this liquor license.
# TOWN OF CARBONDALE

## APPLICATION FOR A SPECIAL EVENTS PERMIT

**In order to qualify for a special events permit, you must be non-profit.**

**And one of the following:**

<table>
<thead>
<tr>
<th>Social</th>
<th>Athletic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fraternal</td>
<td>Chartered Branch, Lodge or Chapter</td>
</tr>
<tr>
<td>Patriotic</td>
<td>Of a national organization or society</td>
</tr>
<tr>
<td>Political</td>
<td>Religious Institution</td>
</tr>
</tbody>
</table>

**Type of special event applicant is applying for:**

| Malt, Vinous and Spirituous Liquor | $50 per day |
| Fermenated Malt Beverage (3.2 Beer) | $10 per day |

**1. Name of applicant organization or political candidate:**

\[\text{Colorado Animal Rescue}\]

**2. Mailing Address of organization or political party:**

\[2801 County Road 114 Glenwood Springs, CO 81601\]

**3. Address of special event:**

\[4th Street Plaza Carbondale, CO 81623\]

**NAME**

\[\text{Wes Boyd}\]

**Date of Birth**

\[990 M 947-9173\]

**Email Address**

\[1978 947-9173\]

**5. Event Manager**

\[Samantha Pickard\]

**6. Has applicant organization or political candidate been issued a special event permit this calendar year?**

\[\text{No} \]

**7. Is premises now licensed under State liquor or beer code?**

\[\text{No} \]

**8. Does the applicant have possession or written permission for the use of the premises to be licensed?**

\[\text{Yes} \]

**List below the exact dates(s) for which application is being made for permit**

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours From</th>
<th>Hours To</th>
</tr>
</thead>
<tbody>
<tr>
<td>54/16</td>
<td>8:00 AM</td>
<td>8:00 PM</td>
</tr>
</tbody>
</table>

**Oath of Applicant**

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

**Signature**

\[\text{Event Manager}\]

**Date**

\[3/8/18\]

**Report and Approval of Local Licensing Authority**

The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the provisions of Title 12, Article 4B, C.R.S., as amended.

**Therefore, this application is approved.**

**Signature**

\[\text{Local Licensing Authority}\]

**Date**

\[\text{Attest}\]
March 12, 2018

Town of Carbondale
Board of Trustees
511 Colorado Avenue
Carbondale, CO 81623

Ladies and Gentlemen of the Board:

I am writing on behalf of CARE (Colorado Animal Rescue, Inc.) for the Spring Into Fun Block Party Event. The Town of Carbondale Parks & Recreation Department has given CARE permission to use the 4th street plaza and park for their annual fundraising event on Friday, May 4, 2018. The hours for set up, the festival and break down will be:

- Friday, May 4, 2018 1:00 pm to 4:00 pm for set up, 4 pm to 8:00 pm liquor permit times, 8:00 pm to 9:00 pm for break down.

Please contact the Town of Carbondale Parks & Recreation Department if you have any questions.

Sincerely,

[Signature]

Eric Brendlinger
Town of Carbondale
Parks & Recreation Department Director
OFFICE OF THE SECRETARY OF STATE
OF THE STATE OF COLORADO

CERTIFICATE OF FACT OF GOOD STANDING

I, Wayne W. Williams, as the Secretary of State of the State of Colorado, hereby certify that, according to the records of this office,

COLORADO ANIMAL RESCUE, INC.

is a Nonprofit Corporation
formed or registered on 06/30/1992 under the law of Colorado, has complied with all applicable requirements of this office, and is in good standing with this office. This entity has been assigned entity identification number 19521065568.

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 03/09/2018 that have been posted, and by documents delivered to this office electronically through 03/13/2018 @ 12:31:36.

I have affixed hereto the Great Seal of the State of Colorado and duly generated, executed, and issued this official certificate at Denver, Colorado on 03/13/2018 @ 12:31:36 in accordance with applicable law. This certificate is assigned Confirmation Number 10775993.

[Signature]
Secretary of State of the State of Colorado

***************************************************************End of Certificate***************************************************************

Notice: A certificate issued electronically from the Colorado Secretary of State's Web site is fully and immediately valid and effective. However, as an option, the issuance and validity of a certificate obtained electronically may be established by visiting the Validate a Certificate page of the Secretary of State's Web site, http://www.sos.state.co.us/hiz/CertificateSearchCriteria.do entering the certificate's confirmation number displayed on the certificate, and following the instructions displayed. Confirming the issuance of a certificate is merely optional and is not necessary to the valid and effective issuance of a certificate. For more information, visit our Web site, http://www.sos.state.co.us/ click “Businesses, trademarks, trade names” and select “Frequently Asked Questions.”
X = MAIN EVENT ENTRY - Staffed

X = Alcohol only allowed on 4th Street Plaza between Main & Garfield & In Lawn Area. Trash Cans/Staffed Check Points. Entire Area Fenced.

= Event Fencing

O = Staffed - Event Entry/Exit
4th Street to Garfield Ave Street Closure Plan

- 2 Type 3 Barricades
- 2 Detour Signs
- 3 Road Closed Ahead Signs
- 2 No Right Turn Signs
- 1 No Left Turn Sign
- 2 Type Three Barricades
- 10 Type One Barricades
TOWN OF CARBONDALE
PARK (OR) STREET RENTAL USE AGREEMENT
&
SPECIAL EVENT MANAGEMENT PLAN

Completing this Park (or) Street Rental Use Agreement and Special Event Management Plan is required for large special events that will impact the Carbondale community. The purpose is to assist the Event Organizer in planning their special event so that it meets the requirements established by the Town of Carbondale. This Rental Use Agreement & Special Event Management Plan should be submitted 45-60 days prior to the event. After review by town staff, you will be notified if the event is approved, denied, or if additional information and/or a meeting with town staff is needed.

SECTION 1 - EVENT SUMMARY:

1. NAME OF EVENT: Family Block Party

2. Primary Event Organizer: Michelle Marlow
   a. Cell Phone: ____________________________
   b. Email: ____________________________
   c. Address: 401 S. Mill Ave., Carbondale, CO 81623

3. Secondary Event Organizer: Samantha Pickard
   a. Cell Phone: ____________________________
   b. Email: ____________________________
   c. Address: 705 S. Main Ave., Glenwood Springs, CO 81601

4. EVENT LOCATION: 4th Street Plaza (4th between Main & Garfield)

5. EVENT DATE(s): Friday, May 4, 2018

6. EVENT TIME(s): 4-8 PM

7. EVENT SET-UP TIME(s): 1 - 4 PM

8. EVENT BREAK-DOWN TIME(s): 8 - 9 PM
   Procedures must be in place to avoid neighborhood noise disturbance with event break-down. Breakdown within town parks must end at 10:30 pm; and Downtown breakdown at 11:30 pm

SECTION 2 - EVENT SUMMARY INFORMATION:

1. Approximate number of people expected to attend event: 300 - flow

2. Approximate Event Personnel Numbers:
   a) Event Staff Leaders/Committee Organizers in charge: 5
3. Event training for personnel? (Yes) (No) Describe?

4. Fee charged to participants? (Yes) (No) If yes, how much? _______

5. Amplified music at event? (Yes) (No) If yes, times music is played (including sound checks) 4 – 8 PM

Note: Amplified sound cannot exceed 90 decibels which event organizer is responsible to monitor. Amplified music must be approved by Board of Trustees; Music beyond 9 pm requires Trustee approval.

SECTION 3 – EVENT SITE PLAN (OR PARADE/RACE ROUTE) MAP:
Please provide an accurate detailed drawing or map depicting physical layout of event that includes the following. Must initial each requirement or write N/A (Not Applicable).

1. Boundaries
   - Delineate the boundary for the entire event venue, including the names of all streets or areas that are part of the venue and surrounding area: x
   - If the event involves a moving route of any kind, show the particular route, indicate the direction of travel, label street names, and identify any street closures: N/A
   - Locate fencing, barriers/barricades, points of ingress/egress, emergency access: x

2. Site Improvements
   - Location of stage, tents, canopies, booths, bleachers, other temporary structures: x
   - Location of generators, electricity sources, speakers, soundboards, lighting: x
   - Location area for trailers, trucks, or other event vehicles: x
   - Identify start & finish area (if a race): N/A

3. Security, Medical and Safety
   - Show security check points: x
   - Show placement of traffic control personnel: N/A
   - Locate first aid station, ambulance access point: x
   - Locate portable night lighting: N/A

4. Transportation and Parking
   - Identify all parking areas (on/off site): x
   - Locate any drop-off/pick-up areas: ______

5. Sanitation and Solid Waste
   - Locate/identify restrooms/portable toilets and hand wash stations: x
   - Locate trash and recycle containers and dumpsters: x

6. Alcohol, Food Service, Vending Booth Areas
   - Locate bar/beer garden area, with location of security fencing and entry/exit gates: x
   - Location of food service vendor booths: x
   - Location of merchandise vendor booths; information and/or demonstration booths: x

7. Smoking Area
   - Public special events on town parks/streets are non-smoking, unless area is designated: N/A
SECTION 4 – SECURITY PLAN:
Please describe your plan to provide a safe and secure environment (required if dispensing alcohol).

1. Have you hired a professional security company to manage event security?  (Yes)  (No)
   If Yes, please provide the following information:
   ○ Name of Security Company: ________________________________
   ○ Person in charge at event: _________________________________
   ○ His Cell Phone contact at event: ____________________________
   ○ His Cell Phone Text email address at event: ________________
   ○ Number of security personnel assigned to event: ____________
   ○ Event times they will be in place: __________________________
   ○ Describe duties & functions: _______________________________

2. Will Town of Carbondale Police Dept. enforcement services be requested?  (Yes)  (No)
   If Yes, please provide the following information:
   ○ List purposes (security; traffic/parking control; event walk-thru): ____________________
   ○ List # of officers & times when needed: ______________________
   Town law enforcement services charged out at Town cost in an agreement with Chief of Police, who has right to place officers as deemed necessary in the best interest of public safety.

SECTION 5 – MEDICAL & EMERGENCY SERVICES PLAN:
Please describe your medical and emergency services plan.

1. Will emergency medical services be summoned through 911?  (Yes)  (No)
   If Yes, please provide the following information:
   ○ Name & cell phone of on-site staff designated as medical point of contact: ________________
     Michelle Marlow

2. Will a licensed Emergency Medical Service provider or EMT be provided on-site?  (Yes)  (No)
   If Yes, please provide the following information:
   ○ Name & cell phone of service provider or EMT: _____________________________
   ○ Aid Station location & hours: ________________________________
   NOTE: we are in contact with the Carbondale Fire Department and hope to have them on-site once again as they have been part of the Family Block Party in years past.

SECTION 6 – TRANSPORTATION & ROAD CLOSURE TRAFFIC MANAGEMENT CONTROL PLAN:
Required of events involving a road closure. Main Street closure requests require 4-6 months notification to obtain approval. Event organizers must submit an aerial drawing or map, showing event location, along with the following information shown on the drawing or map. Must initial each section.

   ○ Road and/or traffic lane closure request:  (Yes)  (No)
   ○ Location of barricades and/or traffic cones: Refer to diagram
   ○ Proposed traffic flow map around road closure: Refer to diagram
   ○ Location of informational signage within road closure area: Refer to diagram
   ○ Location of safety lighting bar (if needed) within road closure area: N/A
   ○ Running or Bike Race route description (with start & finish line) if applicable: N/A
   ○ Parade route description (with start & finish) if applicable: N/A
With this information the Public Works Director will determine a “traffic control plan” and will indicate the required road closure barricades and road detour signage needed for the event. If equipment is supplied by the Town, it will be provided at Town cost in covering staff expenses on delivery/pickup and setup/takedown. Deposit on Town equipment may be required. At the Town’s discretion, to save expenses, Event Organizer may be requested to set up/take down and safely secure the road closure barricades and signage before and after their event with instructions from the Town. Cost to the event organizer will be determined after review of your event road closure request. If a street must be posted “No Parking” by the Town, the cost is $5.00 per side of block.

If it’s determined by the Public Works Director that the Town is unable to provide a “traffic control plan,” it may be required that the Event Organizer obtain a plan from a certified traffic control specialist. If the Public Works Director determines that the Town lacks the necessary barricades and signage due to scope and size of road closure (with limited inventory available), it may be required that Event Organizer contract all or a portion of their road closure traffic control management need services with a privately owned traffic control company.

SECTION 7 – REFUSE/TRASH PLAN:
Event organizer shall provide for the pickup and removal of all refuse/trash and recyclable materials, both on and off event site, which results from hosting the event. Throughout the duration of the event and immediately upon conclusion, the park and/or street area must be returned to a clean condition (no later than 10:00 am on the next day following event). Event organizer may use Town trash receptacles available within the event area, but will need to provide additional containers at their expense, either by hiring a trash contractor who provides appropriate containers, providing their own containers, or provide a refuse removal plan that prevents the accumulation and overflow of refuse from containers provided by the Town.

Failure to perform adequate cleanup, or if damage occurs to public property due to event, and mitigation attempts fail, event organizers will be billed at full Town cost recovery rates for cleanup and repair. In addition, such failure may result in denial of future special event approval.

Event organizer is encouraged to consider a refuse/trash recycling plan for your event. Event organizer is further encouraged to consider creating a “Green” Event. These services can be provided for a fee by local companies. If using a contracted company please provide the following:

- **Name of Service Provider:** Working with the Town of Carbondale Recreation & Community Center
- **Contact Person:** Jamie Wall-Special Events Coordinator, Town of Carbondale
- **Mailing Address:** 567 Colorado Ave., Carbondale, CO 81623
- **Cell Phone:** 608-385-9252 Email: jwall@carbondaleco.net

SECTION 8 - PORTABLE RESTROOM PLAN:
Event organizer shall provide portable restroom facilities unless you can show the sufficient availability of both ADA accessible and non-accessible facilities in the immediate area of the event. Please make sure these facilities are shown on your site plan. Portable toilets shall be removed from event site by 11:00 am the next day following event. Event organizer is responsible for keeping both portable toilets and park bathrooms clean, unplugged, and stocked with toilet paper from beginning to end of event. Multiple day events may require portable toilets to be pumped out daily. Please use the formula below to figure out your event’s porta potty needs.
### Duration of Event and number of Portable Toilets needed

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</table>

Do you plan to provide portable restroom facilities at your event? **Yes** (No) If yes, how many: 2 Existing Number of ADA accessible portable toilets: 2 @ The Launchpad

Is portable handwashing station being provided? **Yes** (No) If no, is there a sanitizer dispenser within toilet? **Yes** (No)

Please provide the following information regarding event portable restroom provider:
- **Name of Service Provider:** Mountain Waste
- **Contact Person:** Doug Goldsmith
- **Mailing Address:** P.O Box 999 Carbondale, Co 81623
- **Cell Phone:** 970-749-2802 Email: doug.goldsmith@mountainwaste.com

### SECTION 9 – ALCOHOL MITIGATION PLAN & PERMIT REQUIRED:

Responsible sale and/or distribution of alcohol is critical to a safe and successful event. A Town of Carbondale Liquor License Special Event permit application (**$50.00 payable to: Town of Carbondale**) must be obtained from the Town Clerk, and submitted and approved by the Board of Trustees to sell alcohol (beer & wine) at your event. Only an incorporated non-profit organization is eligible for obtaining a special event liquor permit. The special event permit you receive will prohibit the consumption of alcohol outside of a controlled area or beer garden. Liquor liability coverage with a $1,000,000 limit must be included on your certificate of insurance (also naming the Town as additionally insured). You must submit your special event liquor license application to the Town Clerk at least 30 days prior to your event. Applications submitted to the Town will require a hearing before the Town Trustees. Event Organizer must post a notice at event site 10-days prior to hearing before Town Trustees. Town Clerk will schedule hearing and provide notice board to be posted by event organizers.

If your event is going to involve the sale and/or distribution of alcoholic beverages, please provide following information:

- **Hours of operation of event (include dates & times):** 4-8 PM
- **Alcohol service times:** 4-7:45 PM (required ending is 15 minutes prior to event shutdown, although 30 minutes prior is recommended)
o A designated fenced-in or secured area for the dispensation and consumption of alcoholic beverages is required. Show this area on your site plan and describe measures taken to secure the area: ________

Refer to Diagram

o Must provide non-transferable ID bands/bracelets for persons 21 and over (Describe your process for identifying legal vs underage patrons): ________ All patrons will be IDed and wrist banded at a separate station and then served by CARE Staff who have been TIPs trained.

o Describe how TIPS trained servers will monitor alcohol consumption and intoxication: ________

Per TIP’s training – servers will not serve intoxicated persons, not will servers be allowed to consume alcohol while working (or before shift)

(Note: Servers should not consume alcohol while working a shift, and should not return to shift if they consumed alcohol)

o Describe how Security staff and/or event server volunteers will provide friendly intervention to individuals who appear intoxicated: All alcohol service will be provided by CARE Staff and Volunteers who have been trained. If incidents occur away from immediate service, volunteers will be instructed to handle the situation to the best of their ability and then to seek out event coordinators and/or security to help with the situation. All situations should be reported to event coordinators.

o Consider (but not required) designating a “family friendly” seating area. If included, describe the location and include on site plan: ________ The entire event is family friendly

o Will event provide alternative beverages to alcohol? If so, what? Yes - non-alcoholic drinks and a water station will be available.

o Will food be available at all times? If so, what? Yes, we will work with local Carbondale Chamber Members who are not on Main Street (The Pig, Slow Groovin' BBQ, Carbondale Creamery, etc. ) to have a booth at the event

o Is there a designated smoking area? If so, describe the location and show it on your site plan: ________ This is a non-smoking event

o How will you handle and mitigate an obviously intoxicated person who is drunk and may be driving home? ________ This event will encourage walking and biking to and from the event. It is a family friendly event and most attendees are there with their children. Should we have an intoxicated person, we will offer to call a cab or Uber for them to get them home safely

SECTION 10 – FOOD PLAN & PERMIT:
These guidelines should assist you in developing plans for food handling, preparation, and distribution in the most responsible and legal manner. Garfield County Public Health Department paperwork process for Temporary and Special Food Service Events must be followed if you will be having any event in Garfield County where food will be sold to the public. (This includes, fairs, festivals, carnivals, farmers markets.) All vendors must obtain a retail food establishment license to serve open foods (including ice), and potentially hazardous foods that need to be temperature controlled. The event organizer is required to fill out a Garfield County Public Health Event
Coordinator Plan Review (appendix A) and each vendor at your event must fill out and apply for an Annual Garfield County Public Health Temporary Vendor Application (Appendix B) and a Garfield County Public Health Commissary Agreement (Appendix C) Temporary Vendor Permit Flow Chart (Appendix D). All food vendors at your event must have their original Colorado Retail Food Establishment license on premise at all times.

- Please list food vendors at your event, name of vendor and product(s) served: ____________
  TBA – securing vendors at this time.

Vendors Exempt from Licensing (Exempt foods include popcorn or kettle corn, raw agricultural commodities such as honeycomb and uncut produce, commercially pre-packaged products that do not require refrigeration and cottage foods such as pickled fruits and vegetables, spices, teas, dehydrated produce, nuts, seeds, honey, jams, jellies, preserves, fruit butter, flour and baked goods, including candies, fruit empanadas, tortillas and other similar products that do not require refrigeration for safety. Please list food vendors exempt from licensing at your event, name of vendor and product(s) served:

- TBA – securing vendors at this time.

SECTION 11 – SALES TAX LICENSE SUBMITTAL PLAN:
If goods and/or services (including the sale of alcohol and food) are to be sold at event, each vendor must obtain a Town of Carbondale Sales Tax License, which they must purchase and pay for at Carbondale Town Hall, 511 Colorado Avenue. Cost is $15.00 for a temporary one-day license; $25.00 for an annual license; and FREE for a governmental agency or charitable organization. Note: A governmental agency or charitable organization must still obtain a Sales Tax License, and if making taxable sales, they shall collect sales tax and consumers shall pay sales tax on such sales.

Event organizer is responsible for submitting a list of Vendors working event to the Town of Carbondale Recreation Dept. no later than one week prior to your event. Vendors who did not obtain a Sales Tax License, and who attempt to work the event, shall be shut down by Event Organizers and/or Town staff. Event Organizers are responsible to visually verify and make sure that each vendor has their license and that it is posted within booth.

SECTION 12 – LIABILITY INSURANCE:
Liability insurance coverage must be provided for special event. If your event includes alcohol, liquor liability coverage must also be included. At least one week prior to the event, a certificate of insurance must be submitted to the Town Clerk. The certificate shall name the Town of Carbondale as an additional insured (for example: “Town of Carbondale, its officers, employees, & agents”). This commercial general liability insurance certificate requires the following minimum amount of coverage. Please initial each section.

- $1,000,000 each occurrence; $2,000,000 aggregate: _____ MM
- Host and general liquor liability insurance required in the same amounts listed above: _____ MM
SECTION 13 – EVENT DEBRIEFING:
An event debriefing may be held following your event at Town of Carbondale staff discretion. You are encouraged to attend this debriefing to help offer insight into the success of your event. The purpose of the debriefing will be to identify areas of success, and also areas in need of improvement, should you decide to hold your event annually.

SECTION 14 – FEES AND DEPOSITS

PARK RENTAL USER FEE:
- $100.00 User Fee per each day of use between 100 – 300 participants  Paid Date __________
- $200.00 User Fee per each day of use with over 300 participants  Paid Date NA

NA - event co-sponsored by the Parks & Recreation Department

PARK (OR) STREET CLEANUP/DAMAGE DEPOSIT FEE:
- $200.00 Cleanup/Damage Deposit Fee for event with 100 – 300 participants  Paid Date __________
- $500.00 Cleanup/Damage Deposit Fee for events with over 300 participants  Paid Date NA

NA - event co-sponsored by the Parks & Recreation Department

These amounts may be increased if it is deemed necessary for a particular event or activity.

Event Organizer shall submit two (2) checks payable to: TOWN OF CARBONDALE

One check designated for Rental User Fee of the Park/Street, and the other check designated for Park/Street Cleanup/Damage Deposit Fee. These fees must be submitted with your application and will be returned if denied. Please note that if the Town deems necessary, a portion of the cleanup/damage deposit fee may be utilized by the Town for the purpose of payment of unforeseen costs necessary to insure and protect public safety during the event, and to ensure the terms and conditions of this Rental Agreement are fulfilled. The deposit shall not limit Event Organizer from liability for such expenses in excess of the Cleanup/Damage Deposit Fee submitted. A refund check for deposit amount (minus any deductions if required) will be issued after the event.

Initial here: NA

SECTION 15 – LICENSES, PERMITS, AND FEES
Event Organizer shall adhere to all local and state requirements regarding business licenses, taxes, vending, and special event permits and policies.

Initial here: MM

SECTION 16 – INDEMNIFICATION:
Event Organizer agrees to indemnify the Town, its officers, agents and employees, and to hold them harmless as to any claim, liability or damages, including attorney fees and court costs, arising out of, or directly or indirectly resulting from the conduct of the event.

Certificates of insurance shall be provided to the Town Clerk at least one week prior to event.
SECTION 17 – CANCELLATION OF EVENT:
Event may be cancelled by the Carbondale Town Manager, or his designee, if a recommendation is made by the Parks & Recreation Director, Public Works Director, or Chief of Police that the terms of this Agreement and Event Management Plan are not substantially fulfilled in a timely manner, or in the event of an unforeseen catastrophic event or act of God. In the event of such cancellation, the Town shall remit to Event Organizer all rental fees and damage deposits minus any expenditures incurred by the Town. Neither party shall be liable to the other for any lost profits, lost revenues or consequential damages in the event of such cancellation.

Initial here: __MM__

SECTION 18 – RELEASE OF LIABILITY:
The Town assumes no responsibility whatsoever, for any non-municipal property used within the premises of Event, and the Town is hereby expressly released and discharged from any and all liabilities for any loss, injury or damages to any person or property of Event Organizer, its employees, agents and concessionaires, or of any performer or spectator that may be sustained by reason of the occupancy within the premises of event under this Agreement.

Initial here: __MM__

SECTION 19 – AUTHORITY TO CONTRACT:
The Town of Carbondale and Event Organizer represent that each has the power to enter into this Agreement, and grant or receive as the case may be, the license herein granted; each represents that it does not require the consent of any other person or entity (governmental or otherwise), and that this Agreement constitutes a valid and binding obligation of the Town of Carbondale and Event Organizer which is enforceable against the respective parties in accordance with the terms hereof.

Initial here: __MM__

SECTION 20 – ATTORNEY’S FEES:
In the event that suit is brought (or arbitration instituted) or any attorney is employed or retained by any party to this Agreement to enforce the terms of this Agreement, to collect any money due there under, or to collect any money damages for breach thereof, the prevailing party shall be entitled to recover, in addition to any other remedy, reimbursement for reasonable attorney’s fees and costs incurred in connection therewith, including the reasonable value of salaried attorney’s time.

Initial here: __MM__

Event Organizer Name (Please print): Michelle Marlow ________________________________

Signature: ______________________________________________________________________ Date: ___3/10/18____
SPECIAL EVENT MANAGEMENT PLAN STAFF REVIEW & RECOMMENDATION
(With Comments, Conditions, and/or Requirements for Event)

PARKS & RECREATION DIRECTOR:

Approval: _ Approval Pending: ______ (see above) Denial: ______
Signature: ___________________________ Date: 3/18/2018

PUBLIC WORKS DIRECTOR:

Approval: _ Approval Pending: ______ (see above) Denial: ______
Signature: ___________________________ Date: 3-13-18

CHIEF OF POLICE:

Approval: _ Approval Pending: ______ (see above) Denial: ______
Signature: ___________________________ Date: ____________

TOWN CLERK: (Liquor Licensing Approval)

Applied for Special Event Liquor License. Hearing scheduled for 3/27

Approval: _ Approval Pending: ______ (see above) Denial: ______
Signature: ___________________________ Date: 3/4/18

TOWN MANAGER:

Approval: _ Approval Pending: ______ (see above) Denial: ______
Signature: ___________________________ Date: 3/13/18
To: Mayor Dan Richardson and  
Carbondale Board of Trustees

From: Gene Schilling  
Chief of Police, Carbondale Police Department

Ref.: Liquor License Special Event for Festival Las Americas by Roaring Fork Rotary  
Foundation to be held on August 28, 2016 at Sopris Park.

Date: March 12, 2018

I have found no liquor violation records that would cause me to recommend denial of this  
liquor license special event application to serve alcohol at the Festival Las Americas, May 4,  
2018 at Sopris Park.

Jen Quevedo / Representative

I recommend approval of this liquor license.
TOWN OF CARBONDALE
APPLICATION FOR A SPECIAL EVENTS PERMIT

807 - March 27

IN ORDER TO QUALIFY FOR A SPECIAL EVENTS PERMIT, YOU MUST BE NON-PROFIT

AND ONE OF THE FOLLOWING:

- SOCIAL
- ATHLETIC
- FRATERNAL
- CHARTERED BRANCH, LODGE OR CHAPTER
- PATRIOTIC
- OF A NATIONAL ORGANIZATION OR SOCIETY
- POLITICAL
- RELIGIOUS INSTITUTION

PHILANTHROPIC INSTITUTION

POLITICAL CANDIDATE

MUNICIPALITY

TYPE OF SPECIAL EVENT APPLICANT IS APPLYING FOR:

- MALT, VINOUS AND SPIRITUOUS LIQUOR $50 PER DAY
- FEMANTED MALT BEVERAGE (3.2 BEER) $10 PER DAY

LICOR PERMIT NUMBER

STATE SALES TAX NUMBER (REQUIRED)

1. NAME OF APPLICANT ORGANIZATION OR POLITICAL CANDIDATE

Roaring Fork Rotary Club aka Club Rotario

2. MAILING ADDRESS OF ORGANIZATION OR POLITICAL PARTY

POB 2871 Glenwood Springs, CO. 81602

3. ADDRESS OF SPECIAL EVENT

Sopris Park Carbondale, CO.

NAME

DATE OF BIRTH

EMAIL ADDRESS

PHONE NUMBER

4. PRES/SECY OF ORG. OR POLITICAL CANDIDATE

Jen Quevedo

5. EVENT MANAGER

Jen Quevedo

6. HAS APPLICANT ORGANIZATION OR POLITICAL CANDIDATE BEEN ISSUED A SPECIAL EVENT PERMIT THIS CALENDARE YEAR?

- NO

- YES HOW MANY DAYS?

7. IS PREMISES NOW LICENSED UNDER STATE LIQUR OR BEER CODE?

- NO

- YES TO WHOM?

8. DOES THE APPLICANT HAVE POSSESSION OR WRITTEN PERMISSION FOR THE USE OF THE PREMISES TO BE LICENSED?

- NO

- YES HOW MANY DAYS? ONE

LIST BELOW THE EXACT DATES(S) FOR WHICH APPLICATION IS BEING MADE FOR PERMIT

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<tr>
<th>Date</th>
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<th>Hours To</th>
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<tbody>
<tr>
<td>5/4/2018</td>
<td>9pm</td>
<td>12pm</td>
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OATH OF APPLICANT

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

SIGNATURE

Jen Quevedo

DATE

2/14/2018

REPORT AND APPROVAL OF LOCAL LICENSING AUTHORITY

The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the provisions of Title 12, Article 48, C.R.S., as amended

THEREFORE, THIS APPLICATION IS APPROVED.

SIGNATURE

DATE

LOCAL LICENSING AUTHORITY

ATTEST
ROTARY CLUB
SPECIAL EVENT
MAY 4TH, 2018
STREET CLOSURE
S. 7th ST.
BETWEEN MAIN ST.
& EUCLID AVE.
CARBONDALE, CO.
MUTCD TA-20
1-22-18

SIGN LIST:
10-36" ROAD CLOSED AHEAD
2-48"x36" ROAD CLOSED TO
THRU TRAFFIC
4-TYPE I (saw) DETOUR (4-double)
12-CROWD CONTROL BARRICADES
4-48"x36" ROAD CLOSED
12-36" TRAFFIC CONES

****NOTE****
XX-WORK AREA
*NOT TO SCALE*
SIGN SPACING
MEASUREMENTS
ARE AT SET MINIMUM
STANDARDS

PREPARED BY
TRAFFIC CONTROL SUPERVISOR;

Cal Whitman 1-22-18
APPROVED BY
CONTRACTOR;

________________________________
APPROVED BY
CITY/TOWN OF;

________________________________
DATE

Cal Whitman
V O'Steen

A-1 TRAFFIC CONTROL
& BARRICADE INC.
3201 Tipton Rd., Ste 34
Greeley, CO 80634
(970)227-0025
www.a1traffic.com

A-1 TRAFFIC
CONTROL

AMERICAN TRAFFIC SAFETY
SERVICES ASSOCIATION
This is an affidavit that
Calvin Whitman
has satisfied the requirements
to be designated as a
CERTIFIED TRAFFIC CONTROL SUPERVISOR
Cert. # 003692
Expressway Expo 2008
Lifeline Award
OFFICE OF THE SECRETARY OF STATE
OF THE STATE OF COLORADO

CERTIFICATE OF FACT OF GOOD STANDING

I, Wayne W. Williams, as the Secretary of State of the State of Colorado, hereby certify that, according to the records of this office,

Roaring Fork Rotary Club Foundation Inc

is a Corporation formed or registered on 04/13/2001 under the law of Colorado, has complied with all applicable requirements of this office, and is in good standing with this office. This entity has been assigned entity identification number 20011076231.

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 02/14/2018 that have been posted, and by documents delivered to this office electronically through 02/20/2018 @ 10:08:13.

I have affixed hereto the Great Seal of the State of Colorado and duly generated, executed, and issued this official certificate at Denver, Colorado on 02/20/2018 @ 10:08:13 in accordance with applicable law. This certificate is assigned Confirmation Number 10730211.

Secretary of State of the State of Colorado

**************************************************************************End of Certificate**************************************************************************

Notice: A certificate issued electronically from the Colorado Secretary of State's Web site is fully and immediately valid and effective. However, as an option, the issuance and validity of a certificate obtained electronically may be established by visiting the Validate a Certificate page of the Secretary of State’s Web site, http://www.sos.state.co.us/bo-CertificateSearchCriteria.do entering the certificate’s confirmation number displayed on the certificate, and following the instructions displayed. Confirming the issuance of a certificate is merely optional and is not necessary to the valid and effective issuance of a certificate. For more information, visit our Web site, http://www.sos.state.co.us, click “Businesses, trademarks, trade names” and select “Frequently Asked Questions.”
March 12, 2018

Town of Carbondale
Board of Trustees
511 Colorado Avenue
Carbondale, CO 81623

Ladies and Gentlemen of the Board:

I am writing on behalf of Club Rotario Roaring Fork LLC. The Town of Carbondale Parks & Recreation Department has given the Festival Las Americas permission to use Sopris Park for their annual festival on Friday, May 4, 2018. The hours for set-up, the festival and break down will be:

- Friday, May 4, 2017 10:00 am to 12 noon for set up, 12 noon to 8:45 Liquor permit times, 8:45 to 10:30 pm break down.

Please contact the Town of Carbondale Parks & Recreation Department if you have any questions.

Sincerely,

[Signature]

Eric Brendlinger
Town of Carbondale
Parks & Recreation Department Director
TOWN OF CARBONDALE
PARK (OR) STREET RENTAL USE AGREEMENT
&
SPECIAL EVENT MANAGEMENT PLAN

Completing this Park (or) Street Rental Use Agreement and Special Event Management Plan is required for large special events that will impact the Carbondale community. The purpose is to assist the Event Organizer in planning their special event so that it meets the requirements established by the Town of Carbondale. This Rental Use Agreement & Special Event Management Plan should be submitted 60 days prior to the event. After review by town staff, you will be notified if the event is approved, denied, or if additional information and/or a meeting with town staff is needed.

SECTION 1 - EVENT SUMMARY:

1. NAME OF EVENT: Festival las Americas

2. Primary Event Organizer: Jen Quevedo
   a. Cell Phone: 
   b. Email: elliottquevedo@gmail.com
   c. Address: Glenwood Springs, CO. 81602

3. Secondary Event Organizer: Julian Hardaker
   a. Cell Phone: 
   b. Email: 
   c. Address: Glenwood Springs, CO. 81602

4. EVENT LOCATION: Sopris Park, Carbondale, CO.

5. EVENT DATE(s): 5/4/2018

6. EVENT TIME(s): 12pm-9pm

7. EVENT SET-UP TIME(s): 10am

8. EVENT BREAK-DOWN TIME(s): 9pm
   Procedures must be in place to avoid neighborhood noise disturbance with event break-down. Breakdown within town parks must end at 10:30 pm; and Downtown breakdown at 11:30 pm

SECTION 2 - EVENT SUMMARY INFORMATION:

1. Approximate number of people expected to attend event: 1500

2. Approximate Event Personnel Numbers:
   a) Event Staff Leaders/Committee Organizers in charge: 10
   b) Event Volunteers: 25
   c) Event Contractors: 20
   d) Event Security Personnel: 
   e) Event Vendors: 20
3. Event training for personnel?  (Yes)  (No)  Describe?  TIPS trained Club members serving alcohol

4. Fee charged to participants?  (Yes)  (No)  If yes, how much?  Only for fee for use of bouncy castles. No gate fee this year.

5. Amplified music at event?  (Yes)  (No)  If yes, times music is played (including sound checks)
   __________
   Note: Amplified sound cannot exceed 90 decibels which event organizer is responsible to monitor.
   Amplified music must be approved by Board of Trustees; Music beyond 9 pm requires Trustee approval.

SECTION 3 – EVENT SITE PLAN (OR PARADE/RACE ROUTE) MAP:
Please provide an accurate detailed drawing or map depicting physical layout of event that includes the following. Must initial each requirement or write N/A (Not Applicable).

1. Boundaries
   o Delineate the boundary for the entire event venue, including the names of all streets or areas that are part of the venue and surrounding area: __________
   o If the event involves a moving route of any kind, show the particular route, indicate the direction of travel, label street names, and identify any street closures: __________
   o Locate fencing, barriers/barricades, points of ingress/egress, emergency access: __________

2. Site Improvements
   o Location of stage, tents, canopies, booths, bleachers, other temporary structures: __________
   o Location of generators, electricity sources, speakers, soundboards, lighting: __________
   o Location area for trailers, trucks, or other event vehicles: __________
   o Identify start & finish area (if a race): __________

3. Security, Medical and Safety
   o Show security check points: __________
   o Show placement of traffic control personnel: __________
   o Locate first aid station, ambulance access point: __________
   o Locate portable night lighting: __________

4. Transportation and Parking
   o Identify all parking areas (on/off site): __________
   o Locate any drop-off/pick-up areas: __________

5. Sanitation and Solid Waste
   o Locate/identify restrooms/portable toilets and hand wash stations: __________
   o Locate trash and recycle containers and dumpsters: __________

6. Alcohol, Food Service, Vending Booth Areas
   o Locate bar/beer garden area, with location of security fencing and entry/exit gates: __________
   o Location of food service vendor booths: __________
   o Location of merchandise vendor booths; information and/or demonstration booths: __________

7. Smoking Area
   o Public special events on town parks/streets are non-smoking, unless area is designated: __________

SECTION 4 – SECURITY PLAN:
Please describe your plan to provide a safe and secure environment (required if dispensing alcohol).

1. Have you hired a professional security company to manage event security?  (Yes)  (No)
If Yes, please provide the following information:
  o Name of Security Company: TBD  
  o Person in charge at event:  
  o His Cell Phone contact at event:  
  o His Cell Phone Text email address at event:  
  o Number of security personnel assigned to event:  
  o Event times they will be in place:  
  o Describe duties & functions:  

2. Will Town of Carbondale Police Dept. enforcement services be requested?  (Yes) (No)
   If Yes, please provide the following information:
   o List purposes (security; traffic/parking control; event walk-thru): in the past police officers have walked through the event during the day.  
   o List # of officers & times when needed:  

   Town law enforcement services charged out at Town cost in an agreement with Chief of Police, who has right to place officers as deemed necessary in the best interest of public safety.

SECTION 5 – MEDICAL & EMERGENCY SERVICES PLAN:
Please describe your medical and emergency services plan.

1. Will emergency medical services be summoned through 911?  (Yes) (No)
   If Yes, please provide the following information:
   o Name & cell phone of on-site staff designated as medical point of contact: Jen Quevedo  

2. Will a licensed Emergency Medical Service provider or EMT be provided on-site?  (Yes) (No)
   If Yes, please provide the following information:
   o Name & cell phone of service provider or EMT:  
   o Aid Station location & hours:  

SECTION 6 – TRANSPORTATION & ROAD CLOSURE TRAFFIC MANAGEMENT CONTROL PLAN:
Required of events involving a road closure. Main Street closure requests require 4-6 months notification to obtain approval. Event organizers must submit an aerial drawing or map, showing event location, along with the following information shown on the drawing or map. Must initial each section.

   o Road and/or traffic lane closure request:  (Yes) (No)  
   o Location of barricades and/or traffic cones:  
   o Proposed traffic flow map around road closure:  
   o Location of informational signage within road closure area:  
   o Location of safety lighting bar (if needed) within road closure area:  
   o Running or Bike Race route description (with start & finish line) if applicable:  
   o Parade route description (with start & finish) if applicable:  

With this information the Public Works Director will determine a "traffic control plan" and will indicate the required road closure barricades and road detour signage needed for the event. If equipment is supplied by the Town, it will be provided at Town cost in covering staff expenses on delivery/pickup and setup/takedown. Deposit on Town equipment may be required. At the Town’s discretion, to save expenses, Event Organizer may be requested to set up/take down and safely secure the road closure barricades and signage before and after their
event with instructions from the Town. Cost to the event organizer will be determined after review of your event road closure request. If a street must be posted “No Parking” by the Town, the cost is $5.00 per side of block.

If it’s determined by the Public Works Director that the Town is unable to provide a “traffic control plan,” it may be required that the Event Organizer obtain a plan from a certified traffic control specialist. If the Public Works Director determines that the Town lacks the necessary barricades and signage due to scope and size of road closure (with limited inventory available), it may be required that Event Organizer contract all or a portion of their road closure traffic control management need services with a privately owned traffic control company.

SECTION 7 – REFUSE/TRASH PLAN:
Event organizer shall provide for the pickup and removal of all refuse/trash and recyclable materials, both on and off event site, which results from hosting the event. Throughout the duration of the event and immediately upon conclusion, the park and/or street area must be returned to a clean condition (no later than 10:00 am the next day following event). Event organizer may use Town trash receptacles available within the event area, but will need to provide additional containers at their expense, either by hiring a trash contractor who provides appropriate containers, providing their own containers, or provide a refuse removal plan that prevents the accumulation and overflow of refuse from containers provided by the Town.

Failure to perform adequate cleanup, or if damage occurs to public property due to event, and mitigation attempts fail, event organizers will be billed at full Town cost recovery rates for cleanup and repair. In addition, such failure may result in denial of future special event approval.

Event organizer is encouraged to consider a refuse/trash recycling plan for your event. Event organizer is further encouraged to consider creating a “Green” Event. These services can be provided for a fee by local companies. If using a contracted company please provide the following:

- **Name of Service Provider:** Mountain Waste
- **Contact Person:** Jeremy Frees
- **Mailing Address:** jeremy.frees@mountainwaste.com
- **Cell Phone:** (970) 963-3435 Email: jeremy.frees@mountainwaste.com

SECTION 8 - PORTABLE RESTROOM PLAN:
Event organizer shall provide portable restroom facilities unless you can show the sufficient availability of both ADA accessible and non-accessible facilities in the immediate area of the event. Please make sure these facilities are shown on your site plan. Portable toilets shall be removed from event site by 11:00 am the next day following event. Event organizer is responsible for keeping both portable toilets and park bathrooms clean, unplugged, and stocked with toilet paper from beginning to end of event. Multiple day events may require portable toilets to be pumped out daily.

Do you plan to provide portable restroom facilities at your event? **(Yes)** *(No)* If yes, how many: **three**

Number of ADA accessible portable toilets: **One**

Is portable handwashing station being provided? **(Yes)** *(No)*

If no, is there a sanitizer dispenser within toilet? **(Yes)** *(No)*

Please provide the following information regarding event portable restroom provider:

- **Name of Service Provider:** Mountain Waste
- **Contact Person:** Jeremy Frees
- **Mailing Address:** jeremy.frees@mountainwaste.com
- **Cell Phone:** Email: jeremy.frees@mountainwaste.com
SECTION 9 - ALCOHOL MITIGATION PLAN & PERMIT REQUIRED:

Responsible sale and/or distribution of alcohol is critical to a safe and successful event. A Town of Carbondale Liquor License Special Event permit application ( $50.00 payable to: Town of Carbondale) must be obtained from the Town Clerk, and submitted and approved by the Board of Trustees to sell alcohol (beer & wine) at your event. Only an incorporated non-profit organization is eligible for obtaining a special event liquor permit. The special event permit you receive will prohibit the consumption of alcohol outside of a controlled area or beer garden. Liquor liability coverage with a $1,000,000 limit must be included on your certificate of insurance (also naming the Town as additionally insured). You must submit your special event liquor license application to the Town Clerk at least 30 days prior to your event. Applications submitted to the Town will require a hearing before the Town Trustees. Event Organizer must post a notice at event site 10-days prior to hearing before Town Trustees. Town Clerk will schedule hearing and provide notice board to be posted by event organizers.

If your event is going to involve the sale and/or distribution of alcoholic beverages, please provide following information:

- **Hours of operation of event (include dates & times):** 12pm-9pm

- **Alcohol service times:** Noon-8:45 pm (required ending is 15 minutes prior to event shutdown, although 30 minutes prior is recommended)

- **A designated fenced-in or secured area for the dispensation and consumption of alcoholic beverages is required. Show this area on your site plan and describe measures taken to secure the area:** _______ 

- **Must provide non-transferable ID bands/bracelets for persons 21 and over (Describe your process for identifying legal vs underage patrons):** Our TIPS trained individuals will be properly identifying individuals of drinking age before them gaining entrance to beer garden area. If they are of age, they will be easily identifiable with a bracelet. A security guard will be assigned to the beer garden area for extra assurance.

- **Describe how TIPS trained servers will monitor alcohol consumption and intoxication:** There will be 4 TIPS trained Club members at the beer garden all monitoring each individual’s consumption. None of the TIPS trained members will be drinking alcohol during the event. A security guard will be assigned to the beer garden area for extra assurance. 
  (Note: Servers should not consume alcohol while working a shift, and should not return to shift if they consumed alcohol)

- **Describe how Security staff and/or event server volunteers will provide friendly intervention to individuals who appear intoxicated:** There will be 4 TIPS trained Club members at the beer garden all monitoring each individual’s consumption. Should the need arise, additional TIPS trained volunteers or Club members can be added. None of the TIPS trained members will be drinking alcohol during the event. A security guard will be assigned to the beer garden area for extra assurance. Additionally, clearly identifiable volunteers will assist in monitoring. We will sell the only alcohol permitted on the premises within the perimeter of the event.

- **Consider (but not required) designating a “family friendly” seating area. If included, describe the location and include on site plan:** There will be several shaded family seating areas throughout the Park grounds.
o Will event provide alternative beverages to alcohol? If so, what? **Juices and Waters.**

o Will food be available at all times? If so, what? **Variety of Mexican, Central American and South American cuisine all having passed the stringent requirements of the Garfield County Department of Health.**

o Is there a designated smoking area? If so, describe the location and show it on your site plan: _____

   **None. No smoking of any substance allowed within the park grounds.**

o How will you handle and mitigate an obviously intoxicated person who is drunk and may be driving home? **We will inform patrons that the police will immediately be called and immediately make a ready report of any intoxicated drivers.**

**SECTION 10 – FOOD PLAN & PERMIT:**

These guidelines should assist you in developing plans for food handling, preparation, and distribution in the most responsible and legal manner. You may be required to apply for a health permit if concerns evolve regarding handling, preparation, and distribution based on your food plan submitted (attach separate page for this plan). If applicable to your event please describe:

o Please describe how food concessionaire(s) will prepare and/or serve food:

   **Per Garfield County Health Dept guidelines**

   

o If food and/or cooking supplies are stored on site for a 2-day overnight event, please describe where and how it will be securely stored: **N/A**

   

**SECTION 11 – SALES TAX LICENSE SUBMITTAL PLAN:**

If goods and/or services (including the sale of alcohol and food) are to be sold at event, each vendor must obtain a Town of Carbondale Sales Tax License, which they must purchase and pay for at Carbondale Town Hall, 511 Colorado Avenue. Cost is $15.00 for a temporary one-day license; $25.00 for an annual license; and FREE for a governmental agency or charitable organization. Note: A governmental agency or charitable organization must still obtain a Sales Tax License, and if making taxable sales, they shall collect sales tax and consumers shall pay sales tax on such sales.

**Event organizer is responsible for submitting a list of Vendors working event to the Town of Carbondale Recreation Dept no later than one week prior to your event.** Vendors who did not obtain a Sales Tax License, and who attempt to work the event, shall be shut down by Event Organizers and/or Town staff. Event Organizers are responsible to visually verify and make sure that each vendor has their license and that it is posted within booth.

**SECTION 12 – LIABILITY INSURANCE:**

Liability insurance coverage must be provided for special event. If your event includes alcohol, liquor liability coverage must also be included. At least one week prior to the event, a certificate of insurance must be submitted to the Town Clerk. The certificate shall name the Town of Carbondale as an additional insured (for example: “Town of Carbondale, its officers, employees, & agents”). This commercial general liability insurance certificate requires the following minimum amount of coverage. Please initial each section.
SECTION 13 – EVENT DEBRIEFING:
An event debriefing may be held following your event at Town of Carbondale staff discretion. You are encouraged to attend this debriefing to help offer insight into the success of your event. The purpose of the debriefing will be to identify areas of success, and also areas in need of improvement, should you decide to hold your event annually.

SECTION 14 – FEES AND DEPOSITS

PARK RENTAL USER FEE:
- $100.00 User Fee per each day of use between 100 – 300 participants
- $200.00 User Fee per each day of use with over 300 participants

PARK (OR) STREET CLEANUP/DAMAGE DEPOSIT FEE:
- $200.00 Cleanup/Damage Deposit Fee for event with 100 – 300 participants
- $500.00 Cleanup/Damage Deposit Fee for events with over 300 participants

These amounts may be increased if it is deemed necessary for a particular event or activity.

Event Organizer shall submit two (2) checks payable to: TOWN OF CARBONDALE

One check designated for Rental User Fee of the Park/Street, and the other check designated for Park/Street Cleanup/Damage Deposit Fee. These fees must be submitted with your application and will be returned if denied. Please note that if the Town deems necessary, a portion of the cleanup/damage deposit fee may be utilized by the Town for the purpose of payment of unforeseen costs necessary to insure and protect public safety during the event, and to ensure the terms and conditions of this Rental Agreement are fulfilled. The deposit shall not limit Event Organizer from liability for such expenses in excess of the Cleanup/Damage Deposit Fee submitted. A refund check for deposit amount (minus any deductions if required) will be issued after the event.

Initial here: __ JQ __

SECTION 15 – LICENSES, PERMITS, AND FEES
Event Organizer shall adhere to all local and state requirements regarding business licenses, taxes, vending, and special event permits and policies.

Initial here: __ JQ __

SECTION 16 – INDEMNIFICATION:
Event Organizer agrees to indemnify the Town, its officers, agents and employees, and to hold them harmless as to any claim, liability or damages, including attorney fees and court costs, arising out of, or directly or indirectly resulting from the conduct of the event.

Certificates of insurance shall be provided to the Town Clerk at least one week prior to event.

Initial here: __ JQ __
SECTION 17 – CANCELLATION OF EVENT:
Event may be cancelled by the Carbondale Town Manager, or his designee, if a recommendation is made by the Recreation Director, Public Works Director, or Chief of Police that the terms of this Agreement and Event Management Plan are not substantially fulfilled in a timely manner, or in the event of an unforeseen catastrophic event or act of God. In the event of such cancellation, the Town shall remit to Event Organizer all rental fees and damage deposits minus any expenditures incurred by the Town. Neither party shall be liable to the other for any lost profits, lost revenues or consequential damages in the event of such cancellation.

Initial here: ___JQ____

SECTION 18 – RELEASE OF LIABILITY:
The Town assumes no responsibility whatsoever, for any non-municipal property used within the premises of Event, and the Town is hereby expressly released and discharged from any and all liabilities for any loss, injury or damages to any person or property of Event Organizer, its employees, agents and concessionaires, or of any performer or spectator that may be sustained by reason of the occupancy within the premises of event under this Agreement.

Initial here: ___JQ____

SECTION 19 – AUTHORITY TO CONTRACT:
The Town of Carbondale and Event Organizer represent that each has the power to enter into this Agreement, and grant or receive as the case may be, the license herein granted; each represents that it does not require the consent of any other person or entity (governmental or otherwise), and that this Agreement constitutes a valid and binding obligation of the Town of Carbondale and Event Organizer which is enforceable against the respective parties in accordance with the terms hereof.

Initial here: ___JQ____

SECTION 20 – ATTORNEY’S FEES:
In the event that suit is brought (or arbitration instituted) or any attorney is employed or retained by any party to this Agreement to enforce the terms of this Agreement, to collect any money due there under, or to collect any money damages for breach thereof, the prevailing party shall be entitled to recover, in addition to any other remedy, reimbursement for reasonable attorney’s fees and costs incurred in connection therewith, including the reasonable value of salaried attorney’s time.

Initial here: ___JQ____

Event Organizer Name (Please print): Jen Quevedo

Signature: Jen Quevedo ___________________________ Date: 2/14/2018
ATTACHMENT I

SPECIAL EVENT MANAGEMENT PLAN STAFF REVIEW & RECOMMENDATION
(With Comments, Conditions, and/or Requirements for Event)

PARKS & RECREATION DIRECTOR:

Event set up time not before 10am Friday. Amplified music between the hour of 11am-9pm and cannot exceed 90 decibels. Music must stop at 9pm.

Approval: X   Approval Pending: ______ (see above)   Denial: __________

Signature: ___________________________ Date: 3/13/2018

PUBLIC WORKS DIRECTOR:

______________________________

Approval: X   Approval Pending: ______ (see above)   Denial: __________

Signature: ___________________________ Date: 3/13/18

CHIEF OF POLICE:

______________________________

Approval: X   Approval Pending: ______ (see above)   Denial: __________

Signature: ___________________________ Date: __________

TOWN CLERK: (Liquor Licensing Approval)

Applied for Special Event Liquor License. Hearing 3/27/18

Approval: X   Approval Pending: ______ (see above)   Denial: __________

Signature: ___________________________ Date: 3/14/18

TOWN MANAGER:

______________________________

Approval: X   Approval Pending: ______ (see above)   Denial: __________

Signature: ___________________________ Date: 3/15/18
ROTARY CLUB SPECIAL EVENT S. 7TH ST. CLOSURE MAY 4TH 2018 CARBONDALE, CO.

SIGN LIST:
10-36" ROAD CLOSED AHEAD
2-48"x36" ROAD CLOSED TO THRU TRAFFIC
4-TYPE I (saw) DETOUR (4-double)
12-CROWD CONTROL BARRICADES
4-48"x36" ROAD CLOSED
12-36" TRAFFIC CONES

"NOTE "
XX-WORK AREA
"NOT TO SCALE"
SIGN SPACING
MEASUREMENTS
ARE AT SET MINIMUM
STANDARDS

PREPARED BY:
TRAFFIC CONTROL SUPERVISOR
Cal Whitman 1-22-18
APPROVED BY
CONTRACTOR
APPROVED BY
CITY/DEPT OF:

Page 1 / 1

https://drive.google.com/file/d/1n6VClqqyhnhkrMZg4hvEzpEN54W1qUj7/view?ts=5aa33... 3/12/2018
Colorado Communities for Climate Action
March 2018

Colorado communities with climate-protection goals are grappling with the reality that local actions alone will not achieve them. Local governments also need a better framework of state and federal climate policies to enable them to be more effective in their local climate actions.

Colorado Communities for Climate Action is a new coalition advocating for state and federal actions to complement local climate-protection actions and protect Colorado’s climate for current and future generations. The coalition is comprised of 16 local governments, which together represent more than one-eighth of all Coloradans.

Benefits of the Coalition

Collaboration
Working together through Colorado Communities for Climate Action, local governments can and do influence state and federal actions more than individual jurisdictions can alone.

Also, CC4CA works for strong collaboration between state and local governments, maximizing the return on local efforts.

Cost-Effectiveness
One obstacle for local governments wanting to influence state and federal policies is the expense of advocacy. Pooling resources to secure professional representation is the most cost-effective way to get the professional services local governments need to be effective on climate matters at the state and federal levels.

Local Support
The coalition also offers networking opportunities to members, and produces analyses and materials in support of coalition and member priorities and actions.

Current Policy Priorities
Colorado Communities for Climate Action works to shape state and federal climate policy.

By unanimous consent, coalition members have identified CC4CA’s policy priorities, which include:

- Supporting in the General Assembly pro-climate bills and opposing bills undercutting state or local climate authority. The coalition has retained Frontline Public Affairs as its lobbyist before the state government.
- Advocating for specific state actions that are sufficient to meet the climate goals set by Colorado Governor John Hickenlooper in 2017, and also to meet a new, long-term goal that CC4CA urges the state to adopt, for an 80 percent reduction in state heat-trapping emissions by 2050.
- Representing local interests in state agency proceedings on climate protection, energy efficiency, and clean energy.

CC4CA also advocates for continued and strengthened federal climate actions and against efforts to roll back federal policies and programs.
MINUTES
CARBONDALE PLANNING AND ZONING COMMISSION
Thursday February 8, 2018

Commissioners Present:
Michael Durant, Chair
Marina Skiles
Jeff Davlyn
Ken Harrington
Jennifer Gee DiCulillo
Jay Engstrom, 1st Alternate
Nick Miscione, 2nd Alternate

Staff Present:
John Leybourne, Planner
Mary Sikes, Planning Assistant

Commissioners Absent:
Yuani Ruiz, Chair Pro Tem
Gavin Brooke

Other Persons Present
Ian Oeser, 850 Garfield Avenue
Ann and Mark Gianinetti, 611 Cowen Drive
Mark Chain, 811 Garfield Avenue

The meeting was called to order at 7:00 p.m. by Michael Durant.

January 25, 2018 Minutes:

Ken made a motion to approve the January 25, 2018 minutes with two changes of attendees. Marina seconded the motion and they were approved unanimously with Nick and Jen abstaining.

Jen arrived at 7:02
Jeff arrived at 7:03

Other Persons Present
There was no public comment.

PUBLIC HEARING – 689 Main Street Rezoning
Applicant: AMG Properties LLC
Location: 689 Main Street

John said that he was filling in for Janet tonight. He said that before you tonight is an application for the rezoning of a parcel from the Seventh Street PUD zone district to the Historic Commercial Core (HCC) zone district. He stated that the Planning Commission is required to hold a public hearing and recommend approval of the application, recommend denial or continue the public hearing.
John stated that there is an existing historic building on the lot which was constructed in 1913 and there is a historic survey in your packet that outlines some of the history of the building. He said that the property was originally zoned the Historic Commercial Core in 1973 when we originally started to have zoning. John said that the property was rezoned to the Seventh Street PUD in 1986. He outlined the goals of the PUD as follows:

- Preserve the existing brick house
- Maintain the open front yard and large spruce trees
- Add residential and bed and breakfast uses
- Maintain more open space than was required in the HCC zone district
- Allow the use of the Seventh Street and Colorado rights-of-way as parking

John stated that the building was used as a restaurant until several years ago and that it has been empty since then. He said that no changes to the property are planned as part of the rezoning application. He continued by saying that the applicants have short-term and long-term goals for the property. He stated that the short-term goal is to have the restaurant reestablished and that the Building Official has walked through the building with the applicant. John said that the long-term plan of the applicants is to develop the northerly portion of the property and add a bed and breakfast or rooms upstairs.

John noted that the Weaver Leonardy Ditch runs along the east side of 7th Street adjacent to this property. He said that a portion of the ditch has already been piped and a portion of it is open. He stated that the applicants have offered to pipe the rest of the ditch. Staff had some concerns about irrigation irrigation for the trees close to the ditch. He said that the applicant has indicated that there is irrigation available to water the trees. John said that the applicant has been working with the Public Works Director and that he is supportive of piping the ditch.

John explained that off-street parking needs to be provided for all residential dwelling units and for all lodging uses in the HCC zone district but not for other commercial uses. He said that the applicant is requesting that, in conjunction with the piping of the ditch and street improvements along 7th Street, they receive some credit toward required off-street parking. He stated that this is allowed by Section 5.7.7.H.3 of the UDC and that Staff is supportive of the request. John stated that it is a Board decision but that the Commission can make a recommendation to the Board for this request.

John said that the applicants propose to preserve the existing brick portion of the house, the spruce trees and the landscaping to the south of the structure with a 20 year deed restriction or covenant. He stated that in return, the Gianinetti's would request some fee waivers for building permit and related fees in the future. John suggested that the applicant should submit a letter with an estimate of the fees which would be applicable. He stated that Staff would suggest that there be a time limit on a fee waiver, i.e., 24 months.
John said that Staff would recommend that there be a condition that the rezoning be contingent upon approval of a deed restriction and that the restriction be recorded prior to establishment of the HCC zone district for this property.

John stated that the Comprehensive Plan calls this out as the Downtown area, which a restaurant and bed and breakfast or hotel/motel lodging is allowed as noted in the Comprehensive Plan.

John said that the HCC district is designed to accommodate intense development of individually owned businesses in an attractive, pedestrian-oriented setting, following the design character and patterns of the historic downtown area.

John stated that Staff feels that the criteria of 1-6 in the packet have been met.

Marina asked why twenty years for a deed restriction.

John said that he wasn’t part of that conversation so he was not sure.

Michael asked for clarification of not waiving tap fees is due to the TABOR issue.

John said that it is and that if the fees were waived that they would have to come out of the general fund because of TABOR.

Mark Chain explained that it is an enterprise fund where water and waste water is supposed to pay for itself. He said that it is all under the Town umbrella with different types of funds.

Mark Chain introduced the applicants Ann and Mark Gianinetti, AMG properties. He said that this is a straightforward application. He gave some history of the PUD and said that the reason for the PUD was to ensure allowing a bed and breakfast as well as future parking requirements when the property was developed.

Mark Chain said that if the ditch were covered that anyone could park there even if the building was not in use just like in any public right of way.

Mark Chain said that the applicants do not have plans for more development any time soon. He said that their goal is to get the restaurant up and running again as well as remodel the upstairs for two short term rentals.

Mark Chain requested that the deed restriction get recorded with the other documents for the rezoning. He also asked that the fee waiver be good for longer than two years so that they don’t have to be renegotiated when the applicants do decide to develop the property.

Mark Chain said that the twenty years was proposed because it was a generation of development. He said it achieves the goal of saving the front yard and the existing
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landscaping as well as the house itself. He said that it was a good way to have some preservation but that it wouldn’t be in concrete forever.

Ann Gianinetti said that they are excited and that they liked the charm of the house and the old trees. She said that it is part of Carbondale and that it’s been there forever. She said that it is what they want too and that they want to get the property working as well as having some flexibility.

Michael asked for clarification of where the southern lot line starts for the northern half of the property.

Mark Chain explained that it was all one lot and that the development possibility might be for a small lodging facility in the back, which will require parking.

Michael said that the back part of the building on the north side of the building is not part of the historical inventory. He said that the small front rectangle is the historical section.

Marina asked Mark Chain to show the ditch proposal on the monitor.

Mark Chain pointed to the location of the ditch and where the culverts will be added to accommodate more diagonal parking.

Marina asked if adding the parking over the ditch will fulfill the needed parking for the development requirements.

Mark Chain stated that it will help and he gave the historical requirements for parking and their fees for the HCC zone district. He said that the goal is to have an agreement in case things change so the applicants can be protected for a while.

Marina asked if the twenty year deed restriction only applied to the historic portion of the building.

Mark Chain answered yes to the two story brick portion of the building.

Marina asked if the back portion could be subject to redevelopment in the next twenty years.

Mark Chain answered yes it could.

Jay said that he didn’t realize how far over the ditch was from the property line. He asked if the trees were near the property line.

Mark Gianinetti answered that they are 5-10 feet from the property line.

Nick asked if the property was on a Carbondale historic survey recently done.

John answered yes and the 2006 survey forms are in the packet.
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Nick asked if the property was eligible to be listed on the State or local historic registry.

John stated that it is not eligible due to the addition on the back of the building.

Marina asked why the addition disqualifies it.

John said it would be eligible if it were brought to its original condition without the addition.

Ann said that she thought it was the front porch that stopped it, which is what the previous owner had told her.

Jay was concerned about the location of the added parking over the ditch because of how close it would be to the trees. This could damage the trees.

Mark Gianinetti said that a perforated pipe could be used to water the trees and he explained the separation of the trees from the ditch.

Ann said that they did have the trees checked and that they are very old trees. She said that they will continue checking them to make sure that they are healthy.

Michael asked if the Town arborist had looked at these trees.

John stated not to his knowledge.

Mark Chain stated that there is an arborist report and that he would make sure the Board gets to see the report.

Jay asked if this area could be where the Town might want to put a sidewalk.

John stated that it could be but that it is not currently on the list for this area.

Jay said that if this area were used for a sidewalk that it would be easier to remove four parking spots rather than the proposed seventeen.

Jen said that it is a benefit to the Town to have more parking and that the parking will benefit the entire community.

Ken asked what sets the numbers for the twenty year deed restriction and the twenty-four month fee waiver.

John said that the Commission could comment and make recommendations but that the Board would be the deciding body.

Marina asked if the Board could change the recommendations.

John stated yes that they could be changed.
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Ken said that the applicant is not agreeing to the twenty-four month fee waiver and he asked for clarification of condition #4.

Michael suggested working on the conditions after the public hearing.

Jeff asked if there were any agreements attached to the north.

Mark Chain said that there were no agreements.

Jeff asked if the parking lot was being used.

Ann said that during Mountain Fair the lot has been used and on occasion a car might be parked in the lot.

Ian Oeser, 850 Garfield Avenue said that it doesn’t seem like it’s a big change to the zoning. He commented that with the new zoning and being able to go another story higher is it appropriate for this location. He did say that he did not have a problem with the height possibility.

**Motion to close the Public Hearing**

A motion was made by Jen to close the Public Hearing. Nick seconded the motion and it was approved unanimously.

Marina gave the applicants applause for rezoning from a PUD to underlying zoning. She said that she doesn’t want the twenty year deed restriction as a historical preservationist but that it’s not the purview of this application. She said that she does not want to see the building go. Marina said that with this application that we have vested rights for twenty years and then we will reevaluate in twenty years. She said that if this historical structure were demolished that it would be a blight on Main Street.

Michael said that Carbondale’s historic preservation policy is strictly voluntary.

Nick said that the structure has local significance and it is surveyed as such. He said that it has historic components but that it is not eligible for any kind of designation beyond its local significance. He said that if this property is added to the HCC zone district that we could talk about the HCC becoming a historic zone.

The Commission agreed that this was a broader discussion and not part of this application.

Ken said that this was the appropriate underlying zoning.

Jeff asked what the value of the fees being waived for the building permit was.

John said that this was one of the challenges because we do not know that number.
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Mark Chain said that across the street at 711 Main Street that their fee waivers were between $24,000 and $26,000.

John stated that the timeline for the fee waiver in the Staff report can be changed but that it would be a Board decision.

Jeff asked if there have been fee waivers previously.

John said that the only other case that he knows of was for 711 Main Street across the street.

Michael suggested taking the gray portion of the building on the north side to estimate what the building permit and plan review fees would be to develop that portion of the property at its maximum, which would be the highest number.

Mark Chain said that he could bring several development options to the Board.

Further discussion ensued regarding the fee waiver.

Mark Chain thought that a ten year minimum on the timeline for the fee waiver would be a good plan.

Marina said that waivers are usually for hardships and that preserving the historic building would be an advantage for a bed and breakfast business.

Michael stated that this wasn’t a business development discussion. He said that they have a large lot and that we are telling them that they cannot develop a third of their lot to the current zoning. He said that this sounds like a hardship as well as maintaining a small building that is highly inefficient compared to a new building that could be built.

Jen said that it would be an encumbrance on the property because they could not sell the property and have it be fully developed.

The Commission agreed that the fee waiver could be good for ten years.

Jen said that ten years is a full economic cycle.

The Commission agreed on the recommendation that the applicant shall submit a proposal for fee waivers for the Board’s consideration of twenty years for the deed restriction and the fee waivers shall be time limited to ten years from the date of the approval of the rezoning, for the revision of condition #4.

Further discussion ensued regarding the deed restriction and historic preservation.

The Commission agreed on the recommendation that the applicant shall submit a Deed Restriction preserving the historic structure for the Town’s review and that the deed restriction and rezoning ordinance be recorded simultaneously. In addition, wording
finessed and added by the Town Attorney, that the deed restriction does not preclude the applicants from restoring the building to a point where it may qualify for historic registry, for the revision of condition #5.

Jay wanted to clarify that the fee waiver would apply for multiple permits and that it wouldn't get canceled.

Michael suggested to Mark Chain that the fee waiver amount be decided ahead of time and then the applicant could spend it however they like whether it be for a remodel or reroof etc. and then pay out of pocket for the development on the north side of the property.

Mark Chain thanked Michael for his comments.

**Motion**

Jeff made a motion to approve the rezoning from PUD to HCC zone district with the revisions of the recommended conditions and findings. Marina seconded the motion and it was approved unanimously.

No: none
Yes: Jeff, Michael, Ken, Jen, Marina

**Staff Update**

John said that the SIA agreement for City Market goes to the Board next week.

John said that Staff has been receiving a lot of inquires of infill possibilities.

**Commissioner Comments**

Marina said that she is in the show Green is the New Black and that the tickets are on sale.

**Motion**

A motion was made by Ken to adjourn. Nick seconded the motion and the meeting was adjourned at 8:41p.m.