



**TOWN OF PAONIA**  
**214 GRAND AVENUE**  
**REGULAR TOWN BOARD MEETING AGENDA**  
**TUESDAY, APRIL 23, 2024 6:30 PM**  
[HTTPS://US02WEB.ZOOM.US/J/89261337510](https://us02web.zoom.us/j/89261337510)  
**MEETING ID: 892 6133 7510**

**Public Participation:** Must raise hand and be recognized by the Mayor, come to the podium and state your name and the street on which you live. Time limit is 3 minutes, one time per item. Direct all comments to the Mayor. No responses will be made by staff or Board during the meeting. No derogatory or demeaning statements or public displays. Please be respectful.

**Roll Call**

**Approval of Agenda**

**Announcements**

Opportunity for a member of the Board of Trustees to apply to be on the CML Executive Board - Trustee Stelter  
 More information available here: <https://www.cml.org/utility-pages/about-cml/Executive-Board>

**Public Comment**

Any topic not included under Actions & Presentations; 3-minute time limit.

**Consent Agenda**

April 9, 2024 Regular Meeting Minutes  
 September 16, 2023 Special Meeting Minutes  
 Disbursements  
 SEP 2024-07 Saddle Mountain Fellowship Concert in the Park

**Staff Reports**

Departmental Scorecard

**Actions & Presentations**

Public comments must be related to the agenda item, 3-minute time limit.

**Public Hearing**

Consideration of the Application from Double Shot Twins LLC to Rezone the Parcels at 215 North Fork Avenue.

**Public Hearing**

Consideration of the Application for a Change of Use for a Room at the Property at 130 Grand Avenue from a Community Space for Tenants to a Bar Open to the Public.

**Agenda Item #1:** Affirmation of New Board Mayor & Trustee's

**Agenda Item #2:** Recognition of Outgoing Mayor and Trustees

*Short Recess for Celebration of Outgoing and Incoming Board Members*

**Presentation**

Status Update from Phoenix Rising Resources on the Comprehensive Plan

**Agenda Item #3:** Resolution Declaring Vacancy on Board of Trustees

**Agenda Item #4:** Board Appointment of Mayor Pro-Tem

**Agenda Item #5:** Consideration of Approval of Resolution 2024-05: Appointment of Officers

**Agenda Item #6:** Consideration of Approval of Resolution 2024-06: Authorized Signatories on Accounts

**Agenda Item #7:** Appointing the Mayor and one other Board Member as well as two in-town Community Members to the Planning Commission

**Agenda Item #8:** Board Appointments to Committees and Local Government Designee to the Energy & Carbon Management Commission.

**Agenda Item #9:** Consideration of Caselle Module for Community Development Suite - Permitting, Planning & Zoning, Approvals & Notifications; and Code Enforcement.

**Agenda Item #10:** Consideration of Selecting a Consultant for RFP 2024-01 Municipal Code Revision

**Mayor & Trustee Reports**

**Adjournment**



AS ADOPTED BY:  
TOWN OF PAONIA, COLORADO  
RESOLUTION NO. 2017-10 – Amended May 22, 2018

I. RULES OF PROCEDURE

**Section 1. Schedule of Meetings.** Regular Board of Trustees meetings shall be held on the second and fourth Tuesdays of each month, except on legal holidays, or as re-scheduled or amended and posted on the agenda prior to the scheduled meeting.

**Section 2. Officiating Officer.** The meetings of the Board of Trustees shall be conducted by the Mayor or, in the Mayor's absence, the Mayor Pro-Tem. The Town Clerk or a designee of the Board shall record the minutes of the meetings.

**Section 3. Time of Meetings.** Regular meetings of the Board of Trustees shall begin at 6:30 p.m. or as scheduled and posted on the agenda. Board Members shall be called to order by the Mayor. The meetings shall open with the presiding officer leading the Board in the Pledge of Allegiance. The Town Clerk shall then proceed to call the roll, note the absences and announce whether a quorum is present. Regular Meetings are scheduled for three hours, and shall be adjourned at 9:30 p.m., unless a majority of the Board votes in the affirmative to extend the meeting, by a specific amount of time.

**Section 4. Schedule of Business.** If a quorum is present, the Board of Trustees shall proceed with the business before it, which shall be conducted in the following manner. Note that all provided times are estimated:

- (a) Roll Call - (5 minutes)
- (b) Approval of Agenda - (5 minutes)
- (c) Announcements (5 minutes)
- (d) Recognition of Visitors and Guests (10 minutes)
- (e) Consent Agenda including Approval of Prior Meeting Minutes (10 minutes)
- (f) Mayor's Report (10 minutes)
- (g) Staff Reports: (15 minutes)
  - (1) Town Administrator's Report
  - (2) Public Works Reports
  - (3) Police Report
  - (4) Treasurer Report
- (h) Unfinished Business (45 minutes)
- (i) New Business (45 minutes)
- (j) Disbursements (15 minutes)
- (k) Committee Reports (15 minutes)
- (l) Adjournment

\* This schedule of business is subject to change and amendment.

**Section 5. Priority and Order of Business.** Questions relative to the priority of business and order shall be decided by the Mayor without debate, subject in all cases to an appeal to the Board of Trustees.

**Section 6. Conduct of Board Members.** Town Board Members shall treat other Board Members and the public in a civil and polite manner and shall comply with the Standards of Conduct for Elected Officials of the Town. Board Members shall address Town Staff and the Mayor by his/her title, other Board Members by the title of Trustee or the appropriate honorific (i.e.: Mr., Mrs. or Ms.), and members of the public by the appropriate honorific. Subject to the Mayor's discretion, Board Members shall be limited to speaking two times when debating an item on the agenda. Making a motion, asking a question or making a suggestion are not counted as speaking in a debate.

**Section 7. Presentations to the Board.** Items on the agenda presented by individuals, businesses or other organizations shall be given up to 5 minutes to make a presentation. On certain issues, presenters may be given more time, as determined by the Mayor and Town Staff. After the presentation, Trustees shall be given the opportunity to ask questions.

**Section 8. Public Comment.** After discussion of an agenda item by the Board of Trustees has concluded, the Mayor shall open the floor for comment from members of the public, who shall be allowed the opportunity to comment or ask questions on the agenda item. Each member of the public wishing to address the Town Board shall be recognized by the presiding officer before speaking. Members of the public shall speak from the podium, stating their name, the address of their residence and any group they are representing prior to making comment or asking a question. Comments shall be directed to the Mayor or presiding officer, not to an individual Trustee or Town employee. Comments or questions should be confined to the agenda item or issue(s) under discussion. The speaker should offer factual information and refrain from obscene language and personal attacks.

**Section 9. Unacceptable Behavior.** Disruptive behavior shall result in expulsion from the meeting.

**Section 10. Posting of Rules of Procedure for Paonia Board of Trustees Meetings.** These rules of procedure shall be provided in the Town Hall meeting room for each Board of Trustees meeting so that all attendees know how the meeting will be conducted.

## **II. CONSENT AGENDA**

**Section 1. Use of Consent Agenda.** The Mayor, working with Town Staff, shall place items on the Consent Agenda. By using a Consent Agenda, the Board has consented to the consideration of certain items as a group under one motion. Should a Consent Agenda be used at a meeting, an appropriate amount of discussion time will be allowed to review any item upon request.

**Section 2. General Guidelines.** Items for consent are those which usually do not require discussion or explanation prior to action by the Board, are non-controversial and/or similar in content, or are those items which have already been discussed or explained and do not require further discussion or explanation. Such agenda items may include ministerial tasks such as, but not limited to, approval of previous meeting minutes, approval of staff reports, addressing routine correspondence, approval of liquor licenses renewals and approval or extension of other Town licenses. Minor changes in the minutes such as non-material Scribner errors may be made without removing the minutes from the Consent Agenda. Should any Trustee feel there is a material error in the minutes, they should request the minutes be removed from the Consent Agenda for Board discussion.

**Section 3. Removal of Item from Consent Agenda.** One or more items may be removed from the Consent Agenda by a timely request of any Trustee. A request is timely if made prior to the vote on the Consent Agenda. The request does not require a second or a vote by the Board. An item removed from the Consent Agenda will then be discussed and acted on separately either immediately following the consideration of the Consent Agenda or placed later on the agenda, at the discretion of the Board.

## **III. EXECUTIVE SESSION**

**Section 1.** An executive session may only be called at a regular or special Board meeting where official action may be taken by the Board, not at a work session of the Board. To convene an executive session, the Board shall announce to the public in the open meeting the topic to be discussed in the executive session, including specific citation to the statute authorizing the Board to meet in an executive session and identifying the particular matter to be discussed “in as much detail as possible without compromising the purpose for which the executive session is authorized.” In the event the Board plans to discuss more than one of the authorized topics in the executive session, each should be announced, cited and described. Following the announcement of the intent to convene an executive session, a motion must then be made and seconded. In order to go into executive session, there must be the affirmative vote of two thirds (2/3) of Members of the Board.

**Section 2.** During executive session, minutes or notes of the deliberations should not be taken. Since meeting minutes are subject to inspection under the Colorado Open Records Act, the keeping of minutes would defeat the private nature of executive session. In addition, the deliberations carried out during executive session should not be discussed outside of that session or with individuals not participating in the session. The contents of an executive session are to remain confidential unless a majority of the Trustees vote to disclose the contents of the executive session.

**Section 3.** Once the deliberations have taken place in executive session, the Board should reconvene in regular session to take any formal action decided upon during the executive session. If you have questions regarding the wording of the motion or whether any other information should be disclosed on the record, it is essential for you to consult with the Town Attorney on these matters.

## **IV. SUBJECT TO AMENDMENT**

**Section 1. Deviations.** The Board may deviate from the procedures set forth in this Resolution, if, in its sole discretion, such deviation is necessary under the circumstances.

**Section 2. Amendment.** The Board may amend these Rules of Procedures Policy from time to time.

**SAMPLE APPLICATION FORM FOR NOMINATION (FOR CANDIDATE)  
TO CML’S EXECUTIVE BOARD**

**DATE**

CML Board Nominating Committee  
Colorado Municipal League  
1144 Sherman Street  
Denver, CO 80203  
VIA EMAIL

Dear CML Nominating Committee:

Please accept this letter as my application for nomination to the Colorado Municipal League’s Executive Board for the slate of nominees who are to be voted on by the membership at the 2024 CML Annual Business Meeting.

As \_\_\_\_\_ (your elected or appointed position) for the (City/Town) of \_\_\_\_\_, a member of the Colorado Municipal League, I am eligible for one of the vacancies in the (Small, Medium, Large, or Largest) \_\_\_\_\_ population category to be filled at the Annual Business Meeting.

*You may choose to briefly describe your experience in municipal government, past involvement with the League, and any other information you wish to convey to the Nominating Committee. (Since the committee will only be certifying eligibility, this paragraph is optional)*

Sincerely,

Applicant Name

**A written endorsement of your City Council or Board of Trustees is required.**

**Both the application and the endorsement MUST be received no later than 5:00 p.m. on Friday, May 31, 2024. Please email to Kevin Bommer, CML executive director, at [kbommer@cml.org](mailto:kbommer@cml.org)**

**SAMPLE ENDORSEMENT FORM OF APPLICANT  
FOR NOMINATION TO CML'S EXECUTIVE BOARD**

**DATE**

CML Nominating Committee  
1144 Sherman Street  
Denver, Colorado 80203  
VIA EMAIL

Dear Committee Members:

The *(City Council/Board of Trustees)* \_\_\_\_\_ for the *(City/Town)* of \_\_\_\_\_, endorses the application of *(Applicant's name/position)* \_\_\_\_\_, for nomination to the Colorado Municipal League's Executive Board for the slate of nominees who are to be voted on by the membership at the 2024 CML Annual Business Meeting.

Sincerely,

*(Should be signed by the Mayor, Mayor pro-tem, Manager, City/Town Clerk, or another appropriate municipal official affirming the endorsement of the governing body. A resolution of the governing body is not required)*

A written application is required and is the responsibility of the applicant.

Both the application and the endorsement MUST be received no later than 5:00 p.m. on Friday, May 31, 2024. Please email to Kevin Bommer, CML executive director, at [kbommer@cml.org](mailto:kbommer@cml.org)

**Minutes**  
**Regular Town Board Meeting**  
**Town of Paonia, Colorado**  
**April 09, 2024**

**RECORD OF PROCEEDINGS**

**Roll Call**

Mayor Bachran calls the meeting to order at 6:30 pm.

**PRESENT**

- Mayor Mary Bachran
- Mayor Pro-Tem Dave Knutson
- Trustee Paige Smith
- Trustee John Valentine
- Trustee Rick Stelter
- Trustee Morgan MacInnis
- Trustee Kathy Swartz

**Approval of Agenda**

Mayor Pro-Tem Knutson makes a motion, seconded by Trustee Smith to approve the agenda.

The motion passes unanimously.

**Announcements**

The Gunnison Outdoor Protection Act has been passed and is going to Congress.

Trustee Swartz highlights and thanks Western Slope Conservation Center who worked behind the scenes for so long to help make this happen.

**Public Comment**

Any topic not included under Actions & Presentations; 3-minute time limit.

R. Reynolds: introduces himself as new to the area.

W. Czech: Thanks outgoing Board for their service.

**Consent Agenda**

Trustee Swartz makes a motion, seconded by Trustee MacInnis to approve the consent agenda.

The motion carries unanimously.

**Staff Reports**

Chief Laiminger announces the hiring of a new officer, Bradley Bardessona, and the department is looking for a new Victims Advocate.

Town Administrator Wynn goes through the Administrator's Report for March and April.

Trustee Smith asks questions about the occupational tax and sidewalk fee.

Trustee Swartz asks about hiring new staff and the land acquirement progress. She also asks Public Works Director Heiniger about his staff morale while being shorthanded.

The Town Administrator compliments the Public Works crew for their dedication to the town and teamwork.

**Actions & Presentations**

**Agenda Item #1 RESPEC Task Order Drinking Water and Wastewater Engineering and Construction Standards**

Town Administrator Wynn gives background to the request and why these standards are important for the Town moving into the future.

Topics include when to use, out of town users, water company agreements, cooperation from county and OOT users, accuracy of records and need for cooperation between Town and water companies.

Trustee Smith makes a motion, seconded by Trustee MacInnis, to approve the RESPEC Task Order Drinking Water and Wastewater Engineering and Construction Standards not to exceed \$21,600.00.

The motion carries unanimously.

**Mayor & Trustee Reports**

Mayor Bachran goes through her report, highlighting the Town's accomplishments in the last 4 years.

Mayor Bachran was thanked for her grant writing over the last four years which culminated in around \$4.9 million of grants for the Town of Paonia.

**Adjournment**

The meeting was adjourned at 7:32 pm.

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Samira M Vetter, Town Clerk

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Mary Bachran, Mayor

DRAFT

**Minutes**  
**Special Town Board Meeting**  
**Town of Paonia, Colorado**  
**September 18, 2023**

**RECORD OF PROCEEDINGS**

Mayor Bachran calls the meeting to order at 4:30 pm

**Roll Call**

PRESENT

- Mayor Mary Bachran
- Mayor Pro-Tem Dave Knutson
- Trustee Paige Smith
- Trustee John Valentine
- Trustee Rick Stelter
- Trustee Morgan MacInnis
- Trustee Kathy Swartz (Zoom)

**Approval of Agenda**

Mayor Pro-Tem Knutson makes a motion, seconded by Trustee MacInnis to approve the agenda.  
The motion carries unanimously.

**Actions & Presentations**

Citizens for a Healthy Community have requested that the Town look at the proposed changes for BLM Rules on natural gas and oil extraction. Request is to submit a comment letter to amend the proposed oil and gas leasing rule with denial criteria based on local warming and local environmental indicators.

Natasha Leger, exec direct, presents for Citizens for a Healthy Community on the proposed changes for BLM Rules and the concerns for it going forward as is.

Trustee Valentine arrives at 4:34 pm

Board discussion: Leases, potential future leases, location concerns in Delta and Gunnison Counties, potential effects on the North Fork Valley and westward expansion into areas with the watershed, potential changes to the letter and highlights they want addressed, pipeline development and impacts.



Mayor Pro-Tem Knutson makes a motion, seconded by Trustee Smith to approve the letter as amended by the Board of Trustees and recorded by the Town Administrator.

The motion carries unanimously.

RFP 2023-03 yielded three declinations and one proposal that meets the criteria described in the RFP.

Town Administrator Wynn provides background on the RFP and the search for an auditor.

Board discussion: single audit, price comparisons, firm locations, expedited audit, board minute reviews, audit presentations, engagement conclusion & finance committee, Mayor & Board communication, field audit, travel.

Trustee Smith makes a motion, seconded by Trustee Stelter to accept the RFP from Hinkle CPA for the FY 2022 Audit.

The motion carries unanimously.

**Adjournment**

Meeting adjourns at 5:06 pm.

\_\_\_\_\_  
Samira M Vetter, Town Clerk

\_\_\_\_\_  
Mary Bachran, Mayor

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
<b>232 GRAND LLC</b>								
1383	232 GRAND LLC	UTILITY REFU	UTILITY BILL REFUND FROM IN	04/12/2024	1,044.24		60-50-40 MISCELLANEOUS	04/30/2024
Total 232 GRAND LLC:					1,044.24			
<b>AFLAC</b>								
749	AFLAC	064363	AFLAC ACH	04/16/2024	97.08		10-0225 AFLAC COVERAGE	04/30/2024
749	AFLAC	408081	AFLAC ACH	04/16/2024	343.76		10-0225 AFLAC COVERAGE	04/30/2024
Total AFLAC:					440.84			
<b>All Copy Products Inc</b>								
1268	All Copy Products Inc	5029415896	COPIER - ADMIN	04/11/2024	89.83		10-41-25 TOWN HALL EXPENSE	04/30/2024
1268	All Copy Products Inc	5029415896	COPIER - WATER	04/11/2024	89.83		60-50-25 SHOP EXPENSE	04/30/2024
1268	All Copy Products Inc	5029415896	COPIER - WASTEWATER	04/11/2024	89.83		70-51-25 SHOP EXPENSE	04/30/2024
1268	All Copy Products Inc	5029415896	COPIER - SANITATION	04/11/2024	89.82		80-52-25 SHOP EXPENSE	04/30/2024
Total All Copy Products Inc:					359.31			
<b>Alpine Fencing &amp; Supplies, Inc</b>								
573	Alpine Fencing & Supplies, Inc	35080	PVC CAPS FOR TOWN PARK	04/11/2024	48.00		10-46-22 REPAIRS & MAINTENANCE	04/30/2024
Total Alpine Fencing & Supplies, Inc:					48.00			
<b>AXON Enterprise Inc</b>								
1021	AXON Enterprise Inc	INUS240256	BASIC LICENSE BUNDLE	04/03/2024	180.00		10-42-42 CONTRACT SERVICES	04/30/2024
1021	AXON Enterprise Inc	INUS240256	BODY WORN CAMERA TAP BUN	04/03/2024	374.40		10-42-74 MACHINERY & EQUIPMENT	04/30/2024
1021	AXON Enterprise Inc	INUS240256	AB3 CAMERA BUNDLE	04/03/2024	789.00		10-42-74 MACHINERY & EQUIPMENT	04/30/2024
1021	AXON Enterprise Inc	INUS240256	10GB STORAGE	04/03/2024	1,440.00		10-42-42 CONTRACT SERVICES	04/30/2024
1021	AXON Enterprise Inc	INUS240256	HARDWARE FINANCING	04/03/2024	419.40		10-42-42 CONTRACT SERVICES	04/30/2024
Total AXON Enterprise Inc:					3,202.80			
<b>Caselle, Inc</b>								
21	Caselle, Inc	132030	Admin	04/01/2024	68.05		10-43-33 DATA PROCESSING	04/30/2024
21	Caselle, Inc	132030	PD	04/01/2024	68.05		10-42-33 Data Processing	04/30/2024
21	Caselle, Inc	132030	Build	04/01/2024	68.05		10-43-33 DATA PROCESSING	04/30/2024
21	Caselle, Inc	132030	Streets	04/01/2024	40.83		10-45-31 DUES & SUBSCRIPTIONS	04/30/2024
21	Caselle, Inc	132030	Parks	04/01/2024	27.22		10-46-42 CONTRACT SERVICES	04/30/2024
21	Caselle, Inc	132030	Water	04/01/2024	449.13		60-50-33 DATA PROCESSING	04/30/2024

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
21	Caselle, Inc	132030	Sewer	04/01/2024	449.13		70-51-33 DATA PROCESSING	04/30/2024
21	Caselle, Inc	132030	Trash	04/01/2024	190.54		80-52-33 DATA PROCESSING	04/30/2024
Total Caselle, Inc:					1,361.00			
<b>City Of Grand Junction</b>								
673	City Of Grand Junction	2024-0007332	Lab Tests	03/29/2024	131.00		70-51-20 LEGAL, ENGINEERING & PR	04/30/2024
Total City Of Grand Junction:					131.00			
<b>Column Software PBC</b>								
1183	Column Software PBC	8DFD59D8-006	CUSTOM NOTICES ORDER DCI	03/13/2024	379.28		10-41-30 PUBLISHING & ADS	04/30/2024
1183	Column Software PBC	8DFD59D8-006	DCI PUBLIC NOTICE DCI000405	04/03/2024	33.44		10-41-30 PUBLISHING & ADS	04/30/2024
1183	Column Software PBC	8DFD59D8-006	DCI PUBLIC NOTICE DCI000406	04/05/2024	37.84		10-41-30 PUBLISHING & ADS	04/30/2024
1183	Column Software PBC	8DFD59D8-006	DCI PUBLIC NOTICE DCI000407	04/05/2024	44.00		10-41-30 PUBLISHING & ADS	04/30/2024
Total Column Software PBC:					494.56			
<b>Delta County Landfill</b>								
56	Delta County Landfill	417778	Landfill Fee	04/08/2024	447.00		80-52-42 LANDFILL FEES	04/30/2024
56	Delta County Landfill	417844	Landfill Fee	04/08/2024	252.25		80-52-42 LANDFILL FEES	04/30/2024
56	Delta County Landfill	418164	Landfill Fee	04/12/2024	434.50		80-52-42 LANDFILL FEES	04/30/2024
Total Delta County Landfill:					1,133.75			
<b>Dependable Lumber, Inc.</b>								
46	Dependable Lumber, Inc.	2404-027377	MASON MIX FOR PARK WALL	04/02/2024	624.76		10-45-22 REPAIRS & MAINTENANCE	04/30/2024
46	Dependable Lumber, Inc.	2404-027829	GROUT SPONGE & SPRAYER	04/04/2024	10.08		10-46-22 REPAIRS & MAINTENANCE	04/30/2024
46	Dependable Lumber, Inc.	2404-029506	BRUSH WIRE	04/15/2024	14.99		10-46-22 REPAIRS & MAINTENANCE	04/30/2024
46	Dependable Lumber, Inc.	2404-029609	FLUSH HANDLE	04/16/2024	9.99		10-46-22 REPAIRS & MAINTENANCE	04/30/2024
Total Dependable Lumber, Inc.:					659.82			
<b>Duckworks Auto Parts Inc</b>								
50	Duckworks Auto Parts Inc	03670005276	HATMAN BROTHERS ARCO300	04/09/2024	38.27		80-52-25 SHOP EXPENSE	04/30/2024
50	Duckworks Auto Parts Inc	03670005276	HATMAN BROTHERS ARCO300	04/09/2024	38.28		10-45-25 SHOP EXPENSE	04/30/2024
50	Duckworks Auto Parts Inc	03670005276	HATMAN BROTHERS ARCO300	04/09/2024	38.28		10-46-25 SHOP EXPENSE	04/30/2024
50	Duckworks Auto Parts Inc	03670005276	HATMAN BROTHERS ARCO300	04/09/2024	38.28		70-51-25 SHOP EXPENSE	04/30/2024

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
Total Duckworks Auto Parts Inc:					153.11			
<b>Empower Trust Company LLC</b>								
1190	Empower Trust Company LLC	1180086967 04	Retirement Plan PPE	03/29/2024	3,341.43		10-0220 RETIREMENT PLAN	04/30/2024
Total Empower Trust Company LLC:					3,341.43			
<b>Fire &amp; Police Pension Assn.</b>								
63	Fire & Police Pension Assn.	PPE 03/29	Payroll Ending 03/29	04/11/2024	2,621.76		10-0219 FPPA	04/30/2024
63	Fire & Police Pension Assn.	PPE 03/29	Payroll Ending 03/29 D&D	04/11/2024	429.01		10-42-12 FPPA D&D	04/30/2024
Total Fire & Police Pension Assn.:					3,050.77			
<b>Kwiki Tire Inc</b>								
225	Kwiki Tire Inc	17496	SET OF TIRES & WORK FOR 20	04/15/2024	260.80		70-51-23 VEHICLE EXPENSE	04/30/2024
225	Kwiki Tire Inc	17496	SET OF TIRES & WORK FOR 20	04/15/2024	260.80		60-50-23 VEHICLE EXPENSE	04/30/2024
225	Kwiki Tire Inc	17496	SET OF TIRES & WORK FOR 20	04/15/2024	260.81		10-45-23 VEHICLE EXPENSE	04/30/2024
Total Kwiki Tire Inc:					782.41			
<b>MOORE, OAKLEY</b>								
1382	MOORE, OAKLEY	UTILITY REFU	REFUND FROM OVERPAYMENT	04/12/2024	105.83		60-50-40 MISCELLANEOUS	04/30/2024
Total MOORE, OAKLEY:					105.83			
<b>NAPA - Paonia Auto Parts</b>								
122	NAPA - Paonia Auto Parts	409896	Oil, FILTERS	03/22/2024	66.79		10-42-23 VEHICLE EXPENSE	04/30/2024
122	NAPA - Paonia Auto Parts	410231	BATTERY-	04/04/2024	69.67		60-50-23 VEHICLE EXPENSE	04/30/2024
122	NAPA - Paonia Auto Parts	410231	BATTERY-	04/04/2024	69.67		70-51-23 VEHICLE EXPENSE	04/30/2024
122	NAPA - Paonia Auto Parts	410231	BATTERY-	04/04/2024	69.67		10-45-23 VEHICLE EXPENSE	04/30/2024
122	NAPA - Paonia Auto Parts	410236	BATTERY CORE DEPOSIT	04/04/2024	18.00		10-45-23 VEHICLE EXPENSE	04/30/2024
122	NAPA - Paonia Auto Parts	410286	PREMIX FOR LAWN MOWER	04/05/2024	26.64		10-46-23 VEHICLE EXPENSE	04/30/2024
122	NAPA - Paonia Auto Parts	410347	PREM START FL	04/08/2024	4.67		10-46-22 REPAIRS & MAINTENANCE	04/30/2024
122	NAPA - Paonia Auto Parts	410368	HEATER HOSE, CONNECTOR,	04/09/2024	7.73		10-46-22 REPAIRS & MAINTENANCE	04/30/2024
122	NAPA - Paonia Auto Parts	410377	FILTERS	04/09/2024	76.28		10-46-23 VEHICLE EXPENSE	04/30/2024
122	NAPA - Paonia Auto Parts	410391	SPARK PLUG	04/09/2024	7.68		10-46-23 VEHICLE EXPENSE	04/30/2024
122	NAPA - Paonia Auto Parts	410404	Oil, FILTERS	04/09/2024	77.29		10-45-22 REPAIRS & MAINTENANCE	04/30/2024
122	NAPA - Paonia Auto Parts	410404	Oil, FILTERS	04/09/2024	77.29		10-46-22 REPAIRS & MAINTENANCE	04/30/2024
122	NAPA - Paonia Auto Parts	410567	COOLANT	04/15/2024	10.38		10-46-23 VEHICLE EXPENSE	04/30/2024

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
122	NAPA - Paonia Auto Parts	410567	COOLANT	04/15/2024	10.39		60-50-23 VEHICLE EXPENSE	04/30/2024
122	NAPA - Paonia Auto Parts	410567	COOLANT	04/15/2024	10.39		10-45-23 VEHICLE EXPENSE	04/30/2024
122	NAPA - Paonia Auto Parts	410573	Oil, FILTERS	04/15/2024	11.08		10-45-23 VEHICLE EXPENSE	04/30/2024
122	NAPA - Paonia Auto Parts	410573	Oil, FILTERS	04/15/2024	11.08		10-46-23 VEHICLE EXPENSE	04/30/2024
122	NAPA - Paonia Auto Parts	410573	Oil, FILTERS	04/15/2024	11.09		70-51-23 VEHICLE EXPENSE	04/30/2024
122	NAPA - Paonia Auto Parts	410573	Oil, FILTERS	04/15/2024	11.09		60-50-23 VEHICLE EXPENSE	04/30/2024
Total NAPA - Paonia Auto Parts:					646.88			
<b>North Fork Service (Reedy's)</b>								
141	North Fork Service (Reedy's)	429628	Fuel - Police A6	03/01/2024	30.55		10-42-23 VEHICLE EXPENSE	04/30/2024
141	North Fork Service (Reedy's)	429629	PW-FUEL	03/04/2024	12.60		60-50-23 VEHICLE EXPENSE	04/30/2024
141	North Fork Service (Reedy's)	429629	PW-FUEL	03/04/2024	12.60		10-45-23 VEHICLE EXPENSE	04/30/2024
141	North Fork Service (Reedy's)	429629	PW-FUEL	03/04/2024	12.60		10-46-23 VEHICLE EXPENSE	04/30/2024
141	North Fork Service (Reedy's)	429629	PW-FUEL	03/04/2024	12.60		80-52-23 VEHICLE EXPENSE	04/30/2024
141	North Fork Service (Reedy's)	429629	PW-FUEL	03/04/2024	12.60		70-51-23 VEHICLE EXPENSE	04/30/2024
141	North Fork Service (Reedy's)	429630	Fuel - Police A1	03/05/2024	27.07		10-42-23 VEHICLE EXPENSE	04/30/2024
141	North Fork Service (Reedy's)	429631	Fuel - Police A2	03/05/2024	46.10		10-42-23 VEHICLE EXPENSE	04/30/2024
141	North Fork Service (Reedy's)	429632	PW-FUEL	03/08/2024	22.00		60-50-23 VEHICLE EXPENSE	04/30/2024
141	North Fork Service (Reedy's)	429632	PW-FUEL	03/08/2024	22.00		10-45-23 VEHICLE EXPENSE	04/30/2024
141	North Fork Service (Reedy's)	429632	PW-FUEL	03/08/2024	22.00		10-46-23 VEHICLE EXPENSE	04/30/2024
141	North Fork Service (Reedy's)	429632	PW-FUEL	03/08/2024	22.00		80-52-23 VEHICLE EXPENSE	04/30/2024
141	North Fork Service (Reedy's)	429632	PW-FUEL	03/08/2024	21.98		70-51-23 VEHICLE EXPENSE	04/30/2024
141	North Fork Service (Reedy's)	429633	Fuel - Police A5	03/11/2024	38.78		10-42-23 VEHICLE EXPENSE	04/30/2024
141	North Fork Service (Reedy's)	429634	PW-FUEL	03/12/2024	21.68		60-50-23 VEHICLE EXPENSE	04/30/2024
141	North Fork Service (Reedy's)	429634	PW-FUEL	03/12/2024	21.68		10-45-23 VEHICLE EXPENSE	04/30/2024
141	North Fork Service (Reedy's)	429634	PW-FUEL	03/12/2024	21.68		10-46-23 VEHICLE EXPENSE	04/30/2024
141	North Fork Service (Reedy's)	429634	PW-FUEL	03/12/2024	21.68		80-52-23 VEHICLE EXPENSE	04/30/2024
141	North Fork Service (Reedy's)	429634	PW-FUEL	03/12/2024	21.68		70-51-23 VEHICLE EXPENSE	04/30/2024
141	North Fork Service (Reedy's)	429635	Fuel - Police A5	03/12/2024	115.00		10-42-23 VEHICLE EXPENSE	04/30/2024
141	North Fork Service (Reedy's)	429636	PW-FUEL	03/13/2024	19.90		60-50-23 VEHICLE EXPENSE	04/30/2024
141	North Fork Service (Reedy's)	429636	PW-FUEL	03/13/2024	19.90		10-45-23 VEHICLE EXPENSE	04/30/2024
141	North Fork Service (Reedy's)	429636	PW-FUEL	03/13/2024	19.90		10-46-23 VEHICLE EXPENSE	04/30/2024
141	North Fork Service (Reedy's)	429636	PW-FUEL	03/13/2024	19.90		80-52-23 VEHICLE EXPENSE	04/30/2024
141	North Fork Service (Reedy's)	429636	PW-FUEL	03/13/2024	19.92		70-51-23 VEHICLE EXPENSE	04/30/2024
141	North Fork Service (Reedy's)	429637	Fuel - Police A6	03/15/2024	35.10		10-42-23 VEHICLE EXPENSE	04/30/2024
141	North Fork Service (Reedy's)	429638	Fuel - Police A2	03/18/2024	32.43		10-42-23 VEHICLE EXPENSE	04/30/2024
141	North Fork Service (Reedy's)	429639	Fuel - Police A1	03/18/2024	38.00		10-42-23 VEHICLE EXPENSE	04/30/2024
141	North Fork Service (Reedy's)	429640	PW-FUEL	03/19/2024	22.33		60-50-23 VEHICLE EXPENSE	04/30/2024
141	North Fork Service (Reedy's)	429640	PW-FUEL	03/19/2024	22.33		10-45-23 VEHICLE EXPENSE	04/30/2024

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
141	North Fork Service (Reedy's)	429640	PW-FUEL	03/19/2024	22.33		10-46-23 VEHICLE EXPENSE	04/30/2024
141	North Fork Service (Reedy's)	429640	PW-FUEL	03/19/2024	22.33		80-52-23 VEHICLE EXPENSE	04/30/2024
141	North Fork Service (Reedy's)	429640	PW-FUEL	03/19/2024	22.33		70-51-23 VEHICLE EXPENSE	04/30/2024
141	North Fork Service (Reedy's)	429641	PW-FUEL	03/19/2024	15.47		60-50-23 VEHICLE EXPENSE	04/30/2024
141	North Fork Service (Reedy's)	429641	PW-FUEL	03/19/2024	15.47		10-45-23 VEHICLE EXPENSE	04/30/2024
141	North Fork Service (Reedy's)	429641	PW-FUEL	03/19/2024	15.47		10-46-23 VEHICLE EXPENSE	04/30/2024
141	North Fork Service (Reedy's)	429641	PW-FUEL	03/19/2024	15.47		80-52-23 VEHICLE EXPENSE	04/30/2024
141	North Fork Service (Reedy's)	429641	PW-FUEL	03/19/2024	15.47		70-51-23 VEHICLE EXPENSE	04/30/2024
141	North Fork Service (Reedy's)	429642	PW-FUEL	03/20/2024	25.10		60-50-23 VEHICLE EXPENSE	04/30/2024
141	North Fork Service (Reedy's)	429642	PW-FUEL	03/20/2024	25.10		10-45-23 VEHICLE EXPENSE	04/30/2024
141	North Fork Service (Reedy's)	429642	PW-FUEL	03/20/2024	25.10		10-46-23 VEHICLE EXPENSE	04/30/2024
141	North Fork Service (Reedy's)	429642	PW-FUEL	03/20/2024	25.10		80-52-23 VEHICLE EXPENSE	04/30/2024
141	North Fork Service (Reedy's)	429642	PW-FUEL	03/20/2024	25.10		70-51-23 VEHICLE EXPENSE	04/30/2024
141	North Fork Service (Reedy's)	429643	Fuel - Police A5	03/20/2024	35.00		10-42-23 VEHICLE EXPENSE	04/30/2024
141	North Fork Service (Reedy's)	429644	PW-FUEL	03/22/2024	15.56		60-50-23 VEHICLE EXPENSE	04/30/2024
141	North Fork Service (Reedy's)	429644	PW-FUEL	03/22/2024	15.56		10-45-23 VEHICLE EXPENSE	04/30/2024
141	North Fork Service (Reedy's)	429644	PW-FUEL	03/22/2024	15.56		10-46-23 VEHICLE EXPENSE	04/30/2024
141	North Fork Service (Reedy's)	429644	PW-FUEL	03/22/2024	15.56		80-52-23 VEHICLE EXPENSE	04/30/2024
141	North Fork Service (Reedy's)	429644	PW-FUEL	03/22/2024	15.54		70-51-23 VEHICLE EXPENSE	04/30/2024
141	North Fork Service (Reedy's)	429645	Fuel - Police A2	03/27/2024	46.92		10-42-23 VEHICLE EXPENSE	04/30/2024
141	North Fork Service (Reedy's)	429646	Fuel - Police A1	03/29/2024	25.85		10-42-23 VEHICLE EXPENSE	04/30/2024
141	North Fork Service (Reedy's)	429647	Fuel - Police A5	03/29/2024	39.60		10-42-23 VEHICLE EXPENSE	04/30/2024
Total North Fork Service (Reedy's):					1,283.58			
<b>Paonia Farm &amp; Home Supply Inc</b>								
125	Paonia Farm & Home Supply Inc	185010	LO-VOC CEMENT	04/15/2024	6.99		10-46-22 REPAIRS & MAINTENANCE	04/30/2024
Total Paonia Farm & Home Supply Inc:					6.99			
<b>PROTECH DIESEL REPAIR</b>								
1381	PROTECH DIESEL REPAIR	585	ANNUAL DOT INSPECTION FOR	04/16/2024	308.12		80-52-23 VEHICLE EXPENSE	04/30/2024
1381	PROTECH DIESEL REPAIR	586	ANNUAL DOT INSPECTION - 10	04/16/2024	77.03		10-46-23 VEHICLE EXPENSE	04/30/2024
1381	PROTECH DIESEL REPAIR	586	ANNUAL DOT INSPECTION - 10	04/16/2024	77.03		10-45-23 VEHICLE EXPENSE	04/30/2024
1381	PROTECH DIESEL REPAIR	586	ANNUAL DOT INSPECTION - 10	04/16/2024	77.03		70-51-23 VEHICLE EXPENSE	04/30/2024
1381	PROTECH DIESEL REPAIR	586	ANNUAL DOT INSPECTION - 10	04/16/2024	77.03		60-50-23 VEHICLE EXPENSE	04/30/2024
Total PROTECH DIESEL REPAIR:					616.24			

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
<b>Rhinehart Oil Co.</b>								
1224	Rhinehart Oil Co.	63111CT	DIESEL	03/31/2024	599.02		80-52-23 VEHICLE EXPENSE	04/30/2024
Total Rhinehart Oil Co.:					599.02			
<b>TAYLOR, MATTHEW</b>								
1377	TAYLOR, MATTHEW	074227	REIMBURSEMENT FOR FUEL P	04/08/2024	75.07		80-52-03 SALARIES & WAGES	04/30/2024
Total TAYLOR, MATTHEW:					75.07			
Grand Totals:					19,536.65			

Board Meeting Date: \_\_\_\_\_

Town Administrator: \_\_\_\_\_

Finance Committee: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date Reviewed: \_\_\_\_\_



**TOWN OF PAONIA  
BOARD OF TRUSTEES MEETING  
STAFF REPORT**

<b>AGENDA ITEM:</b>	Consent Agenda: SEP 2024-07Saddle Mountain Fellowship Concert in the Park.
<b>SUBMITTED BY:</b>	Samira Vetter, Town Clerk
<b>DATE:</b>	April 23, 2024
<b>BACKGROUND:</b>	<p>This event will have 3 performing groups on the stage at the park and be a family friendly, welcome to all, event beginning mid-morning and finishing in the late afternoon/early evening.</p> <p>All fees are paid, and a refundable cleaning deposit is on file and a pre-event meeting with the organizers and Town Staff has been scheduled for June 9th to discuss logistics.</p>
<b>BUDGET:</b>	\$225.00 to 10-32-02
<b>RECOMMENDATION:</b>	
<b>ATTACHMENT:</b>	SEP 2024-07 Application and supporting documentation



Pre event meet

6/9/2024

3:30pm

**Town of Paonia**  
**Park/Event Registration Application**

*This form is intended for events over 100 people using public property. The Town of Paonia encourages the use of its parks for the pleasure of its citizens, and reminds applicants to consider impacts on neighbors living adjacent to these public areas so we may all continue to enjoy our parks!*

*Please contact the Town office should there be any questions in filling out this form. The Town office is open from 8:00a to 4:30p Monday through Friday. Thank you~*

Applicant Name: Ryan Huth

Organization: Saddle Mountain Fellowship

Mailing Address: 3842 Stearman Lane Crawford, CO

Telephone Number: 970-921-5673

Event Manager (if different than Applicant): \_\_\_\_\_

Event Manager Telephone: [REDACTED]

Event Manager E-Mail: ryanhuth7@msw.com

**Please describe the event:** Family Friendly Concert

\_\_\_\_\_

\_\_\_\_\_

Event Date(s): 6/29/2024      Event Hours: 7am - 10pm

Event Date(s): \_\_\_\_\_      Event Hours: \_\_\_\_\_

Event Date(s): \_\_\_\_\_      Event Hours: \_\_\_\_\_

Event Date(s): \_\_\_\_\_      Event Hours: \_\_\_\_\_

**Which park do you want to use?**

- Town Park – 700 Fourth Street
  - Green space including shelters and gazebo
  - Football Field area
- Apple Valley Park – 45 Pan American Avenue
- Poulos Park – 221 Grand Avenue *(no commercial activity allowed)*
- River Park – Grand Avenue *(no commercial activity allowed)*

**Will there be alcohol?**

- No
- Yes, but we are not selling it.
  - An On-Premise Liquor Application is required.
- Yes, and we would like to sell it.
  - We are a non-profit and submitted From DR-8439 Application for a Special Event Permit and any associated forms required.
  - On an attached piece of paper is the Alcohol Mitigation Plan.

**Will there be vendors?**

- No
- Yes
  - A list of vendors is being provided to the Town for tax compliance.
  - We have contacted the Department of Revenue to work out how taxes will be submitted for the event; either electronically or manually.
  - Vendors will be notified that tax compliance will be monitored.
  - Chalk or tape are permitted to define vendor boundaries on the grass.

**Are you having a parade? Do you need a street closed?**

- No
- Yes. Attached is the street closure request form noting the day, hours and route information.

**Do you have any special requests? (ie - gate openings at certain times?)**

- No
- Yes \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



**Other items submitted for consideration:** *(On an attached piece(s) of paper)*

- Communication Contacts
- Liability Insurance  
*(\$1,000,000 minimum AND the Town of Paonia needs to be listed as an additional insured)*
- Medical Plan *(ie - How do you plan on addressing a person who is injured at the event?)*
- Parking Plan *(ie-Staff versus Visitor parking)*
- Safety Plan *(ie - How would you deal with a natural emergency or a tree limb falling?)*
- Security Plan *(ie - Vendor security, controlling alcohol, etc)*

**Promotion:**

The Town is willing to promote your event by posting submitted material on the Town website, the Town of Paonia Facebook page, via e-mail to people who are on the Town's subscribed list, and/or a poster placed in the Town Hall entryway.

Any material to be promoted must be submitted no less than thirty (30) days before the first day of the event. Material shall only be promoted once for each avenue noted above.

***The undersigned agrees to restore the park to pre-event condition, safety standards will be observed at all times, no glass will be brought into the park and all fees submitted are non-refundable, even if the event is canceled.***

Signed and submitted this 10<sup>th</sup> day of April, 2024.

Printed Name: Ryan Huth

Signature: 

No less than one week before the event, a meeting **must** be scheduled with the Public Works Director, Parks Maintenance, Town Clerk and the Police Chief, or designees to finalize all plans and coordinate last minute items.

**Date of Pre-Event Meeting:** \_\_\_\_\_

Application is deemed complete and is accepted. Employee Initials \_\_\_\_\_

Application requires Board of Trustee Approval.  
**Hearing Date:** \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

**Pricing:**

**Half Day (4 Hours or less)** \$ 150.00/day  
 Refundable Deposit for Cleaning & Materials  
 Includes: 3 dumpsters and up to 5 vendors  
 Date Submitted \_\_\_\_\_ Amount \_\_\_\_\_

**Full Day (6+ Hours until 10:00p)** \$ 225.00/day  
 Refundable Deposit for Cleaning & Materials  
 Includes: 3 dumpsters and up to 10 vendors  
 Date Submitted \_\_\_\_\_ Amount 225.00

**Multi-Day Rate (3+ consecutive days)** \$ 200.00/day  
 Refundable Deposit for Cleaning & Materials  
 Includes: 3 dumpsters and up to 10 vendors  
 Date Submitted \_\_\_\_\_ Amount \_\_\_\_\_

**Additional Vendors (More than 10)** \$ 15.00/ea.  
 Date Submitted \_\_\_\_\_ Amount \_\_\_\_\_

**Trash:** The Town will provide 3 dumpsters. If the event requires more, it is the responsibility of the applicant to contract with a local agency for additional services. Compostable ware is strongly encouraged from all vendors and event managers. Styrofoam not permitted.

Date Submitted 4/10/2024 Amount \_\_\_\_\_

**Any additional fees submitted (street closure, liquor licensing, etc):**  
 Type: \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

Date Submitted \_\_\_\_\_ Amount \_\_\_\_\_

**Recycling:** Should the event provide recycling, a \$50 credit shall be applied. *If recyclable material is thrown into a Town dumpster by applicants' representatives, the credit will not apply.* \$ \_\_\_\_\_

*Cleaning Deposit + 250.00*

**TOTAL FEES SUBMITTED** \$ \_\_\_\_\_

**All fees must be submitted no less than thirty (30) days before the first date of the event.**



## Communication Contacts

Ryan Huth 720-333-0388  
Brian Mitchell 970-596-3664  
Camden Huth 720-417-0664  
Mike West 970-234-6882

## Medical/Safety Plan

Notify local ambulance service (will be notified in advance)  
First Aid Tent

Law enforcement "Town of Paonia + Delta County"  
Fire Department "Town of Paonia + Delta County"  
West Elk Hotchkiss Clinic (medical)

## Parking Plan

Utilize street parking  
Cones for equipment loading + unloading

## Security Plan

\*This is an alcohol and smoke free event  
Scott Polson and organized team will oversee  
any safety issues or conflict with peace  
as the priority





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/

24

04/12/20

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Church Mutual Insurance Company, S.I. 3000 Schuster Lane P.O. Box 357 Merrill WI 54452	<b>CONTACT NAME:</b> Church Mutual Insurance Company, S.I. <b>PHONE (A/C, No, Ext):</b> 1-800-554-2642 <b>E-MAIL ADDRESS:</b> customerservice@churchmutual.com	<b>FAX (A/C, No):</b> 855-264-2329
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> SADDLE MOUNTAIN FELLOWSHIP 3842 STEARMAN LN CRAWFORD CO 81415-9322	<b>INSURER A:</b> Church Mutual Insurance Company, S.I. NAIC # 18767	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	N	0155927 25-650224	01/18/2024	01/18/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

Certificate Holder is an additional insured as required by written contract or agreement per the General Liability Enhancement endorsement attached to the policy.

**CERTIFICATE HOLDER CANCELLATION**

Town of Paonia	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 



**TOWN OF PAONIA  
BOARD OF TRUSTEES MEETING  
STAFF REPORT**

<b>AGENDA ITEM:</b>	Public Hearing Rez 2024-01 - Rezoning 215 North Fork - Double Shot Twins, LLC
<b>SUBMITTED BY:</b>	Stefen Wynn, Town Administrator
<b>DATE:</b>	4/19/2024
<b>BACKGROUND:</b>	<p>In addition to the staff report for the Planning Commission this additional information is submitted for consideration. The Town's application for rezoning isn't a codified document, nor should it be, but it does give relevant criteria that ought to be considered. The Town's procedure for application for rezoning is set by §16-14-20 of the Town's Code. It is also relevant to discuss §16-14-50 of the Town's Code on Decisions and the process of protesting a decision is outlined within it. CRS §31-23-303 provides further guidance on rezoning decisions. After reviewing that statute, staff find that rezoning will not substantially increase traffic in the area, that Town services are sufficient to serve the rezoned property, that the rezoning will not lead to overcrowding or undue concentration of population; and the low-density residential zoning is consistent with the character of the neighborhood, which includes residential properties. It is relevant to mention that the property to the South is zoned C-2 and the property to the East is zoned I-1. However, those properties are serviced by Second Street and not North Fork Avenue. Rezoning the property from a mix of C-2 and I-1 to R-1 would eliminate a more intense use of I-1 abutting an R-1 zoning and would create a more appropriate intensity between the rezoned property of R-1 to the property to the South of C-1. The Planning Commission gave a favorable recommendation for rezoning.</p>
<b>BUDGET:</b>	N/A
<b>RECOMMENDATION:</b>	<p>RECOMMENDED MOTION:</p> <p>I move to accept the recommendation of the Planning Commission and approve REZ 24-01 because it does not adversely affect the public health, safety, and welfare of the existing Residential neighborhood, that the rezoning substantially conforms to the Comprehensive (Master) Plan, that the rezoning will not substantially increase traffic in the area, that Town services are sufficient to serve the rezoned property, that the rezoning will not lead to overcrowding or undue concentration of population, and the low-density residential zoning is consistent with the character of the neighborhood which includes residential properties.</p>
<b>ATTACHMENT:</b>	<p>Attachment A: Staff Report as Submitted to the Planning Commission          Attachment B: 20240403 PlanCommMinutes          Attachment C: Town Clerk Notification Letter          Attachment D: RZN2024-01 - Doubleshot Twins LLC - Mason          Attachment E: IMG_7817          Attachment F: IMG_7815</p>



**TOWN OF PAONIA  
PLANNING COMMISSION & COMMUNITY DEVELOPMENT  
STAFF REPORT**

REPORT OF THE TOWN ADMINISTRATOR

APPLICATION FOR RE-ZONING REZ-24-01

*(Real Estate Parcel Number: 324506140002,*

*Commonly known as 215 North Fork Avenue Paonia, CO 81428)*

**April 3, 2024**

**Background**

REZ-24-01 Application for Zoning Amendment as outlined in § 16-14-20 of the Town of Paonia’s Municipal Code of Ordinances for the Parcel Number 32450614002, the property commonly known as: 215 North Fork Avenue Paonia, CO 81428.

The request is to change the zoning designation of the property from the existing designation of Light Industrial (I-1) for Lots 32 & 33 to Low-Density Residential (R-1) and change the existing designation for Lot 34 from Community Commercial District (C-2) to Low-Density Residential (R-1).

The current property owner, Double Shot Twins, LLC, is represented by Lori Mason, the applicant.

**General Information**

The applicant is requesting to rezone a single property of three lots with two different zoning designation, Lot 32 and Lot 33 currently Light Industrial (I-1) and Lot 34 Community Commercial (C-2) into one single zoning designation, Low-Density Residential (R-1). Rezoning would allow for one single-family house to be built upon the property.

All rezoning applications are required to include a recorded warranty deed with a legal description of the property. The Delta County Assessor’s Office Property Card with recorded warranty deed and legal description of the property is included with this report as **Attachment A**.

The current zoning designations split the property into two different zoning designations that abut an existing Low-Density Residential (R-1) district. Industrial and manufacturing processes that may be allowable in Light Industrial Districts (I-1) may, by necessity, be characteristically incompatible with residential uses. Most uses are within Light Industrial for the Town of Paonia require a special review prior to the use being classified as acceptable.

Light Industrial (I-1) designations are typically planned to be outside of residential zones and are typically buffered by commercial-type zoning. In this instance, the Light Industrial (I-1) zoning designation affects Lots 32 and 33 of the Foote & Williamson addition, and directly abuts a Low-Density Residential (R-1) zoning district, Lots 9 and 8 of the Foote & Williamson addition and Lot 15 of the Haley addition.





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STAFF REPORT**

The applicant's property, Lot 34 is designated as Community Commercial and abuts Lot 35 of the Foote & Williamson addition, also designated as Community Commercial, but also Lot 7 of the Foote & Williamson addition, designated as a Low-Density Residential (R-1) zone.

The Town's Code defines a Light Industrial District (I-1) in §16-2-90 as, "... provide for the development of industrial uses that will enhance the economy of the Town and be designed and planned in a manner that will be compatible with the character of the community and not add pollution or other undesirable effects to the adjoining properties or to the community as a whole."

The Town's Code defines a Low-Density Residential District (R-1) in §16-2-30 as, "... provide for the orderly development of single-family residential site-built or manufactured built homes, depending on the covenants of the area."

The Town's Code defines a Community Commercial District (C-2) in §16-2-80 as, "... provide for the orderly development of those commercial and business uses, government, educational and cultural facilities that are characteristic of downtown areas and promote comparison shopping and pedestrian activity in the core area. The District is not intended for businesses and commercial uses that are oriented to the automobile and require extensive ground-level floor area."

The applicant's property is located within the mid-block of North Fork Avenue between Second Street and Third Street, and the current Community Commercial zoning and Light Industrial Zoning is incompatible with the abutting uses facing North Fork Avenue.

The Town of Paonia's existing Comprehensive Plan from 1996 contemplated *Land Use and Development*, Goals and action items were established by that document that the Town must contemplate with this re-zoning application.

The goals for *Land Use and Development*, include: Maintain Rural and Agricultural Setting of Community; Maintain Small Community Closeness; Preserve Character of Downtown; Monitor Growth and Encourage Controls on Quality and Character; Preserve and Protect Open Spaces and River Corridor; Restrict Forces Which Could Impact Natural Beauty of Area.

There are six of eight General Land Use Development actions that apply to this application:

LU/D-1: Develop and Maintain zoning classifications which provide for a range of uses that clearly specify the allowable uses of property within the Town's boundaries.

LU/D-3: Carefully monitor and control land uses within the planning area in order to establish a balance of all uses suited to the character of the area.

LU/D-4: Discourage the close proximity of incompatible land uses.

LU/D-6: Promote infill construction within the Town limits while considering density, zoning and compatibility of surrounding land uses.

LU/D-7: Promote infill construction within Town limits in order to capitalize on proximity to existing utilities.



**TOWN OF PAONIA  
PLANNING COMMISSION & COMMUNITY DEVELOPMENT  
STAFF REPORT**

There are two of five Industrial Land Use Development actions that apply to this application:

LU/D-16: Improve the quality of industrial development and lessen the impact on surrounding land uses.

LU/D-18: Expand industrial uses in existing locations and restrict their development in areas surrounded by Residential land uses.

There are two of thirteen Affordable Housing actions that apply to this application:

H-8: Buffer residential housing areas from heavy street traffic, particularly truck traffic.

H-11: Facilitate and encourage new housing development consistent with specific needs and goals of the community.

**Required Findings Needed to Consider a Re-zoning Application:**

§16-14-20 of the Town’s Code establishes procedures for determining zoning amendments.

(1) Request for amendment may only be presented by a legal title owner of real property within the area proposed for a change, by the Planning Commission or the Board of Trustees. Requests for a change in the boundary of any zone district by a legal title owner of real property within the area proposed for change shall be accompanied by a petition requesting such change signed by owners of at least fifty percent (50%) of the area of the lots included in such change. The Applicant produced an application and the required fee for rezoning that included only the property that the applicant owns. Since there is only one applicant in the proposed zoning change, 100% of the area of the lots included in the change have answered in the affirmative that the proposed zoning change is acceptable to them. The applicant also provided a recorded warranty deed with a legal description that establishes their ownership of the property. The applicant also provided a written statement explaining how the request is in compliance with applicable criteria.

Applicant states in their written statement that, “we would like to change zoning to resell [the] lot from commercial/industrial to residential in order to be able to build a residential home or have a new buyer be able to build a residential and currently it is vacant land and cleared up from an old storage oil and gas facility and I believe we could use more residential lots. So we request it be re-zoned to residential. Thank you Lori Mason 2-16-2024.”

(2) Each amendment shall be submitted to the Planning Commission for its recommendations. Such action by the Planning Commission shall be filed in a report to the Board of Trustees. The applicant has submitted an application for consideration of rezoning to the Planning Commission, and §16-14-10 establishes the authority for hearing such petitions for rezoning. §16-14-30 establishes that after the Planning Commission hears an application for rezoning, recommendations are then submitted to the Board of Trustees for consideration during a public hearing. The public hearing is scheduled for this rezoning application on April 23, 2024, during



TOWN OF PAONIA  
PLANNING COMMISSION & COMMUNITY DEVELOPMENT  
STAFF REPORT

the Board of Trustees regularly scheduled meeting. The Clerk has verified that the public notice requirements were met as established by §16-16-10 of the Town's Code.

- a. The amendment is not adverse to the public health, safety, and welfare;

The applicant's request is reasonable considering the uses immediately abutting the property along the primary street for the property, North Fork Avenue. The request for rezoning does not appear to adversely affect the public health, safety, and welfare. The request for rezoning the property in the midblock of North Fork Avenue from Light Industrial and Community Commercial to Low-Density Residential would improve the protections of public health, safety and welfare of the existing neighborhood. Specifically, the rezoning would help to provide a buffer in residential neighborhoods from heavy street traffic that is typically found in industrial and commercial zoning designations. The rezoning would also discourage the close proximity of incompatible land uses along North Fork Avenue with Commercial and Industrial zoning abutting Residential zones.

AND

- b. The amendment is in substantial conformity with the master plan, or
  - i. The existing zoning is erroneous, or
  - ii. Conditions in the area affected areas have changed materially since the area was last zoned.

The applicant's request is compatible with the current Comprehensive (Master) Plan for the Town, specifically the following action items within the plan: LU/D-1; LU/D-3; LU/D-4; LU/D-6; LU/D-7; LU/D-16; LU/D-18; H-8; and H-11. Further, the previous structure on the property, bulk fuel storage tanks, has since been removed and abated, and the adjacent commercial property has been renovated to a multi-use business of offices and shops and no longer includes services for automobiles.

**Staff Recommendation**

**Staff recommends approval of the variances and bases their recommendation on the information given by the applicant, the applicant's plan mitigates the previous inconsistencies with incompatible zoning designations within a residential zone, substantially conforms to the Comprehensive (Master) Plan, and protects the existing character of the Residential neighborhood along North Fork Avenue.**



**TOWN OF PAONIA  
PLANNING COMMISSION & COMMUNITY DEVELOPMENT  
STAFF REPORT**

**Potential Motions:**

- 1.) I move to recommend approval of REZ 24-01 because it does not adversely affect the public health, safety and welfare of the existing residential neighborhood, that the rezoning substantially conforms to the Comprehensive (Master) Plan, and that the conditions of the area affected have changed materially since the area was last zoned since the bulk fuel storage tanks have since been removed; with the following condition: that the applicant also receives a favorable determination from the Board of Trustees.
  
- 2.) I move to recommend denial of REZ-24-01 because it doesn't meet the criteria for amending the zoning map since the applicant hasn't demonstrated that it meets the goals and objectives of the Comprehensive Plan and that the amendment will adversely affect the public health, safety and welfare..
  
- 3.) I move to defer a decision for REZ 24-01 to the Board of Trustees.

# Property Record Card

DELTA COUNTY Delta County Assessor

**DOUBLE SHOT TWINS  
LLC**

PO BOX 1649  
PAONIA, CO 81428-1649

**Account: R009093**

Tax Area: BR- - - BR-

Acres: 0.210

**Parcel: 324506140002**

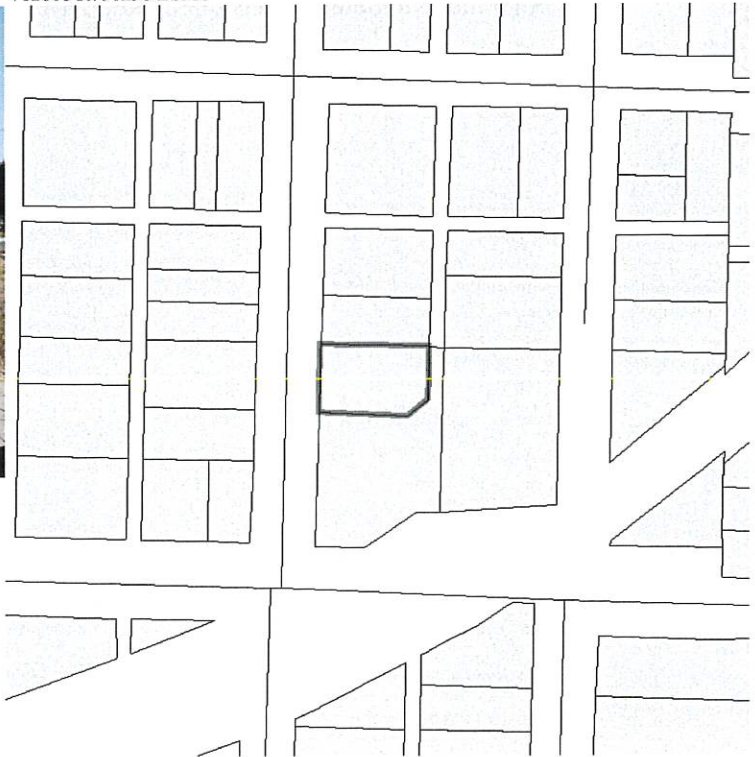
Situs Address:  
215 NORTH FORK AVE  
PAONIA, 81428

### Value Summary

Value By:	Market	Override
Land (1)	\$45,000	N/A
<b>Total</b>	<b>\$45,000</b>	<b>\$45,000</b>

### Legal Description

215 NORTH FORK AVE PAONIA 81428 S: 6 T: 14S R: 91W  
 Subdivision: FOOTE/WILLIAMSON ADDITION Block: 4 Lot: 32 - 34  
 EXC A TRIANGLE 15' ON E SIDE & 25' ON S SIDE OF LOT 34 A  
 PARCEL OF LAND LOCATED WITHIN BLOCK 4 OF FOOTE AND  
 WILLIAMSON ADDITION TO THE TOWN OF PAONIA, BEING IN  
 THE NE1/4 OF SECTION 6, TOWNSHIP 14 SOUTH, RANGE 91  
 WEST OF THE 6TH PM  
 , HAVING A DESCRIPTION BASED UPON A BEARING OF  
 N.00°46'46"E. FROM THE SW CORNER OF LOT 40, BLOCK 4 TO  
 THE SW CORNER OF LOT 34, BLOCK 4 OF FOOTE AND  
 WILLIAMSON ADDITION WITH ALL OTHER BEARINGS  
 RELATIVE THERETO AND BEING MORE PARTICULARLY  
 DESCRIBED AS FOLLOWS: BEGINNING AT SAID SW CORNER OF  
 LOT 34 BLOCK 4 OF FOOTE AND WILLIAMSON ADDITION AND  
 RUNNING THENCE ALONG THE WEST LINE OF SAID BLOCK 4  
 N.00°42'49"E. 77.03 FEET TO THE NW CORNER OF LOT 32 BLOCK  
 4 THENCE ALONG THE NORTH LINE OF SAID LOT 32  
 S.89°08'49"E. 125.00 FEET TO THE NE CORNER OF SAID LOT 32  
 THENCE ALONG THE EASTERLY LINE OF LOTS 32, 33 AND 34,  
 BLOCK 4 S.00°42'49"W. 62.00 FEET ;THENCE S.59°50'31"W. 29.13  
 FEET TO THE SOUTH LINE OF LOT 34, BLOCK 4 THENCE ALONG  
 THE SOUTH LINE OF SAID LOT 34 N.89°09'41"W. 100.00 FEET TO  
 THE POINT OF BEG BK 463 PG 88 (R-371935) R-688556  
 STATEMENT R-688557 STATEMENT R-688558 PLAT R-2017930 R-  
 712608 R751296 ESMT



### Public Remarks

Entry Date	Model	Remark
08/19/2016		UPDATE VALUE TAB FOR ADJUSTMENTS TO LAND
08/16/2019		WAITING FOR BA TO BE FILED TO DO TRANSFER R-712608
09/05/2019		THE SURVEY WAS ACTUALLY RECORDED IN 2019 BUT THE CLERKS OFFICE RECORDED IT AS 2017. EVIDENTLY THERE IS AN ISSUE WITH THE VENDOR THAT SETS THE DATE

# Property Record Card

DELTA COUNTY Delta County Assessor

## Public Remarks

09/05/2019 IT AS 2017. EVIDENTLY THERE IS AN ISSUE WITH THE VENDOR THAT SETS THE DATE FOR PLATS. DS  
TD/INVENTORY FORMS MAILED 9/05/2019. FORM RETURNED 6/1/2020. DS  
SITE VISIT 10/8/19. THIS LOT AS A 20' NON-EXCLUSIVE ACCESS EASEMENT FOR INGRESS AND EGRESS TO THE PUBLIC LOCATED ON THE NORTH SIDE OF THE LOT. LOT SIZE .217 +/- ACRES. ZONED I-1 LIGHT INDUSTRIAL. UPDATE ABSTRACT/LVAL/NBHD/SUBD EFF 2020-JG

## Sale Data

Doc. #	Sale Date	Deed Type	Validity	Verified	Sale Price	Ratio	Adj. Price	Ratio	Time Adj. Price	Ratio
712608	07/25/2019	GW	QV	Y	\$36,000	125.00	\$36,000	125.00	\$36,000	125.00
688558	07/06/2016	SP	UI	Y	\$10,000	450.00	\$10,000	450.00	\$10,000	450.00

## Land Occurrence 1

LVal	300111 - INDUSTRIAL <1AC	Abstract Code	0300 - 0300 - vacant industrial lots
Lot Front	0	Lot Depth	0
Adj 1	90	Adj 2	100
Adj 3	100	Adj 4	100
Neighborhood	300411 - PAO INDUSTRIAL	Road	6 - S PAVED
TOPO	1 - AVG TOPO	Utilities	10 - WATER / ELEC
Appr Dist	5 - COMM-IND-ERIN	Subdivision	300411 - PAO INDUSTRIAL
Use Code	0000	Review Date	201910 - 19-Oct

SubArea	ADJUSTED	HEATED	PRIME	ACTUAL
LT		1		1
Total		1.00		1.00
	Value	Rate	Rate	Rate
	\$45,000	45,000.00		45,000.00

## Abstract Summary

Code	Classification	Actual Value	Taxable Value	Actual Override	Taxable Override
0300	0300 - vacant industrial lots	\$45,000	\$12,555	NA	NA
Total		\$45,000	\$12,555	NA	NA



**Minutes**  
**Planning Commission Meeting**  
**Town of Paonia, Colorado**  
**April 03, 2024**

**RECORD OF PROCEEDINGS**

**Roll Call**

PRESENT

- Chair Knutson
- Vice-Chair Bachran
- Secretary Howe
- Commissioner Watson

ABSENT

- Commissioner Clisset

**Approval of Agenda**

Vice-Chair Bachran makes a motion, seconded by Secretary Howe, to approve the agenda.

Motion carries unanimously.

**Approval of Minutes**

Vice-Chair Bachran makes a motion, seconded by Secretary Howe, to approve the March 13, 2024 Planning Commission Minutes.

Motion carries unanimously.

**Actions & Presentations**

**1. Public Hearing**

Presentation of the draft element portion of the Comprehensive Plan – Economic Development; Governance and Community Participation.

**No Formal Action Will be Taken.**

Chair Knutson starts the public hearing at 5:10PM

Calla Rose Ostrander and Marissa Mommaerts, Phoenix Rising Resources LLC, present the overview, vision, values, and policies for the components that make up the Economic Development and Governance & Community participation. Updates to downtown and



regulation improvements were discussed as well.

Libby Christensen, CSU, discusses activities in food areas, grants, and partnership with CSU.

Jess Dervin-Ackerman, Executive Director of NFCC, explains plans for funding requests. States that the application was very competitive and thinking about economic development, that the master plan explains our story. Would like to apply for state level grants. Explains other programs for getting additional monies/grants.

David Marek, previously served on HWY 133 Overlay Committee, speaks in favor of annexation areas near Highway.

Town Administrator Wynn explains the purpose of this public hearing is to solicit feedback.

Chair Knutson suggests comments should be done one element at a time.

The Planning Commission discusses the purpose of comments, inclusion of other events, transportation elements, density, and zoning. Additional data on non-profits is discussed along with substandard services that may need improvement.

Phoenix Rising’s recommendations include prioritizing implementation of adopted plans, have accessible and transparent budgeting, accessible information, build civic capacity, and participate in regional efforts.

Planning Commission members agree relationships has been great and to continue pushing for further communication with the public. Comments on this element will be open until April 17th. Options for how to comment are explained.

Chair Knutson ends the Public Hearing at 5:58PM

**2. Public Hearing**

Consideration of the Application from Double Shot Twins LLC to Rezone the Parcels at 215 North Fork Avenue.

Chair Knutson starts the Public Hearing at 5:58PM

Chair Knutson and Vice-Chair Bachran disclose they have driven by the property discussed.

Town Administrator Wynn presents his staff presentation. Code 16-14-20 zoning reference, he shows properties in question on zoning map located on mid-block zoning. Section 16-2-30 explained. 16-2-80 also explained. Town must default to 1996 Comprehensive plan since it is the only one that has been adopted. Explains the six

general land use development actions. Recommends approval.

Town Attorney Melinda Culley has no comments to add.

Applicant Lori Mason, representing Double Shot Twins, explains rezoning to residential is to be able to offer another residential lot for locals. Cleaned up old oil facility and is part of clean Colorado act. Lot is ready to be built on.

Public comment:

Sharon Kain speaks to noise from laundromat being a nuisance.

Jeff Thompson speaks in favor of rezoning.

Public comment closed.

Planning Commission discussion includes adding a buffer zone, allowing for higher fencing, zoning map area, and additional concerns regarding removing a commercial lot.

Town Administrator Wynn refocuses commissioners to rezoning and not restrictions.

Town Attorney Melinda Culley explains that any buffer would not be a requirement but an encouragement to property owners.

Secretary Howe makes a motion, seconded by Vice-Chair Bachran, to recommend the approval of SRV 2024-01 because it does not adversely affect the public health, safety and welfare of the existing residential neighborhood, and that the rezoning substantially conforms to the comprehensive master plan that we're considering, and that the conditions of the area affected have changed materially since the area was last zoned, and since the bulk fuel storage tanks have since been removed, with the following condition; that the applicant also receives a favorable determination from the Board of Trustees.

Voting Aye: Chair Knutson, Vice-Chair Bachran, Secretary Howe

Voting Nay: Commissioner Watson

Motion carries with a 3-1 vote.

Chair Knutson ends the public hearing at 6:34 PM

**3. Public Hearing**

Consideration of the Application for a Change of Use for a Room at the Property at 130 Grand Avenue from a Community Space for Tenants to a Bar Open to the Public.

Chair Knutson starts the Public Hearing at 6:41PM

Town Administrator Wynn presents his staff report with recommendations of certain conditions be placed, such as off-street parking agreement, to receive a favorable decision.

Applicant Rene Verduin and Contractor Steve Wilson (Wilson & Sons) make their presentation. They express frustration with length application approval and feel their change would benefit the town.

Public comments:

Robin Arthur speaks in favor of approval.

David Marek speaks in favor of approval.

Karen Goodwin speaks in favor of approval.

Julie Bennette speaks about parking requirements.

Lori Mitchell speaking in favor in approval, doesn't feel parking requirement should be an issue.

Lori Marek speaks in favor of approval.

Town Administrator Wynn discusses how parking requirements are nothing new and an agreement should be made with town for approval.

Planning Commission discussion centers around off-street parking requirement asked of applicant and should be structured like the agreement with Blue Sage Center for the Arts.

Vice-Chair Bachran makes a motion, seconded by Secretary Howe, to recommend the approval of SRV 2024-04 because the plan substantially conforms to the Comprehensive Master Plan. The review criteria and performance standards as required by the Panamanian Municipal Code had been met by the applicant with the following conditions: that the applicants complete an off-street parking agreement with the town of Paonia prior to receiving a temporary or permanent certificate of occupancy that any future uses or combination of uses that aren't allowable by right. Receive a special review that parking calculations are also adjusted. And that parking calculations are also adjusted for future uses. That the applicant completes the improvements on or before October 23, 2024. And that the application receives a favorable determination from the Board of Trustees.

Chair Knutson calls for a roll call vote:

Voting Aye: Chair Knutson, Vice-Chair Bachran, Secretary Howe, Commissioner Watson

Voting Nay:  
None

Motion carries unanimously.

Chair Knutson closes the public hearing at 7:26 PM.

**Adjournment**

Training for new Board members on April 16th to be put on by CIRSA.

Chair Knutson adjourns the meeting at 7:28PM

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Ruben Santiago, Deputy Clerk

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Dave Knutson, Chair

DRAFT



*Office of the Town Clerk*  
214 Grand Ave.  
P.O. Box 460  
Paonia, CO 81428  
O: (970) 527-4101  
F: (970) 527-4102

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March 5<sup>th</sup>, 2024

**TOWN OF PAONIA, COLORADO**

**NOTICE OF PUBLIC HEARING**

**Notice** is hereby given that the Planning Commission of the Town of Paonia will hold a Public Hearing commencing Wednesday, April 3rd, 2024, at 5:00 p.m., at the Paonia Town Hall, 214 Grand Avenue, Paonia, Colorado 81428. The purpose of the Public Hearing is to consider an application from Double Shot Twins LLC for a Rezoning of the property located at 215 North Fork Avenue, Paonia, Colorado 81428, which property consists of three lots, two of which are zoned Light Industrial (I-1), and one of which is zoned Community Commercial District (C-2), to Low-Density Residential (R-1).

**Further Notice** is hereby given that the Board of Trustees of the Town of Paonia will hold a Public Hearing commencing Tuesday, April 23, 2024, at 6:30 p.m., at the Paonia Town Hall, 214 Grand Avenue, Paonia, Colorado 81428. The purpose of the Public Hearing is to consider an application from Double Shot Twins LLC for a Rezoning of the property located at 215 North Fork Avenue, Paonia, Colorado 81428, which property consists of three lots, two of which are zoned Light Industrial (I-1), and one of which is zoned Community Commercial District (C-2), to Low-Density Residential (R-1).

Any person may appear at the Public Hearings and be heard regarding the matters under consideration. Copies of the proposed rezoning and related application materials are on file and available for public inspection in the office of the Town Clerk, 214 Grand Avenue, Paonia, Colorado 81428.

Dated the 5th day of March, 2024.

TOWN OF PAONIA, COLORADO

Samira Vetter, Town Clerk

P/Z Meeting Date 4/3/2024  
BoT Meeting Date 4/9/2024  
Date Received 2-15-24  
Initials JK



# Town of Paonia

## RE-ZONE APPLICATION

It is the applicant's responsibility to submit the required materials. Checks shall be made payable to *Town of Paonia*. The application fee is non-refundable.

Please contact the Town Clerk at (970) 527-4101 for assistance.

ADDRESS OF PROPERTY 215 North Fork  
EXISTING ZONING Commercial & Residential  
PROPOSED ZONING Residential For All  
CURRENT LAND USE Vacant land

**PAID**  
FEB 16 2024  
TOWN OF PAONIA  
\$500 Paid

PROPERTY OWNER	APPLICANT OR REPRESENTATIVE
NAME: <u>Double Shot twins Llc</u>	NAME: <u>Lori Mason</u>
MAILING ADDRESS: <u>PO BOX 26</u>	MAILING ADDRESS: <u>PO BOX 26</u>
CITY, STATE, ZIP: <u>Crested Butte CO 81924</u>	CITY, STATE, ZIP: <u>Crested Butte CO <del>81428</del> 81224</u>
PHONE: <u>970-275-0505</u>	PHONE: <u>970-275-0505</u>
EMAIL: <u>Lorijean1987@gmail.com</u>	EMAIL: <u>Lorijean1987@gmail.com</u>





**RE-ZONE CRITERIA**

(A) Rezoning:

(1) Amendments to the Official Zoning Map involving any change in the boundaries of an existing zoning district, or changing the designation of a parcel or district, shall be allowed only upon findings as follows:

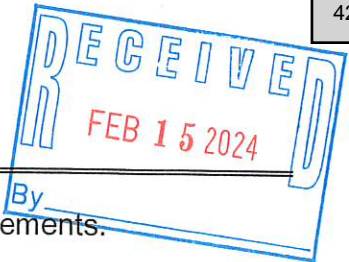
- (a) The amendment is not adverse to the public health, safety, and welfare; and
- (b) The amendment is in substantial conformity with the master plan, or
  - i. The existing zoning is erroneous, or
  - ii. Conditions in the area affected or adjacent areas have changed materially since the area was last zoned.

(2) Rezoning may be requested or initiated by the Planning Commission, the Board of Trustees, or the owner of any legal or equitable interest in the property or his representative. The rezoning shall be reviewed for compliance with the criteria of this subsection in accordance with the review procedure of the Paonia Municipal Code and Administrative policies applicable. The Board of Trustees may initiate rezoning on its own motion, in which case the Board shall hold a hearing either in conjunction with second reading of a rezoning ordinance, or separately. The area considered for rezoning may be enlarged by the recommendation of the Planning Commission on its own motion over the area requested in the application.

(3) The Town may impose conditions as necessary to ensure that the above criteria are met.

\* Written Statement

We would like to change zoning to rezone lot from Commercial/Industrial to residential in order to be able to build a residential home or have a new buyer be able to build a residential and currently it is vacant land & cleared up from an old storage oil & gas facility & I believe we could use more residential lots. so we request it be re-zoned to residential. Thank you Jon Masou 2-16-2024



### REQUIRED APPLICATION MATERIALS

This list is intended as a guide and may not be a complete list of all requirements.

*attached on application*

- \$500 NON-REFUNDABLE APPLICATION FEE
- RECORDED WARRANTY DEED WITH LEGAL DESCRIPTION OF THE PROPERTY  
(IF MORE THAN ONE TYPE OF ZONING IS BEING REQUESTED, PROVIDE A LEGAL DESCRIPTION FOR EACH ZONING AREA) *will send via email*
- WRITTEN STATEMENT EXPLAINING HOW THE REQUEST IS IN COMPLIANCE WITH APPLICABLE CRITERIA (SEE RE-ZONE CRITERIA BELOW)
- PHOTOS OF THE PROJECT AREA  
*(will send via email)*

### IMPORTANT NOTES

- Applications must be submitted at least 30 days before the next Planning Commission meeting in order to be put on the agenda.
- Any public notice requirements will be the responsibility of the Town of Paonia and will be completed at least 15 days before the public hearing.
- All approved re-zone requests shall be passed by an ordinance adopted by Board of Trustees no less than 45 days after review by the Planning Commission.
- Approval of this application DOES NOT constitute approval of any other Town of Paonia permits or application reviews.
- By signing, you certify that you have read and understood the submittal requirements, and that you understand omission of any listed items may cause delay in processing the application. The undersigned acknowledges that the information supplied in this application is as complete and accurate as possible.

*Lou Masin*  
Owner's Signature

*2-16-2024*  
Date

*Lou Masin*  
Applicant's or Representative's Signature

*2-16-2024*  
Date



Account: R009093



Location

Parcel Number 324506140002  
 Tax Area Id BR- - - BR-  
 Situs Address 215 NORTH FORK AVE  
 Legal Summary 215 NORTH FORK AVE  
 PAONIA 81428 S: 6 T: 14S R: 91W Subdivision:  
 FOOTE/WILLIAMSON ADDITION Block: 4 Lot:  
 32 - 34 EXC A TRIANGLE 15' ON E SIDE & 25'  
 ON S SIDE OF LOT 34 A PARCEL OF LAND  
 LOCATED WITHIN BLOCK 4 OF FOOTE AND  
 WILLIAMSON ADDITION TO THE TOWN OF  
 PAONIA, BEING IN THE NE 1/4 OF SECTION 6,  
 TOWNSHIP 14 SOUTH, RANGE 91 WEST OF  
 THE 6TH PM  
 , HAVING A DESCRIPTION BASED UPON A  
 BEARING OF N.00°46'46"E. FROM THE SW  
 CORNER OF LOT 40, BLOCK 4 TO THE SW  
 CORNER OF LOT 34, BLOCK 4 OF FOOTE AND  
 WILLIAMSON ADDITION WITH ALL OTHER  
 BEARINGS RELATIVE THERETO AND BEING  
 MORE PARTICULARLY DESCRIBED AS  
 FOLLOWS: BEGINNING AT SAID SW CORNER  
 OF LOT 34 BLOCK 4 OF FOOTE AND  
 WILLIAMSON ADDITION AND RUNNING  
 THENCE ALONG THE WEST LINE OF SAID  
 BLOCK 4 N.00°42'49"E. 77.03 FEET TO THE NW  
 CORNER OF LOT 32 BLOCK 4 THENCE  
 ALONG THE NORTH LINE OF SAID LOT 32  
 S.89°08'49"E. 125.00 FEET TO THE NE CORNER  
 OF SAID LOT 32 THENCE ALONG THE  
 EASTERLY LINE OF LOTS 32, 33 AND 34,  
 BLOCK 4 S.00°42'49"W. 62.00 FEET ; THENCE  
 S.59°50'31"W. 29.13 FEET TO THE SOUTH LINE  
 OF LOT 34, BLOCK 4 THENCE ALONG THE  
 SOUTH LINE OF SAID LOT 34 N.89°09'41"W.  
 100.00 FEET TO THE POINT OF BEG BK 463 PG  
 88 (R-371935) R-688556 STATEMENT R-688557  
 STATEMENT R-688558 PLAT R-2017930  
 R-712608

Owner Information

Owner Name DOUBLE SHOT TWINS LLC  
 Owner Address PO BOX 1649  
 PAONIA, CO 81428-1649

Assessment History

Actual (2020)	\$36,000
Assessed	\$10,440
Tax Area: BR- Mill Levy:	71.7120
Type Actual Assessed Acres Units	
Land \$36,000 \$10,440 0.210 1.000	

can by special review  
 no residential but can by special  
 (lot 32 & 33 are light industrial  
 lot 34 - C2 (boundry not side)

Legal Description thru del ta county assessors office

Transfers

Sale Date	Sale Price	Doc Description
07/25/2019	\$36,000	WARRANTY DEED
07/06/2016	\$10,000	SPECIAL WARRANTY DEED

Images

- Photo
- GIS

Town of Paonia  
PO Box 460  
214 Grand Avenue  
Paonia CO 81428-0460

(970) 527-4101

Receipt No: 1.183187

Feb 20, 2024

**PAID**  
FEB 16 2024  
TOWN OF PAONIA

Previous Balance:		.00
Licenses & Permits - RE-ZONING APPLICATION FEE		500.00
<hr/>		
Total:		500.00
<hr/>		
Check	Check No: 1188	500.00
Total Applied:		500.00
<hr/>		
Change Tendered:		.00
<hr/>		

02/16/2024 9:17 AM



9589 0710 5270 0665 1188 57  
9589 0710 5270 0665 1188 64  
9589 0710 5270 0665 1188 33  
9589 0710 5270 0665 1188 40

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Paonia, CO 81428

Certified Mail Fee \$4.40

Extra Services & Fees (check box, add fee as appropriate)

- Return Receipt (hardcopy) \$0.00
- Return Receipt (electronic) \$0.00
- Certified Mail Restricted Delivery \$0.00
- Adult Signature Required \$0.00
- Adult Signature Restricted Delivery \$0.00

Postage \$0.68

**Total Postage and Fees \$8.73**

Sent To Sharon Kime  
Street and Apt. No., or PO Box No. PO Box 964  
City, State, ZIP+4® Paonia, CO 81428-0964

PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions

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Paonia, CO 81428

Certified Mail Fee \$4.40

Extra Services & Fees (check box, add fee as appropriate)

- Return Receipt (hardcopy) \$0.00
- Return Receipt (electronic) \$0.00
- Certified Mail Restricted Delivery \$0.00
- Adult Signature Required \$0.00
- Adult Signature Restricted Delivery \$0.00

Postage \$0.68

**Total Postage and Fees \$8.73**

Sent To Tyler Reynolds  
Street and Apt. No., or PO Box No. PO Box 1627  
City, State, ZIP+4® Paonia, CO 81428-1627

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Aspen, CO 81611

Certified Mail Fee \$4.40

Extra Services & Fees (check box, add fee as appropriate)

- Return Receipt (hardcopy) \$0.00
- Return Receipt (electronic) \$0.00
- Certified Mail Restricted Delivery \$0.00
- Adult Signature Required \$0.00
- Adult Signature Restricted Delivery \$0.00

Postage \$0.68

**Total Postage and Fees \$8.73**

Sent To North Fork Ave LLC  
Street and Apt. No., or PO Box No. 3129 Maroon Creek Rd.  
City, State, ZIP+4® Aspen, CO 81611-3561

PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions

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Paonia, CO 81428

Certified Mail Fee \$4.40

Extra Services & Fees (check box, add fee as appropriate)

- Return Receipt (hardcopy) \$0.00
- Return Receipt (electronic) \$0.00
- Certified Mail Restricted Delivery \$0.00
- Adult Signature Required \$0.00
- Adult Signature Restricted Delivery \$0.00

Postage \$0.68

**Total Postage and Fees \$8.73**

Sent To Rose Lyell Luther Testamentary Trust  
Street and Apt. No., or PO Box No. PO Box 1329  
City, State, ZIP+4® Paonia, CO 81428-1329

PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions

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North Bend, OR 97459

Certified Mail Fee \$4.40

Extra Services & Fees (check box, add fee as appropriate)

- Return Receipt (hardcopy) \$0.00
- Return Receipt (electronic) \$0.00
- Certified Mail Restricted Delivery \$0.00
- Adult Signature Required \$0.00
- Adult Signature Restricted Delivery \$0.00

Postage \$0.68

**Total Postage and Fees \$8.73**

Sent To Peace Pipe LLC  
Street and Apt. No., or PO Box No. 1362 Bayview Ave.  
City, State, ZIP+4® North Bend, OR 97459-3675

PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions

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Paonia, CO 81428

Certified Mail Fee \$4.40

Extra Services & Fees (check box, add fee as appropriate)

- Return Receipt (hardcopy) \$0.00
- Return Receipt (electronic) \$0.00
- Certified Mail Restricted Delivery \$0.00
- Adult Signature Required \$0.00
- Adult Signature Restricted Delivery \$0.00

Postage \$0.68

**Total Postage and Fees \$8.73**

Sent To Richard Freeman  
Street and Apt. No., or PO Box No. PO Box 841  
City, State, ZIP+4® Paonia, CO 81428-0841

PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions

RZW 2024-01

RZW 2024-01



9589 0710 5270 0665 1188 19

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Paonia, CO 81428

Certified Mail Fee \$4.40

Extra Services & Fees (check box, add fee as appropriate)

- Return Receipt (hardcopy) \$10.00
- Return Receipt (electronic) \$0.00
- Certified Mail Restricted Delivery \$0.00
- Adult Signature Required \$0.00
- Adult Signature Restricted Delivery \$0.00

Postage \$0.68

Total Postage and Fees \$8.73

Sent To: Double Shot Turms LLC  
PO Box 1649  
Paonia, CO 81428-1649

PAONIA CO 81428 03/06/2024 0541 07

PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions

9589 0710 5270 0665 1188 26

# U.S. Postal Service™ CERTIFIED MAIL® RECEIPT Domestic Mail Only

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Pueblo, CO 81003

Certified Mail Fee \$4.40

Extra Services & Fees (check box, add fee as appropriate)

- Return Receipt (hardcopy) \$10.00
- Return Receipt (electronic) \$0.00
- Certified Mail Restricted Delivery \$0.00
- Adult Signature Required \$0.00
- Adult Signature Restricted Delivery \$0.00

Postage \$0.68

Total Postage and Fees \$8.73

Sent To: Bishop of Pueblo Cathedral  
1001 N. Greenwood Ave.  
Pueblo, CO 81003-3164

PAONIA CO 81428 03/06/2024 0541 07

PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions

9589 0710 5270 0665 1188 96

# U.S. Postal Service™ CERTIFIED MAIL® RECEIPT Domestic Mail Only

For delivery information, visit our website at [www.usps.com](http://www.usps.com)®.

Hamilton, OH 45013

Certified Mail Fee \$4.40

Extra Services & Fees (check box, add fee as appropriate)

- Return Receipt (hardcopy) \$10.00
- Return Receipt (electronic) \$0.00
- Certified Mail Restricted Delivery \$0.00
- Adult Signature Required \$0.00
- Adult Signature Restricted Delivery \$0.00

Postage \$0.68

Total Postage and Fees \$8.73

Sent To: Scott Harris  
221 Brooks Rd.  
Hamilton, OH 45013-9734

PAONIA CO 81428 03/06/2024 0541 07

PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions

9589 0710 5270 0665 1188 02

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Paonia, CO 81428

Certified Mail Fee \$4.40

Extra Services & Fees (check box, add fee as appropriate)

- Return Receipt (hardcopy) \$10.00
- Return Receipt (electronic) \$0.00
- Certified Mail Restricted Delivery \$0.00
- Adult Signature Required \$0.00
- Adult Signature Restricted Delivery \$0.00

Postage \$0.68

Total Postage and Fees \$8.73

Sent To: Dorothy Long  
PO Box 232  
Paonia, CO 81428-0232

PAONIA CO 81428 03/06/2024 0541 07

PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions

9589 0710 5270 0665 1188 72

# U.S. Postal Service™ CERTIFIED MAIL® RECEIPT Domestic Mail Only

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Moab, UT 84532

Certified Mail Fee \$4.40

Extra Services & Fees (check box, add fee as appropriate)

- Return Receipt (hardcopy) \$10.00
- Return Receipt (electronic) \$0.00
- Certified Mail Restricted Delivery \$0.00
- Adult Signature Required \$0.00
- Adult Signature Restricted Delivery \$0.00

Postage \$0.68

Total Postage and Fees \$8.73

Sent To: Doug Nichols  
821 N 400 E  
Moab, UT 84532-3009

PAONIA CO 81428 03/06/2024 0541 07

PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions

9589 0710 5270 0665 1188 89

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Paonia, CO 81428

Certified Mail Fee \$4.40

Extra Services & Fees (check box, add fee as appropriate)

- Return Receipt (hardcopy) \$10.00
- Return Receipt (electronic) \$0.00
- Certified Mail Restricted Delivery \$0.00
- Adult Signature Required \$0.00
- Adult Signature Restricted Delivery \$0.00

Postage \$0.68

Total Postage and Fees \$8.73

Sent To: Gia Fanelli  
604 Second St  
Paonia, CO 81428-0946

PAONIA CO 81428 03/06/2024 0541 07

PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions



9589 0710 5270 0665 1188 95

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Pawnee, CO 81428

Certified Mail Fee \$4.40

Extra Services & Fees (check box, and fee if appropriate)  
 Return Receipt (hardcopy) \$0.00  
 Return Receipt (electronic) \$0.00  
 Certified Mail Restricted Delivery \$0.00  
 Adult Signature Required \$0.00  
 Adult Signature Restricted Delivery \$0.00

Postage \$0.68

Total Postage and Fees \$8.73

0541  
07

Postmark  
Here

03/06/2024



Sent To

Jeannette Brunner

Street and Apt. No., or PO Box No.

PO Box 172

City, State, ZIP+4®

Pawnee, CO 81428-0172









Jayco

0PH-096





**TOWN OF PAONIA  
PLANNING COMMISSION & COMMUNITY DEVELOPMENT  
STAFF REPORT**

REPORT OF THE TOWN ADMINISTRATOR

APPLICATION FOR SPECIAL REVIEW: CHANGE OF USE SRV 2024-01

*(Real Estate Parcel Number: 324506131014,*

*Commonly known as 130 Grand Avenue Paonia, CO 81428)*

**April 3, 2024**

**Background**

SRV 2024-01 Application for Special Review as outlined in § 16-14-20 of the Town of Paonia's Municipal Code of Ordinances for the Parcel Number 324506131014, the property commonly known as: 130 Grand Avenue Paonia, CO 81428.

The request is to change the use of the building to include a mix of commercial activities, including a cocktail lounge/bar open to the public. The existing zoning designation is Core Commercial (C-1), and the uses are limited to permissible uses as listed in the schedule of uses for commercial and industrial districts found in §16-3-70 of the Town's Code.

The current property owner, RJM Rentals, LLC, is represented by Rene Verduin, Julie Bennett, and Margaret Engel, the applicant.

**General Information**

The applicant is requesting a Special Review for a change of use from a common area, shared by commercial tenants of the building to a cocktail lounge/bar that does not have a primary use as a restaurant. The use that closely resembles this request is Commercial Recreational, and that requires a Special Review.

All special review applications are required to include a recorded warranty deed with a legal description of the property. The Delta County Assessor's Office Property Card with recorded warranty deed and legal description of the property is included with this report as **Attachment A**.

The existing structure has an active building permit for the construction of multiple business-type offices that have not been finalized but may include by right: dental or medical clinics; Banking, savings, and loan; Personal service shops; Professional and business offices when part of permitted light industry; Restaurants; and Retail businesses. Anything not included in the schedule of permissible uses found in §16-3-70 of the Town's Code must seek a special review prior to their opening. The common tenant space that was originally contemplated with the building permit was allowed by right as it was tertiary to any of the permissible uses for the building and was not itself a stand alone use.

The applicant wishes to change the community space, only accessible by tenants and their guests/customers, to that of a cocktail lounge/bar, accessible by the general public. This type of change in use requires a Special Review for the consideration of commercial recreational use added





**TOWN OF PAONIA  
PLANNING COMMISSION & COMMUNITY DEVELOPMENT  
STAFF REPORT**

to the mixed commercial uses for the property. According to the 2018 ICC, the classification for occupancy is Assembly Group A-2, but since it is a small assembly space, it would normally be classified under 303.1.2 of the 2018 ICC as Group B, with less than 750 square feet in area and accessory to another occupancy. However, this cocktail lounge/bar is proposed to be a standalone occupancy, with its own entrance from Grand Avenue, separate from an entrance for the other uses for the building, and should be classified as Assembly Group A-2.

§16-6-10 requires that certain conditions are met for off-street parking and Indoor restaurants and bars have a requirement that there is (1) off-street parking space for every (3) seats or (1) off-street parking space for every 200 square feet of floor area, whichever is greater. Due to an incomplete drawing for the number of seats available in the cocktail lounge/bar, the square footage of the entire footprint for the unit must be contemplated. The total square footage of the cocktail lounge/bar with the storage area is 727 square feet + 143 square feet = 870 square feet.

This type of use requires 4.35 off-street parking spaces per the Town's existing code. §16-6-20, combination of uses, describes what happens when a combination of uses is included in a property's use. In this circumstance, any additional uses will also need off-street parking depending on the type of tenants that the property owner wishes to engage.

§16-6-40, Off-site parking, contemplates additional areas that may be considered for satisfying the off-street parking requirements of the Town's Code.

**Sec. 16-6-40. - Off-site parking.**

For any business use, the off-street parking requirements may also be met as follows:

- (1) Additional off-street parking spaces may be provided on a site within three hundred (300) feet of the lot that generates the parking requirements, provided that the site is owned by the owner of the parking generating property;
- (2) The owner of the lot generating the need for parking spaces may participate in a parking district or joint venture requiring the payment of a fee in lieu of providing on-site parking. The fees collected by the district or joint venture would be then used to provide off-street parking and assure that the Town's requirements were met. All such parking districts or joint ventures shall be subject to the approval of the Board of Trustees; or
- (3) When a business use is unable to provide the required on-site parking and/or loading requirements, the property owner or applicant shall be required to contribute to the Parking Fund a sum as set forth in Section 16-5-50 below per required parking space.

Since the applicant does not report additional access to off-street parking, it is assumed that the applicant has insufficient off-street parking and would need to find an alternative to the requirement



TOWN OF PAONIA  
PLANNING COMMISSION & COMMUNITY DEVELOPMENT  
STAFF REPORT

for off-street parking. The Town has allowed for an agreement between businesses and the Town for the use of a public parking lot that services the downtown area. It is recommended that the Town includes a provision in any agreement that includes a payment in lieu of parking requirement, should the Town’s Code reinstate the Parking Fund.

To serve alcohol in this location, the applicant will still need to follow all local and state liquor licensing laws, and will need to submit an application to that effect for further consideration by the Board of Trustees, and the State of Colorado.

**Required Findings Needed to Issue a Variance and/or Considerations for a Special Review**

§16-4-50 (a), Site plan review criteria and performance standards

- (1) Compliance of the application with this Code in general. The applicant has provided an incomplete picture of what is anticipated for all tenants within the building, and there has been discussion that a separate change of use is being considered by the applicant. Currently, the only use that is certain regards a cocktail lounge/bar. Should any further consideration be given for future tenants, if not otherwise permissible by right, the applicant will need to submit another special review application for the Planning Commission and the Board of Trustees consideration.
- (2) The compatibility of the proposed use and site plan with the character of the surrounding area. The Core Commercial District is the ideal location for restaurants, bars, lounges, and other commercial recreational activities. Nearby existing uses include shopping, restaurants, banks, utility companies, and non-profit organizations with assembly spaces.
- (3) The desirability and need for the proposed use. The Town has received no letters, comments, or responses concerning the need for or desirability for the proposed use. However, the applicant provided a statemen concerning the desirability and need of the proposed use. The applicant stated, “we believe by creating this new business in Paonia, it will increase revenue for the Town. It will become a community place which is lacking currently and creates a positive impact, which brings more tourists and locals to downtown. We intend to serve mixed drinks, local wines, and snacks.”

Staff contend that there is no substantive evidence or study that shows tax revenue will increase for the Town. In previous Public Hearings, the Town has heard that there are plenty of community gathering and assembly spaces in Town, including one near the applicant at the corner of Second Street and Grand Avenue.

- (4) The potential for adverse environmental influences that might result from the proposed use. Staff find that the potential for adverse environmental influences does not exist for the proposed use.



**TOWN OF PAONIA  
PLANNING COMMISSION & COMMUNITY DEVELOPMENT  
STAFF REPORT**

- (5) Compatibility of the proposed use and site plan with the policies and guidelines in the Comprehensive Plan. Staff find that the variance does not conflict with the provisions of the existing Comprehensive Plan from 1996. The proposed use and site plan is specifically compatible with LU/D-10: Improve the physical appearance of existing commercial land uses; LU/D-12: Preserve, and when necessary, expand the downtown core; ED-3: Encourage new business opportunities by creating a visually attractive Town; ED-4: Identify and encourage the recruitment of linkage industries compatible with and supportive of businesses presently located in Delta County, including agriculture and livestock operations; and ED-5: Encourage land uses within the planning area which maintain, stimulate and increase the economic viability of downtown businesses.
- (b) Lights and Signs shall be located in a manner that will not be distracting to adjoining properties or passing motorists. The applicant does not propose any lighting within the application, but any lighting must be compliant with all provisions of the Town's Code of Ordinances including the Dark Skies Ordinance. The applicant must also follow all provisions of the Town's Code in regards to sidewalk leasing, including but not limited to, paying certain annual fees for removable items on the Town's Right of Way for items such as sandwich boards. The applicant's plans include an entry sign that appears to be within the Town's requirements for signage.
- (c) Landscaping shall be provided in areas near the public right-of-way and located with consideration for energy conservation. An acceptable plan must be provided for maintenance of the required landscaped areas. Staff have determined that this provision is not applicable to the proposed use or the variances being sought by the applicant.
- (d) Control of storm drainage shall be provided so as to not damage adjoining properties. The plan must be approved by the Town Engineer. Staff believe that the proposed use will not require additional storm drainage improvements.
- (e) Site design and building plans shall include provisions for needs of handicapped individuals as required by the Building Code or other ordinances of the Town. The proposed site plan and drawings associated with the application include necessary provisions for handicapped individuals as required by this provision of the code. The applicant has already received a building permit that included ADA compliant drinking fountains in the adjacent interior hallway, and ADA compliant restrooms.
- (f) Approved landscaping or solid fencing capable of screening adjacent properties shall be provided where commercial uses abut residential uses. Staff does not believe that this provision applies to the applicant's request. Any garbage areas must follow appropriate screening requirements as may be applicable and necessary.
- (g) Commercial and industrial uses shall conform to the following performance standards:  
*Staff find that no subsection applies to this application for Special Review.*



TOWN OF PAONIA  
PLANNING COMMISSION & COMMUNITY DEVELOPMENT  
STAFF REPORT

**Staff Recommendation**

Staff recommends approval of the Special Review and bases their recommendation on the information given by the applicant, the applicant’s plan substantially conforms to the Comprehensive (Master) Plan and protects and improves the Core Commercial District. Staff further recommends that certain conditions be placed on the applicant prior to the proposed use being given any temporary or permanent certificates of occupancy including: compliance with the off-street parking requirements through an agreement with the Town, the applicant is required to bring forward any additional uses that are not permissible by right per §16-3-70 of the Paonia Municipal Code, that the applicant complies with all provisions of the Town’s code prior to opening, and that the applicant receive a favorable decision from the Board of Trustees.

**Potential Motions:**

- 1.) I move to recommend approval of SRV 2024-01 because the plan substantially conforms to the Comprehensive (Master) Plan, the review criteria and performance standards as required by the Paonia Municipal Code have been met by the applicant; with the following conditions: that the applicant completes an off-street parking agreement with the Town of Paonia prior to receiving a temporary or permanent certificate of occupancy, that any future uses or combination of uses that aren’t allowable by right receive a special review and that parking calculations are also adjusted for future uses, that the applicant completes the improvements on or before October 23, 2024, and the applicant receives a favorable determination from the Board of Trustees.
- 2.) I move to recommend denial of SVR 2024-01 because the applicant has failed to demonstrate substantial conformity to the Comprehensive (Master) Plan, and has failed to satisfy the review criteria and performance standards requirements of the Town’s Code.
- 3.) I move to defer a decision for SVR 2024-01 to the Board of Trustees.

# Property Record Card

DELTA COUNTY Delta County Assessor

**RJM RENTALS LLC**  
PO BOX 711  
PAONIA, CO 81428-0711

**Account: R023786**  
Tax Area: B-- - B--  
Acres: 0.063

**Parcel: 324506131014**  
Situs Address:  
130 GRAND AVE  
PAONIA, 81428

### Value Summary

Value By:	Market	Override
Land (1)	\$44,900	N/A
Commercial (1)	\$257,422	N/A
<b>Total</b>	<b>\$302,322</b>	<b>\$302,322</b>

### Legal Description

130 GRAND AVE PAONIA 81428 Subdivision: ORIGINAL PAONIA  
Block: 2 Lot: 15 TOTAL 0.063 AC+- LOT 15 BLOCK 2 ORIGINAL  
PAONIA. BK 29 PG 372 BK 386 PG 164 R-661918 R709840 R-  
720598AGREEMENT R-720599 R-720600 R737505



### Public Remarks

Entry Date	Model	Remark
02/05/2013		ACCOUNT FROM STATE ASSESSED. RW
09/30/2013		SITE INSPECTION 9/26/13. SPOKE W/ LLC MANAGER. REMODEL IN PROGRESS. 2012 BUILDING PERMIT FILED FOR ADDING/REMOVING NON-STRUCTURAL WALLS. ADD/REPLACE DRYWALL AND UPDATE EXTERIOR FACADE. RECORD BUILDING AS IT SAT ON 1/1/2013. SITE VISIT IN 2014 TO RECORD REMODEL. SNOV MAILED 10/4/13. PPWK ARCHIVED-JG
09/30/2013		THERE IS ONE TOWN OF PAONIA WATER TAP AND ONE TOWN OF PAONIA SEWER TAP ON THIS PARCEL.
09/04/2014		8/21/14 SITE VISIT TO CHECK ON PROGRESS OF THE REMODEL. THE BASE FLOOR REMODEL IS COMPLETE, EXCEPT FOR THE VERY BACK WHICH WILL BE FINISHED INTO A KITCHEN. THE COMMON AREA IN BASEMENT HAS BEEN FINISHED AS WELL AS 2 OFFICE SUITES AS OF 8/2014.  1ST FLOOR: OFFICES, 1 MEETING ROOM AND 1 CONFERENCE CENTER (800SF+), UNFINISHED SPACE IN BACK FOR FUTURE KITCHEN BASEMENT: 2 PRIVATE CALL ROOMS, BATHROOMS, CONFERENCE ROOM (UNFIN), 2 FINISHED OFFICES, 2 UNFINISHED ROOMS, LOUNGE, AND COMMON AREAS.  TOTAL 10 PRIVATE OFFICE SUITES, 2 MEETING ROOMS, 1 EVENT ROOM, COMMON AREAS.  ALL OFFICE RENTALS INCLUDE WI-FI INTERNET, ALL UTILITIES, 24/7 ACCESS, PRIVACY AND THE SECURITY OF A LOCKED DOOR, ACCESS TO ALL COMMON AREAS, HIGH

# Property Record Card

DELTA COUNTY Delta County Assessor

**Public Remarks**

SPEED COLOR PRINTER.

UPDATE EFF 2015-JG

09/24/2015      SITE VISIT TO CHECK ON REMODEL PROGRESS. UPDATE ACCOUNT EFF 2016-JG

03/21/2022      TD FORMS MAILED -JM

06/08/2022      SITE VISIT FOR 2022 SALE. UPDATE PRC EFF 2023. VISIT 2023 FOR STATUS OF REMODEL.  
-JH

**Sale Data**

Doc. #	Sale Date	Deed Type	Validity	Verified	Sale Price	Ratio	Adj. Price	Ratio	Time Adj. Price	Ratio
737505	03/11/2022	432	UV	Y	\$312,000	96.90	\$312,000	96.90	\$312,000	96.90
661918	10/11/2012	WD	UI	Y	\$100,000	302.32	\$100,000	302.32	\$100,000	302.32

**Land Occurrence 1**

LVal	200411 - PAO COMMERCIAL < .15 AC	Abstract Code	2120 - 2120 - offices land
Adj 1	100	Adj 2	100
Adj 3	100	Adj 4	100
Neighborhood	200411 - PAO COMMERCIAL	Road	6 - S PAVED
TOPO	1 - AVG TOPO	Utilities	7 - W/S/E/G
Appr Dist	5 - COMM-IND-BRIN	Subdivision	200411 - PAO COMMERCIAL
Use Code	2000	Review Date	202205 - 22-May

SubArea	ADJUSTED	HEATED	PRIME	ACTUAL
LT	1			1
Total	1.00			1.00
	<b>Value</b>	<b>Rate</b>	<b>Rate</b>	<b>Rate</b>
	\$44,900	44,900.00		44,900.00

**Commercial Occurrence 1**

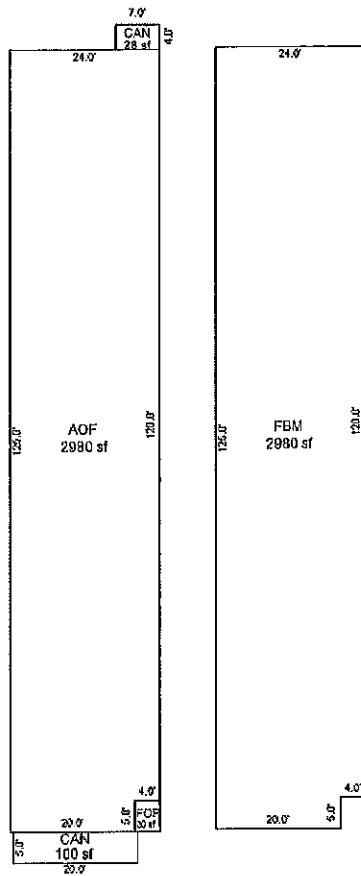
BVAL	222000 - OFFICE	Abstract Code	2220 - OFFICES-IMPROVEMENTS
Arch Style	3 - OFFICE	Exterior wall	15 - CONC BLOCK 17 - CB STUCCO
RCVR	4 - BUILT-UP	RSTR	2 - SHED
Interior Wall	5 - DRYWALL 8 - DECORATIVE	Flooring	20 - LAMINATE 3 - CONC FINSH 14 - CARPET
Heating Fuel	4 - ELECTRIC	Heating Type	7 - RAD ELEC
Subdivision	200411 - PAO COMMERCIAL	QUAL	3 - AVERAGE
Frame type	3 - MASONRY	STYS	1 - STYS
Number of Baths	1	RMS	10
Actual Year Built	1893	Effective Year Built	1988
Neighborhood	200411 - PAO COMMERCIAL	DBPR04	1988 - DEPR04
Use Code	2000		

SubArea	ADJUSTED	HEATED	PRIME	ACTUAL
AOF - AVG-OFFICE	2,980	2,980	2,980	2,980
CAN - CANOPY	19			128
FINISHED BASEMENT	1,788	2,980	2,980	2,980
FOP - F.OPN/PRCH	3			20
Total	4,790.20	5,960.00	5,960.00	6,108.00
	<b>Value</b>	<b>Rate</b>	<b>Rate</b>	<b>Rate</b>
	\$257,422	53.74	43.19	42.15

# Property Record Card

DELTA COUNTY Delta County Assessor

## Commercial Occurrence 1



### Abstract Summary

Code	Classification	Actual Value	Taxable Value	Actual Override	Taxable Override
2120	2120 - offices land	\$44,900	\$12,527	NA	NA
2220	2220 - offices-improvement	\$257,422	\$71,821	NA	NA
<b>Total</b>		<b>\$302,322</b>	<b>\$84,348</b>	<b>NA</b>	<b>NA</b>



**SPECIAL REVIEW/VARIANCE APPLICATION**

Name RJM rentals/Rene Verduin Application Date 1/17/24  
Property Address 130 Grand Ave P&Z Hearing Date \_\_\_\_\_  
Telephone Number [REDACTED] Council Hearing Date \_\_\_\_\_

11.01 Intent. Each established zoning district is intended for a specific type or category of land use (e.g., single family dwelling in an R-1 district). However, there are certain uses, which may or may not be appropriate in a district depending on the situation. For example, the location, nature of the proposed use, character of the surrounding area, traffic capacities of adjacent streets, and potential environmental effects all may dictate that the circumstances of the development should be individually reviewed. The special review process is established to provide for these specific uses without establishing numerous separate zoning classifications. It is the intent of this chapter to provide a review of such uses so that the community is assured that the proposed uses are compatible with the location and surrounding land uses.

11.02: When Allowed. Within each zoning district, certain land uses are permitted by right, by special review or prohibited. Special review uses may be permitted in designated districts upon review by the Planning and Zoning Commission and approval by the Town Board.

11.03: Site Plan and Supporting Documents. There shall be filed with each special review application a site plan drawn to scale and an appropriate number of copies as determined by the Town Manager. The site plan shall be drawn in black ink on Mylar. Following approval by the Town Board the applicant shall submit a reproducible copy of the original site plan to the Town for the Town's permanent records.

**The special review application shall include the following:**

- The site plan showing the location of all buildings, structures and other improvements to be placed on the real property. A building envelope may be used in lieu of showing the exact building or structure location to allow for minor variations in the location.
- A legal description of the property, which may require a survey. —
- A list of the names and addresses of all property owners within 200 ft. of the property. —
- All off-street parking and loading areas. —
- The location of all ways for ingress and egress to all buildings, and parking areas. — plan
- Service and refuse collection areas. — plan
- Major screening proposals. ?
- The size, shape, height and character of all signs. —
- The area and location of all open space and recreation areas. ?
- The location and type of outdoor lighting. plan
- The character and type of landscaping to be provided. The landscaping shall be — plan — none indicated in tabular form showing the type of plant material, minimum size and quantity. The approximate location of landscaping shall be indicated on the site plan.
- The anticipated timetable for completion. If the project is to be completed in phases, then the data for completion of each phase shall be indicated.



- All owners and lien-holders of the property shall sign the following agreement that will be placed on the original special review site plan.
- Home Owner's association Written plan approval (if applicable)

The undersigned agree that the real property described on the site plan shall be developed only in accordance with the approved special review site plan and other provisions of the zoning regulations of the Town of Paonia.

**I. Site Plan — Matt**

Any application for Special Review/Variance that includes a new structure or improvement to an existing structure will require a site plan. Plans may be hand drawn, but must be clearly written with accurate measurements indicated. The Site Plan may be submitted as two separate drawings or one drawing with an overlay.

**II. Project Summary**

Please answer only the questions that apply to your Special Review/Variance request. Any additional information, which would be beneficial in the consideration, may be noted in the "Comments" section.

- a. Reason for Special Review/Variance To convert the room that is labeled community space into a cocktail lounge.
- b. Current Zoning of Property \_\_\_\_\_
- c. What land boundary changes are necessary? none
- d. What addition/changes to existing buildings/structures will be made? A bar with plumbing for sinks, dishwasher and seating will be built in.
- e. What new buildings/structures will be constructed? none
- f. What additions/changes in utilities will be necessary? Include water, sewer, gas, and electric. No additional utilities will be needed. As we are currently permitted to build the structure necessary to include this.
- g. Will property have Commercial/Private or Public Use? Public use - Commercial
- h. Anticipated traffic flow and volume? less than 50

- i. Detail the Safety and Disabled Access accommodations? yes -
- j. Detail the possible environmental impact; such as noise, lighting glare, pollutants, etc. No environmental impacts are anticipated.

Comments: We believe by creating this new business in Pacifica, it will increase revenue for the town. It will become a community place which is lacking currently and creates a positive impact, which brings more tourists and locals to down town. We intend to serve mixed drinks, local wines and snacks.

**III. Public Notice Requirements**

All property owners within 200 feet of the property being reviewed shall be notified via certified mail of a public hearing whereby the Planning and Zoning Commission shall consider this application. It is incumbent upon the applicant to request the names of the property owners from the Delta County GIS Department (970-874-2119). Please have the GIS e-mail the information to [REDACTED]. Applications for Special Review shall be filed at least 30 days in advance of the meeting at which they are to be considered by the Planning and Zoning Commission. Incomplete applications shall result in denial of application acceptance and returned for completion, consequentially delaying hearings.

**IV. Acknowledgement to Pay Fees**

This application must be completed and a fee of **\$250.00** is assessed to include preliminary costs of administrative services and initial correspondence. Additional charges will be invoiced for, publication and certified mailings to property owners within 200 feet of said property. **Payment must accompany this application.**

**FEES PAID HEREUNDER ARE NON-REFUNDABLE UPON SIGNING**

**By signing below, I acknowledge that I will be billed for any overages of costs incurred for this Special Review/Variance. I am aware that upon acceptance of the Special Review/Variance by the Planning and Zoning Commission, a building permit must be applied and approved by the Building Inspector, if applicable.**

*RJM rentals LLC*  
 SIGNED Rene Verdain Julie Bennett Margaret Engel  
 PRINTED NAME Rene Verdain Julie Bennett Margaret Engel DATE: 1.17.24

Clerks Acceptance \_\_\_\_\_ DATE \_\_\_\_\_

Contact Information for 130 Grand Ave change of use application.

Owners: RJM Rentals LLC  
Rene Verduin  
Margaret Engel  
Julie Bennett

Contact person, Rene Verduin [REDACTED]  
rjmentalpaonia@gmail.com

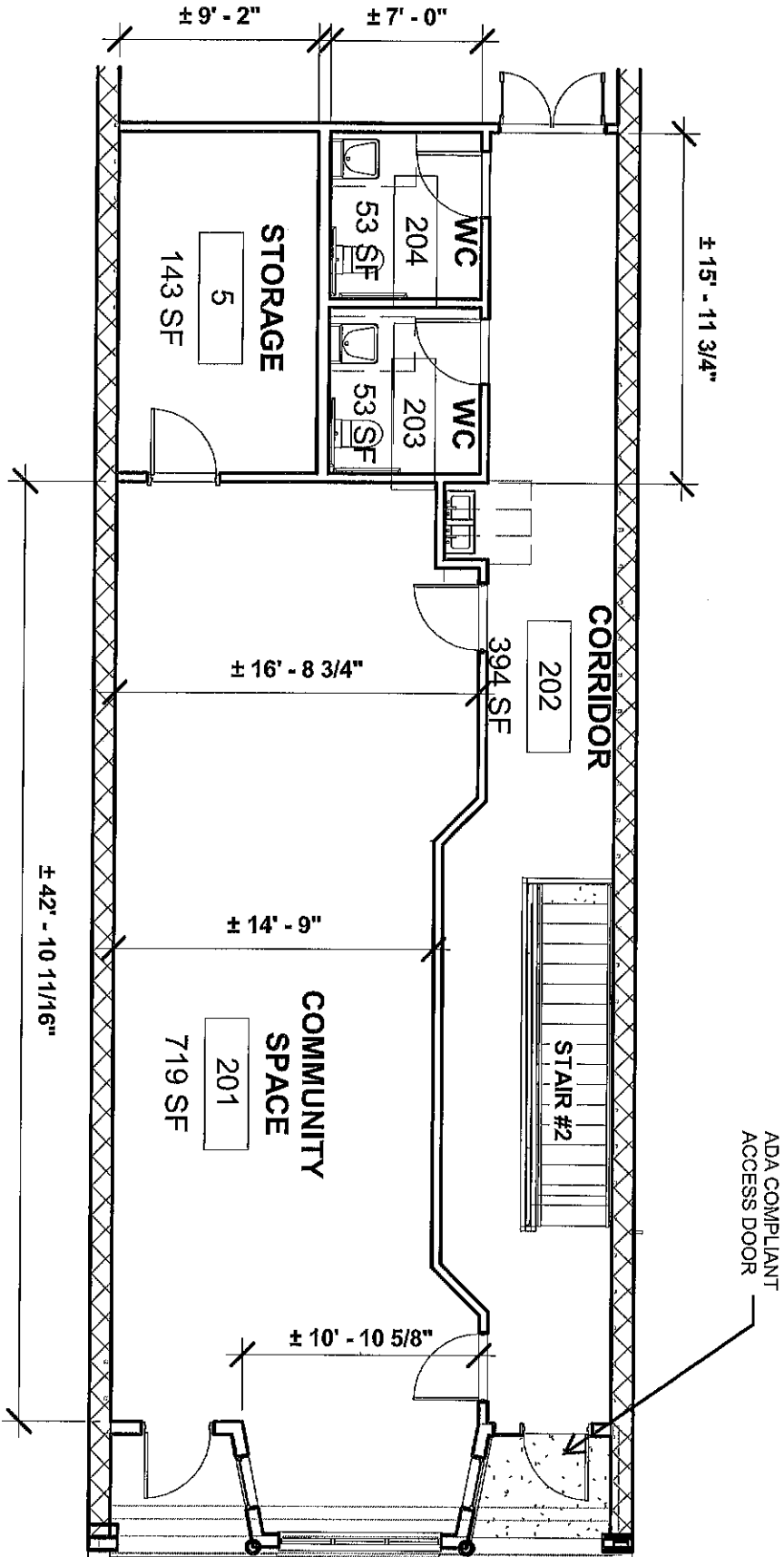
Contractor:  
Steve Wilson, Wilson and Sons LLC  
[REDACTED]  
[Wilson.sons.llc@outlook.com](mailto:Wilson.sons.llc@outlook.com)

Engineer:  
Matt Davidson, DDG Engineering  
[REDACTED]  
[matt@ddgeng.com](mailto:matt@ddgeng.com)

Architect:  
KEO studioworks  
[REDACTED]

SHEET:  
**Z-200**  
**HIVE BUILDING**  
 130 GRAND AVENUE  
 PAONIA, CO 81428

EXISTING PERMITTED USE PLAN  
 CHANGE OF USE REVIEW 01.17.2024



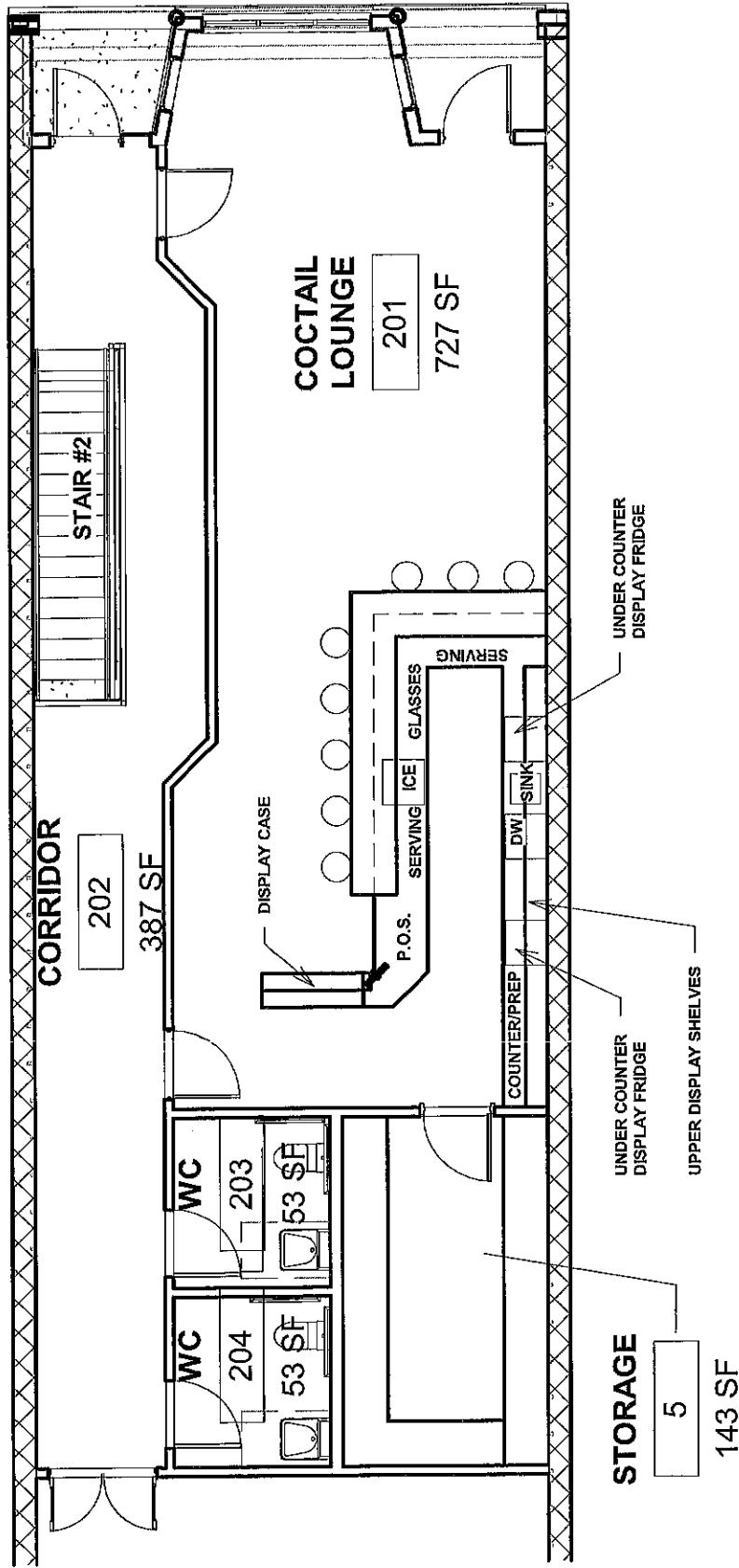
1 MAIN LEVEL - EXISTING PLAN  
 1/8" = 1'-0"

SHEET:

# Z-300

**HIVE BUILDING**  
130 GRAND AVENUE  
PAONIA, CO 81428

PROPOSED USE PLAN  
CHANGE OF USE REVIEW 01.17.2024



1 MAIN LEVEL - EXISTING PLAN

1/8" = 1'-0"

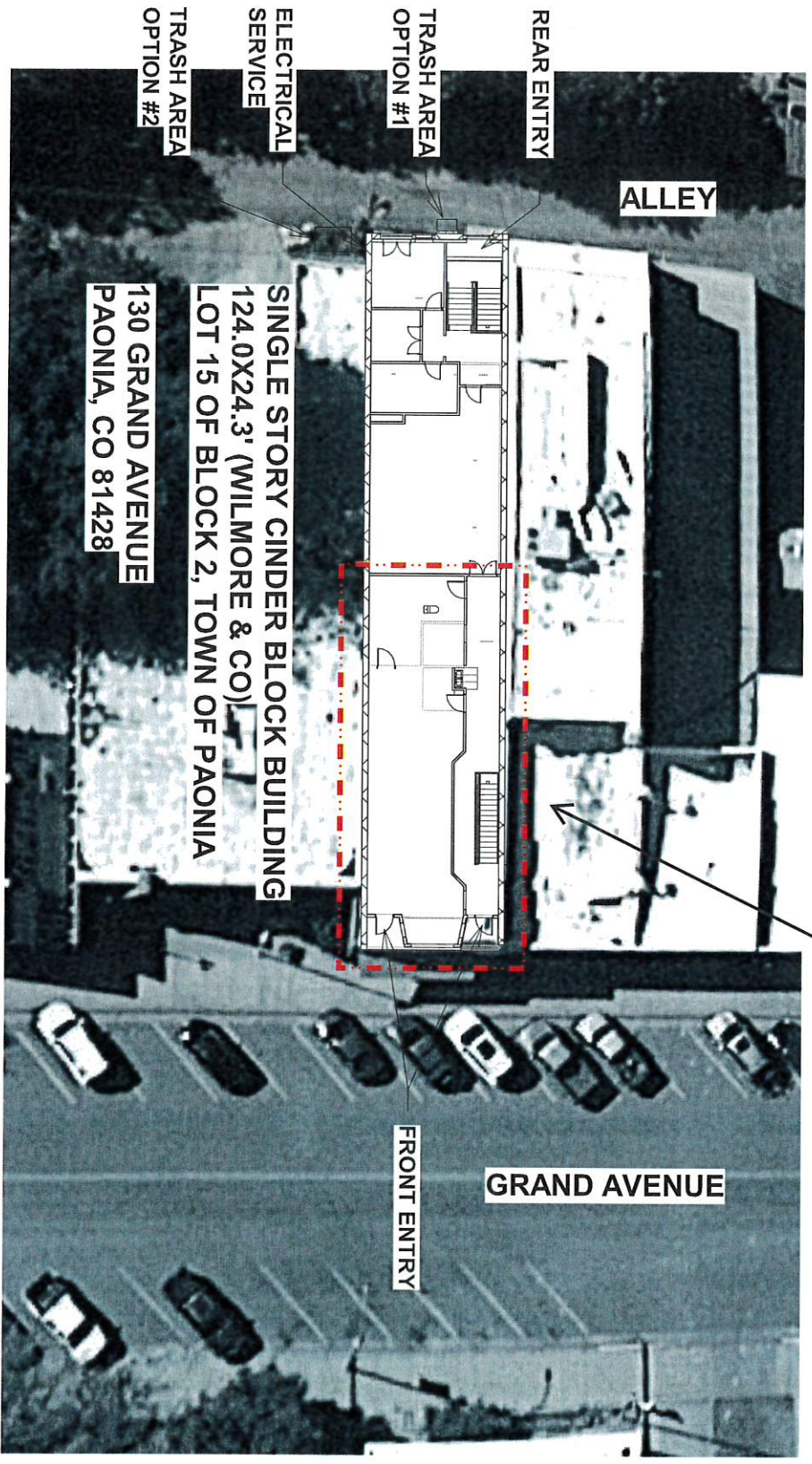


# Z-100

**SHEET:**  
**HIVE BUILDING**  
130 GRAND AVENUE  
PAONIA, CO 81428

**SITE PLAN**  
CHANGE OF USE REVIEW 01.17.2024

**PDG**  
ENGINEERING  
PO BOX 1772  
PAONIA, CO 81428  
(970) 3765716



**CHANGE OF USE AREA-  
MAIN LEVEL ONLY**

1 SITE PLAN AND AREA OF WORK  
1" = 30'-0"



**THE HIVE CHANGE OF USE STUDY**

1/17/2024

SUPPLEMENT TO 12/19/2023 PLAN REVIEW REV. 2

REF. G002, IMPACTS NOTED IN RED

**PROJECT INFO**

130 GRAND AVE. PAONIA CO 81428 USA

**JURISDICTION:** TOWN OF PAONIA

**PARCEL ID:** 324506131014

**LEGAL DESC:** DELTA COUNTY

**ZONING:** C-1, CORE COMMERCIAL DISTRICT

**CLIMATE ZONE:** 5B

**OWNER**

RMJ RENTALS  
PO BOX 711 PAONIA, CO 81428  
CONTACT: RENE VERDUIN  
(415) 620-5905  
RENEVERDUIN@GMAIL.COM

**ARCHITECT**

KEOstudioworks, INC.  
PO BOX 3371 ASPEN, CO 81612  
CONTACT: JIM KEHOE  
(970) 319-1229  
JIM@KEOSTUDIOWORKS.COM

**CONTRACTOR**

WILSON & SONS BUILDERS  
CONTACT: STEVE WILSON  
(970) 424-6943  
WILSON.SONS.LLC@OUTLOOK.COM

**STRUCTURAL ENGINEER**

DDG ENGINEERING  
PO BOX 1772 PAONIA, CO 81428  
CONTACT: MATT DAVIDSON  
(970) 376-5716  
MATT@DDGENG.COM

**AREA & OCCUPANCY SUMMARY**

LOWER LEVEL	ROOM NUMBER	AREA (S.F. GROSS)	OCCUPANCY TYPE	S.F. PER PERSON	CALCULATED OCCUPANCY LOAD	DESIGN OCCUPANCY LOAD
STAIR #1		84.0	B	150.0	0.6	1
STAIR #2		31.0	B	150.0	0.2	1
BREAK ROOM	101	294.0	B	150.0	2.0	2
OFFICE	102	226.0	B	150.0	1.5	2
OFFICE	103	249.0	B	150.0	1.7	2
OFFICE	104	249.0	B	150.0	1.7	2
OFFICE	105	252.0	B	150.0	1.7	2
OFFICE	106	227.0	B	150.0	1.5	2
CORRIDOR	107	694.0	B	150.0	4.6	5
W.C.	108	42.0	B	150.0	0.3	1
W.C.	109	53.0	B	150.0	0.4	1
UTILITY	110	82.0	B	150.0	0.5	1
STORAGE	111	154.0	B*	300.0	0.5	1
MECHANICAL	112	133.0	B*	300.0	0.4	1
LOWER LEVEL GROSS FLOOR AREA		2,770.0				24.0
MAIN LEVEL	ROOM NUMBER	AREA (S.F. GROSS)	OCCUPANCY TYPE	S.F. PER PERSON	CALCULATED OCCUPANCY LOAD	DESIGN OCCUPANCY LOAD
STAIR #1		155.0	B	150.0	1.0	2
STAIR #2		61.0	B	150.0	0.4	1
COCKTAIL LOUNGE	201	727.0	B**	15.0	48.5	49
STORAGE	5	153.0	B*	300.0	0.5	-
CORRIDOR	202	287.0	B	150.0	2.6	3
W.C.	203	49.0	B	150.0	0.3	1
W.C.	204	49.0	B	150.0	0.3	1
OFFICE	205	668.0	B	150.0	4.5	5
OFFICE	206	130.0	B	150.0	0.9	1
WAITING	207	78.0	B	150.0	0.5	1
OFFICE	208	144.0	B	150.0	1.0	1
VESTIBULE	209	238.0	B	150.0	1.6	2
MAIN LEVEL GROSS FLOOR AREA		2,839.0				67.0
TOTAL GROSS FLOOR AREA		5,609.0				91.0

\*CLASSIFIED AS OCCUPANCY GROUP B PER IBC 311.1.1; OCCUPANT LOAD FACTOR PER IBC TABLE 1004.5  
\*\*CLASSIFIED AS OCCUPANCY GROUP B PER IBC 303.1.1.2; OCCUPANT LOAD FACTOR PER IBC TABLE 1004.5

**DOOR SCHEDULE**

LOWER LEVEL	ROOM NUMBER	W	H	HARDWARE	REMARKS
OFFICE	102	3'-0"	6'-8"	LOCKSET	
OFFICE	103	3'-0"	6'-8"	LOCKSET	
OFFICE	104	3'-0"	6'-8"	LOCKSET	
OFFICE	105	3'-0"	6'-8"	LOCKSET	
OFFICE	106	3'-0"	6'-8"	LOCKSET	
W.C.	108	3'-0"	6'-8"	PRIVACY	
W.C.	109	3'-0"	6'-8"	PRIVACY	
UTILITY	110	3'-0"	6'-8"	LOCKSET	
STORAGE	111	3'-0"	6'-8"	LOCKSET	
MECHANICAL	112	3'-0"	6'-8"	LOCKSET	
MAIN LEVEL	ROOM NUMBER	W	H	HARDWARE	REMARKS
COCKTAIL LOUNGE	201	3'-0"	6'-8"	LOCKSET	
COCKTAIL LOUNGE	201	3'-0"	6'-8"	LOCKSET	
STORAGE	5	3'-0"	6'-8"	LOCKSET	
CORRIDOR	202	5'-0"	7'-0"	LOCKSET	
W.C.	203	3'-0"	6'-8"	PRIVACY	
W.C.	204	3'-0"	6'-8"	PRIVACY	
OFFICE	205	3'-0"	6'-8"	LOCKSET	
OFFICE	206	3'-0"	6'-8"	LOCKSET	
WAITING	207	5'-0"	7'-0"	LOCKSET	
OFFICE	208	3'-0"	6'-8"	LOCKSET	

\*ALL DOOR HARDWARE TO BE LEVER PER IBC CH 10, ICC/ANSI A117.1.  
\*\*ALL DOORS WITH GLASS LITES TO BE TEMPERED PER IBC.

**PLUMBING FIXTURES:** (IBC 2902, TABLE 2902.1, IPC CHAPTER 4, IPC TABLE 403.1, IPC 424.2, IPC 410)

**GROUP B FIXTURE REQUIREMENTS:**

- WATER CLOSET: 1 PER 25 FOR FIRST 50  
1 PER 50 FOR REMAINDER EXCEEDING 50
- LAVATORY: 1 PER 40 FOR FIRST 80  
1 PER 80 FOR REMAINDER EXCEEDING 80
- BATHTUB/SHOWER: NA
- DRINKING FOUNTAIN: 1 PER 100
- SERVICE SINK: 1

**ACTUAL FIXTURES COUNTS:** (91 OCCUPANTS)

	REQUIRED	PROVIDED
WATER CLOSET:	3	4
LAVATORY:	3	4
DRINKING FOUNTAIN:	1***	2***
SERVICE SINK:	1	1

\*\*\*\*ALTERNATE TO DRINKING FOUNTAIN: ACCESSIBLE PUBLIC BEVERAGE ACCESS AVAILABLE AT COCKTAIL LOUNGE.

**TOWN OF PAONIA ZONING - CONFIRM STATUS OF ZONING REVIEW**

- TOWN OF PAONIA MUNICIPAL CODE** (ARTICLE 6, 16-6-10, TABLE 16-5, SEC. 16-6-40)
- OFF-STREET PARKING REQUIREMENT (PER 16-6-10, TABLE 16-5)
  - INDOOR RESTAURANTS & BARS 1 PER EVERY 3 SEATS OR 1 PER 200 S.F. (WHICHEVER GREATER)
  - BUSINESS & PROFESSIONAL OFFICES 1 PER 250 S.F.
  - OFF-STE PARKING OR FEE IN LEIU ALTERNATE PER 16-6-40

**OCCUPANCY SEPARATION:** (IBC TABLE 508.4)

B TO B: N, NO SEPARATION REQUIREMENT

SHEET:  
**Z-301**

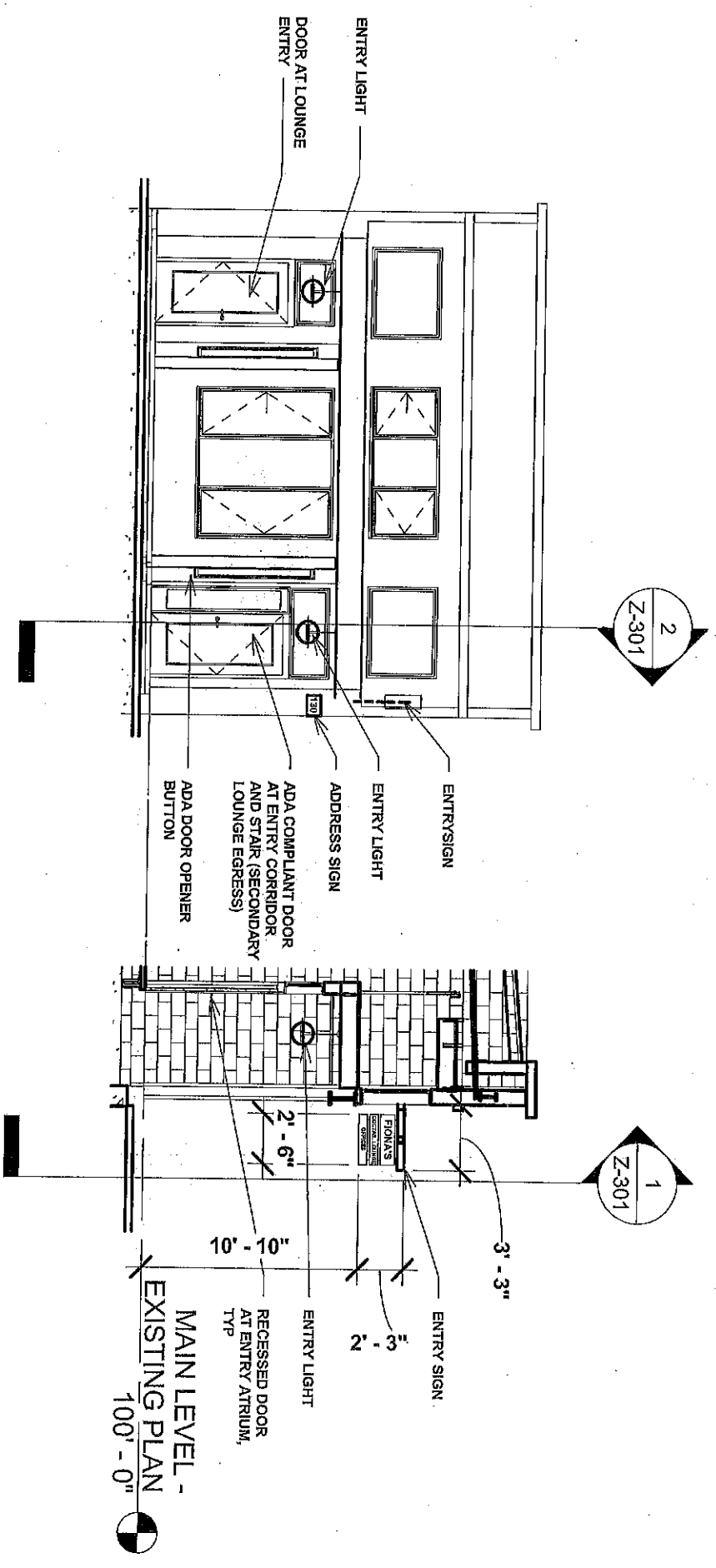
**HIVE BUILDING**  
130 GRAND AVENUE  
PAONIA, CO 81428

PROPOSED USE FRONT ENTRY  
ELEVATION/REVIEW 01.17.2024

**DDG**  
ENGINEERING  
P.O. Box 1772  
PAONIA, CO 81428  
(970) 576-5716

**1** FRONT ENTRY ELEVATION  
1/8" = 1'-0"

**2** SECTION AT LIGHT AND ENTRY SIGN  
1/8" = 1'-0"

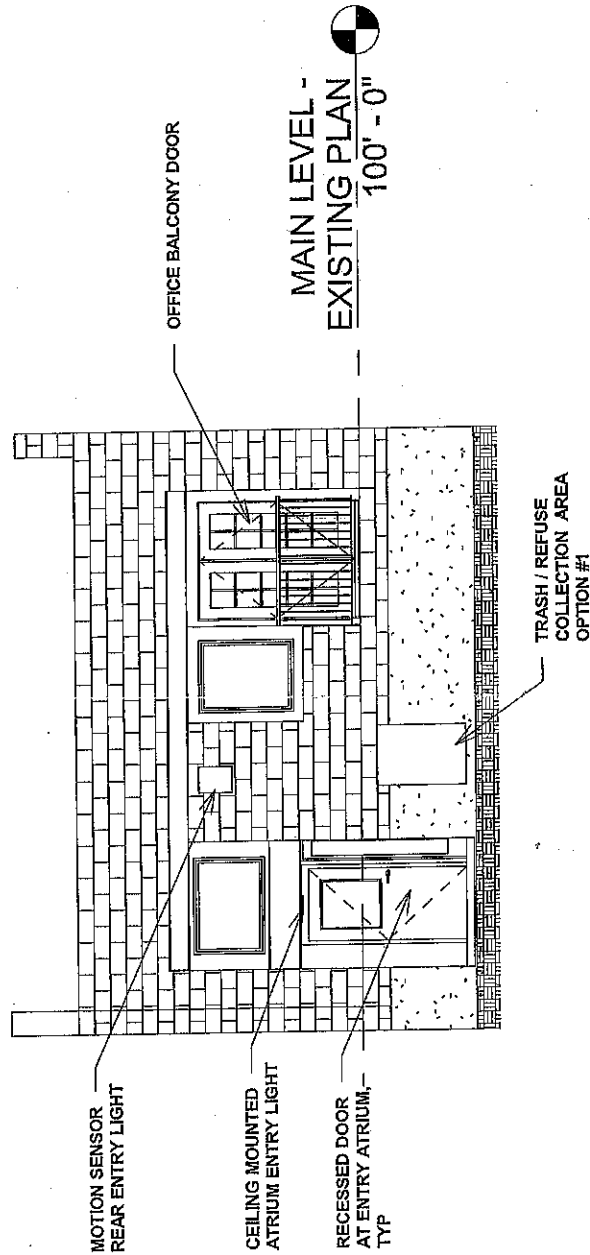


SHEET:

Z-302

HIVE BUILDING  
130 GRAND AVENUE  
PAONIA, CO 81428

PROPOSED USE REAR ENTRY  
ELEVATION REVIEW 01.17.2024



1 EXTERIOR BACK ALLEY ENTRY

1/8" = 1'-0"

**Minutes**  
**Planning Commission Meeting**  
**Town of Paonia, Colorado**  
**April 03, 2024**

**RECORD OF PROCEEDINGS**

**Roll Call**

PRESENT

- Chair Knutson
- Vice-Chair Bachran
- Secretary Howe
- Commissioner Watson

ABSENT

- Commissioner Clisset

**Approval of Agenda**

Vice-Chair Bachran makes a motion, seconded by Secretary Howe, to approve the agenda.

Motion carries unanimously.

**Approval of Minutes**

Vice-Chair Bachran makes a motion, seconded by Secretary Howe, to approve the March 13, 2024 Planning Commission Minutes.

Motion carries unanimously.

**Actions & Presentations**

**1. Public Hearing**

Presentation of the draft element portion of the Comprehensive Plan – Economic Development; Governance and Community Participation.

**No Formal Action Will be Taken.**

Chair Knutson starts the public hearing at 5:10PM

Calla Rose Ostrander and Marissa Mommaerts, Phoenix Rising Resources LLC, present the overview, vision, values, and policies for the components that make up the Economic Development and Governance & Community participation. Updates to downtown and

regulation improvements were discussed as well.

Libby Christensen, CSU, discusses activities in food areas, grants, and partnership with CSU.

Jess Dervin-Ackerman, Executive Director of NFCC, explains plans for funding requests. States that the application was very competitive and thinking about economic development, that the master plan explains our story. Would like to apply for state level grants. Explains other programs for getting additional monies/grants.

David Marek, previously served on HWY 133 Overlay Committee, speaks in favor of annexation areas near Highway.

Town Administrator Wynn explains the purpose of this public hearing is to solicit feedback.

Chair Knutson suggests comments should be done one element at a time.

The Planning Commission discusses the purpose of comments, inclusion of other events, transportation elements, density, and zoning. Additional data on non-profits is discussed along with substandard services that may need improvement.

Phoenix Rising’s recommendations include prioritizing implementation of adopted plans, have accessible and transparent budgeting, accessible information, build civic capacity, and participate in regional efforts.

Planning Commission members agree relationships has been great and to continue pushing for further communication with the public. Comments on this element will be open until April 17th. Options for how to comment are explained.

Chair Knutson ends the Public Hearing at 5:58PM

**2. Public Hearing**

Consideration of the Application from Double Shot Twins LLC to Rezone the Parcels at 215 North Fork Avenue.

Chair Knutson starts the Public Hearing at 5:58PM

Chair Knutson and Vice-Chair Bachran disclose they have driven by the property discussed.

Town Administrator Wynn presents his staff presentation. Code 16-14-20 zoning reference, he shows properties in question on zoning map located on mid-block zoning. Section 16-2-30 explained. 16-2-80 also explained. Town must default to 1996 Comprehensive plan since it is the only one that has been adopted. Explains the six

general land use development actions. Recommends approval.

Town Attorney Melinda Culley has no comments to add.

Applicant Lori Mason, representing Double Shot Twins, explains rezoning to residential is to be able to offer another residential lot for locals. Cleaned up old oil facility and is part of clean Colorado act. Lot is ready to be built on.

Public comment:

Sharon Kain speaks to noise from laundromat being a nuisance.

Jeff Thompson speaks in favor of rezoning.

Public comment closed.

Planning Commission discussion includes adding a buffer zone, allowing for higher fencing, zoning map area, and additional concerns regarding removing a commercial lot.

Town Administrator Wynn refocuses commissioners to rezoning and not restrictions.

Town Attorney Melinda Culley explains that any buffer would not be a requirement but an encouragement to property owners.

Secretary Howe makes a motion, seconded by Vice-Chair Bachran, to recommend the approval of SRV 2024-01 because it does not adversely affect the public health, safety and welfare of the existing residential neighborhood, and that the rezoning substantially conforms to the comprehensive master plan that we're considering, and that the conditions of the area affected have changed materially since the area was last zoned, and since the bulk fuel storage tanks have since been removed, with the following condition; that the applicant also receives a favorable determination from the Board of Trustees.

Voting Aye: Chair Knutson, Vice-Chair Bachran, Secretary Howe

Voting Nay: Commissioner Watson

Motion carries with a 3-1 vote.

Chair Knutson ends the public hearing at 6:34 PM

**3. Public Hearing**

Consideration of the Application for a Change of Use for a Room at the Property at 130 Grand Avenue from a Community Space for Tenants to a Bar Open to the Public.

Chair Knutson starts the Public Hearing at 6:41PM



Town Administrator Wynn presents his staff report with recommendations of certain conditions be placed, such as off-street parking agreement, to receive a favorable decision.

Applicant Rene Verduin and Contractor Steve Wilson (Wilson & Sons) make their presentation. They express frustration with length application approval and feel their change would benefit the town.

Public comments:

Robin Arthur speaks in favor of approval.

David Marek speaks in favor of approval.

Karen Goodwin speaks in favor of approval.

Julie Bennette speaks about parking requirements.

Lori Mitchell speaking in favor in approval, doesn't feel parking requirement should be an issue.

Lori Marek speaks in favor of approval.

Town Administrator Wynn discusses how parking requirements are nothing new and an agreement should be made with town for approval.

Planning Commission discussion centers around off-street parking requirement asked of applicant and should be structured like the agreement with Blue Sage Center for the Arts.

Vice-Chair Bachran makes a motion, seconded by Secretary Howe, to recommend the approval of SRV 2024-04 because the plan substantially conforms to the Comprehensive Master Plan. The review criteria and performance standards as required by the Panamanian Municipal Code had been met by the applicant with the following conditions: that the applicants complete an off-street parking agreement with the town of Paonia prior to receiving a temporary or permanent certificate of occupancy that any future uses or combination of uses that aren't allowable by right. Receive a special review that parking calculations are also adjusted. And that parking calculations are also adjusted for future uses. That the applicant completes the improvements on or before October 23, 2024. And that the application receives a favorable determination from the Board of Trustees.

Chair Knutson calls for a roll call vote:

Voting Aye: Chair Knutson, Vice-Chair Bachran, Secretary Howe, Commissioner Watson

Voting Nay:  
None

Motion carries unanimously.

Chair Knutson closes the public hearing at 7:26 PM.

**Adjournment**

Training for new Board members on April 16th to be put on by CIRSA.

Chair Knutson adjourns the meeting at 7:28PM

---

Ruben Santiago, Deputy Clerk

---

Dave Knutson, Chair

DRAFT

**AFFIDAVIT OF PUBLICATION**

State of Texas, County of Bexar, ss:

Yuade Moore, being first duly sworn, deposes and says: That (s)he is a duly authorized signatory of Column Software, PBC, duly authorized agent of Delta County Independent, a newspaper printed and published in the City of Delta, County of Delta, State of Colorado, and that this affidavit is Page 1 of 1 with the full text of the sworn-to notice set forth on the pages that follow, and the hereto attached:

**PUBLICATION DATES:**

Mar. 14, 2024

Mar. 21, 2024

Mar. 28, 2024

**NOTICE ID:** sQjP7RcymLPHbFNnXQJp

**PUBLISHER ID:** DCI000348

**NOTICE NAME:** PN SRV 2021-01 130 Grand Ave, change of use

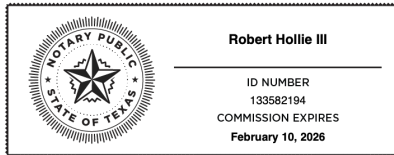
**Publication Fee:** 46.64

I declare under penalty of perjury under the law of Colorado that the foregoing is true and correct.

(Signed) Yuade Moore

**VERIFICATION**

State of Texas  
County of Bexar



Subscribed in my presence and sworn to before me on this: 04/05/2024

[Signature]

Notary Public  
Electronically signed and notarized online using the Proof platform.

**NOTICE OF PUBLIC HEARING  
TOWN OF PAONIA, COLORADO**

**Notice** is hereby given that the Planning Commission of the Town of Paonia will hold a Public Hearing commencing Wednesday, April 3, 2024, at 5:00 p.m., at the Paonia Town Hall, 214 Grand Avenue, Paonia, Colorado 81428. The purpose of the Public Hearing is to consider an application from RJM Rentals LLC for a Change of Use of the property located at 130 Grand Avenue to authorize the conversion of a room of the building originally proposed as a community space for building tenants, to a bar open to the public.

**Further Notice** is hereby given that the Board of Trustees of the Town of Paonia will hold a Public Hearing commencing Tuesday, April 23, 2024 at 6:30 p.m., at the Paonia Town Hall, 214 Grand Avenue, Paonia, Colorado 81428. The purpose of the Public Hearing is to consider an application from RJM Rentals LLC for a Change of Use of the property located at 130 Grand Avenue to authorize the conversion of a room of the building originally proposed as a community space for building tenants, to a bar open to the public.

Any person may appear at the Public Hearings and be heard regarding the matters under consideration. Copies of the application and related application materials are on file and available for public inspection in the office of the Town Clerk, 214 Grand Avenue, Paonia, Colorado 81428.

**Dated the 5th day of March, 2024.**

**TOWN OF PAONIA, COLORADO**

**Samira Vetter, Town Clerk**  
Published Thursday, March 14, 21, 28, 2024

**RESOLUTION NO. 2024-07**

**A RESOLUTION APPROVING A SPECIAL REVIEW USE TO ALLOW A COCKTAIL LOUNGE/BAR AT 130 GRAND AVENUE**

WHEREAS, there has been submitted to the Paonia Board of Trustees an application for a special review use for a cocktail lounge/bar at 130 Grand Avenue; and

WHEREAS, after a duly-noticed public hearing, the Paonia Planning Commission recommended that the application for special review use should be approved subject to certain conditions, and the Board of Trustees has considered such recommendation; and

WHEREAS, after a duly-noticed public hearing, at which evidence and testimony were entered into the record, the Board of Trustees finds the site plan and special review use application should be approved subject to conditions.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF PAONIA, COLORADO:**

**Section 1.** The Board of Trustees hereby approves the application for special review use for a cocktail lounge/bar for the property located at 130 Grand Avenue and legally described as Lot 15, Block 2, Original Town of Paonia, County of Delta, State of Colorado, subject to the conditions set forth on Exhibit A, attached hereto and incorporated herein by reference.

**INTRODUCED, ADOPTED AND RESOLVED THIS 23 DAY OF APRIL 2024.**

TOWN OF PAONIA, COLORADO

\_\_\_\_\_  
Mary Bachran, Mayor

ATTEST:

\_\_\_\_\_  
Samira Vetter, Town Clerk

**EXHIBIT A**  
**CONDITIONS OF APPROVAL**

1. Prior to the issuance of a temporary or permanent certificate of occupancy, the applicant shall meet the off-street parking requirements.
2. Future uses of the building that aren't allowed as a use by right, shall receive special review use approval per the Paonia Municipal Code.
3. Parking calculations will be adjusted for future uses.
4. The improvements shall be completed on or before October 23, 2024.



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**TOWN OF PAONIA  
BOARD OF TRUSTEES MEETING  
STAFF REPORT**

<b>AGENDA ITEM:</b>	Resolution 2024-04 Declaring a Vacancy on the Board of Trustees
<b>SUBMITTED BY:</b>	Samira Vetter, Town Clerk
<b>DATE:</b>	April 23, 2024
<b>BACKGROUND:</b>	<p>With the resignation of Trustee Smith, to take the Mayor's seat, there is now a vacancy on the Board to be filled for the term of 2 years (April 2026).</p> <p>1.) The Board of Trustees can fill the seat with the candidate from the ballot of the recent election, that was not elected, if they still wish to serve, with a motion and majority vote.</p> <p><b>or</b></p> <p>2.) You can choose to adopt Resolution 2024-04: Declaring a Vacancy on the Board and choose from community members who turn in their letters of interest at the May 14, 2024 Regular Board Meeting.</p>
<b>BUDGET:</b>	N/A
<b>RECOMMENDED MOTIONS:</b>	<p>1) I make a motion to appoint the write - in candidate from the April 2 Municipal Election, _____, to the vacant seat on the Board of Trustees for the Term to end in April of 2026</p> <p>2) I make a motion to approve Resolution 2024 -04: Declaring a Vacancy on the Board of Trustees.</p>
<b>ATTACHMENT:</b>	Resolution 2024-04: Declaring a Vacancy on the Board of Trustees

**TOWN OF PAONIA, COLORADO  
RESOLUTION NO. 2024-04**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF PAONIA, COLORADO, DECLARING A VACANCY ON THE BOARD OF TRUSTEES**

**WHEREAS**, the Town of Paonia (the “Town”) is a statutory town in Delta County, Colorado;

**WHEREAS**, with respect to a vacancy on the Board of Trustees, C.R.S. § 31-4-303 provides in part:

The board of trustees has the power, by appointment, to fill all vacancies in the board or any other office, and the person so appointed shall hold his office until the next regular election and until his successor is elected and has complied with section 31-4-401. The board also has the power to fill a vacancy in the board or in any other elective office of the town by ordering an election to fill the vacancy until the next regular election and until a successor has been elected and has complied with section 31-4-401;

**WHEREAS**, Section 2-2-10(e) of the Town of Paonia Municipal Code (the “Code”) provides, in part, that “The Board of Trustees shall have power, by appointment, to fill all vacancies in the Board of Trustees or in any other elected office, and the person so appointed shall hold office until the next regular election and until his or her successor is elected and qualified”;

**WHEREAS**, at the Board of Trustees regular meeting on April 23, 2024, Trustee Paige Smith resigned from the Board, and was sworn in to the office of Mayor, which she confirmed in writing on April \_\_,2024

**WHEREAS**, accordingly, the Board of Trustees wishes to declare a vacancy on the Board of Trustees, as set forth herein.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF PAONIA, COLORADO:**

1. Recitals. The foregoing recitals are incorporated herein as findings of the Board of Trustees.
2. Board of Trustees Vacancy. As a result of Trustee Smith resigning her appointed Trustee position, the Board of Trustees hereby declares a vacancy on the Board of Trustees effective as of the date of approval of this Resolution.

- 3. Filling of Vacancy. It is the Board’s intention that such vacancy be filled by appointment not later than 21 days from the approval of this Resolution – that is, not later than May 14, 2024.
- 4. Term. The term of the vacant Trustee position is to and through April of 2026.
- 5. Information. Information on when and how qualified residents may seek appointments to the Board will be posted on the Town’s website, on the Town’s Facebook page, in the Delta County Independent, in the Town Clerk’s office, and on the bulletin board at Town Hall.

**APPROVED AND ADOPTED** this 23rd day of April, 2024, by the Board of Trustees, Town of Paonia.

**TOWN OF PAONIA, COLORADO**

\_\_\_\_\_  
Paige Smith, Mayor

ATTEST:

\_\_\_\_\_  
Samira M. Vetter, Town Clerk

Approved as to form and contents:

\_\_\_\_\_  
Melinda Culley, Town Attorney





**TOWN OF PAONIA  
BOARD OF TRUSTEES MEETING  
STAFF REPORT**

<b>AGENDA ITEM:</b>	Agenda Item 4: Board Appointment of Mayor Pro-Tem
<b>SUBMITTED BY:</b>	Samira Vetter, Town Clerk
<b>DATE:</b>	April 23, 2024
<b>BACKGROUND:</b>	<p>CRS 31-4-303 (3) At the first meeting, the Board shall choose one of the Trustees as Mayor Pro-Tem who, in the absence of the Mayor from any meeting of the Board or during the mayor's absence from the Town or the Mayor's inability to act, shall perform the mayor's duties...</p> <p>As a Board you can decide how to appoint the Mayor Pro-Tem, by nomination of a Trustee or by a Trustee volunteering. Some past Boards have chosen to appoint the Trustee with the highest amount of votes in the most recent election.</p>
<b>BUDGET:</b>	N/A
<b>RECOMMENDED MOTIONS:</b>	I make a motion to appoint Trustee _____ as Mayor Pro-Tem.
<b>ATTACHMENT:</b>	Paonia Municipal Code Section 2-2-20 & 2-2-30

- (a) Four-year terms for Mayor. Every four (4) years, at the Town's regular election, a Mayor shall be elected to serve a four-year term. The Mayor shall meet the same qualifications as a Trustee and, in the event of a vacancy in the office of Mayor, such vacancy shall be filled in the same manner as a vacancy in the office of Trustee, as set forth in Section 2-2-10 above.
- (b) The Mayor shall preside over all meetings of the Board of Trustees. The Mayor shall not count for the purpose of determining a quorum of the Board of Trustees. The Mayor shall only be entitled to vote on a question in the event of a tie vote of the Board of Trustees.
- (c) Any ordinance adopted and all resolutions authorizing the expenditure of money or the entering into of a contract require the approval and signature of the Mayor before they become valid. Such ordinance or resolution shall be presented to the Mayor within forty-eight (48) hours after the action of the Board of Trustees for the Mayor's signature approving the same. In the event the Mayor disapproves of the resolution or ordinance, the Mayor shall return such ordinance or resolution to the Board of Trustees at its next regular meeting with his or her objections in writing. The Board of Trustees shall cause such objections to be entered onto the record and shall proceed at the same or next subsequent meeting to consider the question: "Shall the ordinance or resolution, notwithstanding the Mayor's objections, be passed?" If four (4) of the members of the Board of Trustees vote in the affirmative, such resolution shall be valid, and such ordinance shall become a law the same as if it had been approved by the Mayor. If the Mayor fails to return to the next subsequent meeting of the governing body any resolution or ordinance presented to the Mayor for his or her approval, the same shall become a valid ordinance or resolution, as the case may be, in like manner as if it had been approved by the Mayor.
- (d) The Mayor shall perform such duties as may be required of him or her by statute or ordinance. Insofar as is required by statute and for all ceremonial purposes, the Mayor shall be the executive head of the Town. In case of the nonattendance of the Mayor at any meeting of the Board of Trustees, the Mayor Pro Tem shall preside.
- (e) The Mayor shall execute and authenticate by his or her signature all bonds, warrants, contracts and instruments of and concerning the business of the Town, as the Trustees or any statutes or ordinances may require.
- (f) Except as may be required by statute, the Mayor shall exercise only such powers as the Trustees shall specifically confer upon him or her.

(Ord. No. VIII, § 1, 1910; Ord. No. 336, 1974; Ord. No. 2014-04, § 1, 1-13-2015; Ord. No. 2020-03, § 2, 3-24-2020; Ord. No. 2020-04, § 2, 4-6-2020)

Sec. 2-2-30. - Mayor Pro Tem.

- (a) The Mayor Pro Tem is chosen by the Board of Trustees from the Board of Trustees.
- (b) In the absence of the Mayor from any meeting of the Board of Trustees or during the Mayor's absence from the Town or his or her inability to act, the Mayor Pro Tem shall perform the Mayor's duties.
- (c) In the event the Mayor Pro Tem is performing the Mayor's duties pursuant to this Code or the statutes of the State, the Mayor Pro Tem shall continue to be counted to determine the existence of a quorum and to have all the rights, obligations and authority of a Trustee, including the right to vote. However, the Mayor Pro Tem does not have the authority to determine the outcome of a tied vote of the Board of Trustees or the power of veto, such powers and authority being personal only to the Mayor, pursuant to Section 31-4-302, C.R.S., and the ordinances of the Town.

(Ord. No. 2002-08, 2002; Ord. No. 2014-04, § 1, 1-13-2015)



**TOWN OF PAONIA  
BOARD OF TRUSTEES MEETING  
STAFF REPORT**

<b>AGENDA ITEM:</b>	Agenda Item 5: Resolution 2024-05 Appointment of Officers
<b>SUBMITTED BY:</b>	Samira Vetter, Town Clerk
<b>DATE:</b>	April 23, 2024
<b>BACKGROUND:</b>	<p>CRS 31-4-304: The Board of Trustees shall appoint a Clerk, Treasurer and Town Attorney, or shall provide by ordinance for the election of such officers and may appoint other such officers, including a town administrator as it deems necessary for the good government of the corporation...</p> <p>Resolution 2024-05 is filled in with the currently appointed serving officers of the Town.</p>
<b>BUDGET:</b>	N/A
<b>RECOMMENDATION:</b>	I would like to make a motion to approve Resolution 2024-05 Appointing Stefen Wynn as Town Administrator/ Treasurer, Samira Vetter as Town Clerk, Julie Huffman as Municipal Court Judge and Kelly PC as Town Attorney.
<b>ATTACHMENT:</b>	Resolution 2024-05: Appointment of Officers

**RESOLUTION 2024-05  
TOWN OF PAONIA, COLORADO**

**A RESOLUTION OF THE TOWN OF PAONIA REGARDING THE  
APPOINTMENT OF OFFICERS**

**WHEREAS**, CRS 31-4-304 provides that, after each regular election, the Board of Trustees shall appoint a Clerk, Treasurer, and Town Attorney; and

**WHEREAS**, the Paonia Municipal Code chapter 2, Article 3 Section 2-3-10 requires the appointment of officers by a vote of the Board of Trustees: and

**WHEREAS**, the Board of Trustees of the Town of Paonia, Colorado, is required to appoint officers to carry on the Business of the Town.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Town of Paonia, Colorado, that the following persons are appointed.

- Town Administrator/ Treasurer – Stefen Wynn
- Town Clerk – Samira Vetter
- Municipal Court Judge – Julie Huffman
- Town Attorney – Kelly PC

APPROVED AND ADOPTED: April 23, 2024.

\_\_\_\_\_

Paige Smith, Mayor

ATTEST:

\_\_\_\_\_

Samira M. Vetter, Town Clerk

Approved as to form and contents:

\_\_\_\_\_

Melinda Culley, Town Attorney

**RESOLUTION 2024-06**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF PAONIA DESIGNATING AUTHORIZED SIGNATURES ON APPLICATIONS OF NEW OR CHANGES TO BANK AND CREDIT ACCOUNTS**

**WHEREAS**, the Town Board believes it would be appropriate and in accordance with proper auditing, bookkeeping, and accounting standards for the purpose of maintaining best practices for municipal financial external controls to require a combination of staff and elected official signatures on all applications to set up new or changes to bank and credit accounts.

**WHEREAS**, on April 23, 2024, Mayor Mary Bachran and the Mayor Pro-Tem Dave Knutson completed their terms; and

**WHEREAS**, on April 23, 2024 Trustee Paige Smith was sworn in as Mayor and Trustee \_\_\_\_\_ was appointed Mayor Pro-Tem for the Paonia Board of Trustees.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Town of Paonia, Colorado, that:

**Section 1.** All applications for bank accounts or credit accounts shall require the following signatures:

- 1. Stefen Wynn (Town Administrator) or Samira Vetter (Town Clerk);

AND

- 2. Paige Smith (Mayor) or \_\_\_\_\_ (Mayor/Pro-Tern)

**Section 2.** All such setting up new accounts or changes to accounts, shall henceforth require a combination of one of the persons listed in paragraph #1 and one of the persons listed in paragraph #2 above.

**THIS RESOLUTION WAS READ, PASSED, AND ADOPTED** by the Board of Trustees of the Town of Paonia on this 23rd day of April, 2024.

\_\_\_\_\_  
Paige Smith, Mayor

ATTEST:

\_\_\_\_\_  
Samira M. Vetter, Town Clerk

Approved as to form and contents:

\_\_\_\_\_  
Melinda Culley, Town Attorney





**TOWN OF PAONIA  
BOARD OF TRUSTEES MEETING  
STAFF REPORT**

<b>AGENDA ITEM:</b>	Planning Commission Appointments
<b>SUBMITTED BY:</b>	Samira Vetter, Town Clerk
<b>DATE:</b>	April 23, 2024
<b>BACKGROUND:</b>	It is time to reappoint the Town's Planning Commission. The Mayor is an automatic Appointee. One more member from among the Board of Trustee is needed and two community members from the application provided.
<b>BUDGET:</b>	N/A
<b>RECOMMENDATION:</b>	That Mayor Smith appoint one Trustee and two community members to serve on the Planning Commission from the Applicants.
<b>ATTACHMENT:</b>	Paonia Municipal Code Chapter 2, Article 6 Planning Commission applications and Letters of Interest.

Sec. 2-6-10. - Creation.

A Planning Commission for the Town is hereby created pursuant to Article 23, Title 31, C.R.S.

(Ord. No. 4-13-82, § 1, 1982; Ord. No. 2000-02, Art. I, 2000; Ord. No. 2014-04, § 1, 1-13-2015)

Sec. 2-6-20. - Purpose.

The Planning Commission is created for the following purposes:

- (1) To prepare, maintain and adopt, subject to periodic revision as necessary, a Master Plan as described by state statutes.
- (2) To implement the provisions of Chapters 16 and 17 of this Code, and to perform all functions and powers referred to in said chapters where reference is made.
- (3) To study and recommend to the Board of Trustees amendments to the Zoning Map of the Town.
- (4) To study and recommend appropriate zoning classifications for all annexations to the Town.
- (5) To exchange information with the various governmental agencies charged with planning and zoning responsibilities and with the Board of Adjustment.
- (6) To have all other duties and powers incidental to the above and any and all powers and duties set out by state statute, except that nothing herein shall permit the Planning Commission to make amendments or changes in the zoning of the Town, such powers expressly being reserved by the Board of Trustees.

(Ord. No. 2014-04, § 1, 1-13-2015)

Sec. 2-6-30. - Membership; terms.

The Planning Commission shall consist of five (5) members, all of whom must be residents of the Town, including two (2) elected members consisting of the Mayor and one (1) member of the Board of Trustees appointed by the Mayor. The remaining three (3) members shall be appointed by the Mayor. The terms of such three (3) members shall be fixed and designated by the Mayor to end at two (2) years from the last municipal election at the time of appointment, with the terms of office staggered. The terms for the Mayor and the member of the Board of Trustees shall continue until their successors are duly elected and qualified, at which time elected members of the Board shall be designated to serve on the Planning

Commission for terms coincident with their terms of office as Mayor or as a member of the Board of Trustees. As terms expire, new or reappointed members shall be appointed for two-year terms of office at such time as the terms of those previously appointed expire.

(Ord. No. 2000-03, § 2, 2000; Ord. No. 2014-04, § 1, 1-13-2015)

Sec. 2-6-40. - Appointment of offices.

The Commission shall elect its Chair from among its membership and create and fill such other of its offices as it may determine. The term of each such office, including that of the Chair, shall be for two (2) years. The Commission may hold at least one (1) regular meeting each month. It shall adopt rules for transaction of business and shall keep a record of its resolutions, transactions, findings and determinations, which record shall be public.

(Ord. No. 2000-02, Art. I, 2000; Ord. No. 2014-04, § 1, 1-13-2015)

Sec. 2-6-50. - Duties.

The Planning Commission shall have all of the powers and perform each and all of the duties specified by Article 23, Chapter 31, C.R.S., together with any other duties or authority which may hereafter be conferred upon them by the laws of the State. The performance of such duties and the exercise of such authority are to be subject to each and all the limitations expressed in such legislative enactment or enactments.

(Ord. No. 4-13-82, §§ 5, 6, 1982; Ord. No. 2000-02, Art. I, 2000; Ord. No. 2014-04, § 1, 1-13-2015)

### TOWN OF PAONIA

#### NOTIFICATION OF INTEREST IN SERVING ON VARIOUS COMMITTEES & BOARDS

EVERY FEW YEARS THE BOARD OF TRUSTEES FOR THE TOWN OF PAONIA ADVERTISE TO RECRUIT EXISTING BOARD MEMBERS WHO HAVE TERMS DUE TO EXPIRE AND INTERESTED VOLUNTEERS WILLING TO FILL VACANCIES ON VARIOUS BOARDS.

PLEASE LIST THE COMMITTEE THAT YOU ARE INTERESTED IN SERVING ON AND INDICATE IF YOU ARE A CURRENT MEMBER OR INTERESTED IN FILLING A VACANCY ON THIS BOARD OR COMMITTEE. THIS FORM IS TO MAKE IT EASIER FOR ALL PERSONS INTERESTED IN SERVING ON BOARDS.

DATE: 3/19/24

NAME OF COMMITTEE/BOARD:

ARE YOU A CURRENT COMMITTEE/BOARD MEMBER? LIST YOUR NAME AND WHICH BOARD YOU ARE CURRENTLY ON AND IF YOU ARE INTERESTED IN CONTINUING SERVICE FOR NEW TERM:

STEVE CLISSET  
NAME (PLEASE PRINT)

PLANNING & ZONING COMMISSION  TREE BOARD  VOLUNTEER   
ZONING BOARD OF ADJUSTMENTS/APPEALS  ADVISORY WATER COMMITTEE

ARE YOU INTERESTED IN SERVING ON BOARD/COMMITTEE: NAME OF PERSON INTERESTED IN BEING CONSIDERED FOR APPOINTMENT ON BOARD:

STEVE CLISSET  
NAME (PLEASE PRINT)

101 BOY ELDER AVE PAONIA, CO 81428  
ADDRESS: CONTACT PHONE:

STEVE@DRAGONARMORSHINGLES.COM 720-280-9826  
E-MAIL:

NOTES: (INCLUDE LETTER OF INTEREST LISTING YOUR INTERESTS, KNOWLEDGE & SKILLS YOU FEEL WILL BENEFIT THE TOWN)

Steven P. Clisset  
SIGNATURE

Town Of Paonia  
Board of Trustees  
Town Manager

3/19/24

To Whom This May concern,

I, Steven P Clisset residing at 101 Box Elder Ave Paonia, CO 81428, having served on the Board of Appeals and the Planning Commission for the Town of Paonia these last 2 years, am aware that my term is officially ending this next month, April 2024. As I have been involved throughout the master plan update process that is still ongoing, I would submit my desire to continue in my roles in support of the community.

Should anyone desire to contact me regarding my re-submittal to serve, I can be reached by email at [steve@dragonarmorshingles.com](mailto:steve@dragonarmorshingles.com) or by cell phone at 720-280-9826.

Regards

  
Steve Clisset





### TOWN OF PAONIA

#### NOTIFICATION OF INTEREST IN SERVING ON VARIOUS COMMITTEES & BOARDS

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DATE: 3/19/24

NAME OF COMMITTEE/BOARD: Planning Commission

**ARE YOU A CURRENT COMMITTEE/BOARD MEMBER? LIST YOUR NAME AND WHICH BOARD YOU ARE CURRENTLY ON AND IF YOU ARE INTERESTED IN CONTINUING SERVICE FOR NEW TERM:**

LYN  
Marilyn Howe - Planning Commission  
NAME (PLEASE PRINT)

PLANNING & ZONING COMMISSION  TREE BOARD  VOLUNTEER   
ZONING BOARD OF ADJUSTMENTS/APPEALS  ADVISORY WATER COMMITTEE

**ARE YOU INTERESTED IN SERVING ON BOARD/COMMITTEE: NAME OF PERSON INTERESTED IN BEING CONSIDERED FOR APPOINTMENT ON BOARD:**

LYN Howe  
NAME (PLEASE PRINT)

403 Minnesota Ave Paonia  
ADDRESS:

lynhowe1946@yahoo.com  
CONTACT PHONE:  
E-MAIL:

**NOTES: (INCLUDE LETTER OF INTEREST LISTING YOUR INTERESTS, KNOWLEDGE & SKILLS YOU FEEL WILL BENEFIT THE TOWN)**

Lyn Howe  
SIGNATURE



Lyn Howe  
403 Minnesota Ave  
Paonia, Co  
[Lynhowe1946@yahoo.com](mailto:Lynhowe1946@yahoo.com)

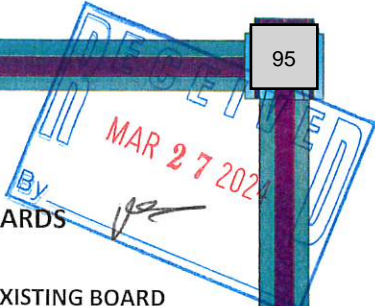
To the Town of Paonia;  
I have been serving on the town Planning Commission for almost one year, my term ends this April. I would like to re-apply for this position as I am very interested in continuing to help assist with the completion of the Town's work on the present Master Plan proposal. I feel that this is a very important document for the town. As a present member of the Planning Commission having been involved in this effort for almost one year, continuity of past discussions and information is an important consideration.

Thank you for considering my application.

With gratitude,



Lyn Howe



### TOWN OF PAONIA

#### NOTIFICATION OF INTEREST IN SERVING ON VARIOUS COMMITTEES & BOARDS

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DATE: 3/26/24

NAME OF COMMITTEE/BOARD:

**ARE YOU A CURRENT COMMITTEE/BOARD MEMBER? LIST YOUR NAME AND WHICH BOARD YOU ARE CURRENTLY ON AND IF YOU ARE INTERESTED IN CONTINUING SERVICE FOR NEW TERM:**

Peter McCarthy  
NAME (PLEASE PRINT)

PLANNING & ZONING COMMISSION  TREE BOARD  VOLUNTEER   
ZONING BOARD OF ADJUSTMENTS/APPEALS  ADVISORY WATER COMMITTEE

**ARE YOU INTERESTED IN SERVING ON BOARD/COMMITTEE: NAME OF PERSON INTERESTED IN BEING CONSIDERED FOR APPOINTMENT ON BOARD:**

Peter McCarthy  
NAME (PLEASE PRINT)

119 1/2 Dorris Ave, Paonia CO 81428  
ADDRESS: CONTACT PHONE:

pete from sf@gmail.com  
E-MAIL:

**NOTES: (INCLUDE LETTER OF INTEREST LISTING YOUR INTERESTS, KNOWLEDGE & SKILLS YOU FEEL WILL BENEFIT THE TOWN)**

[Signature]  
SIGNATURE

Pete McCarthy  
119 1/2 Dorris Ave  
Paonia, CO 81428  
3/26/24

Board of Trustees  
Town of Paonia  
Paonia, CO 81428

Dear Members of the Board of Trustees,

I am writing to express my earnest interest in serving on the Paonia Planning and Zoning Commission. Having made Paonia my home for the past three years, I am deeply committed to contributing to the thoughtful development and preservation of our vibrant community. My background spans 25 years of working with early-stage startups, where I have honed the ability to navigate complex domains and unite diverse stakeholders toward common goals. I believe these skills are directly applicable to the challenges and opportunities faced by the Planning and Zoning Commission.

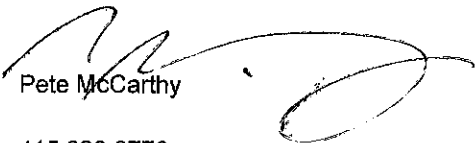
Paonia's unique character and values resonate deeply with me, from its inclusive community to its dedication to sustainable living and organic farming. My partner, daughter, and I have chosen to make Paonia our lifelong home, and it is from this place of commitment that I wish to contribute to the town's future. As we navigate the balance between growth and preservation, I am particularly passionate about housing affordability and sustainable development—issues critical to maintaining the essence of what makes Paonia special.

My professional experience has equipped me with a keen understanding of complex systems and the importance of collaborative problem-solving. In the fast-paced environment of start-ups, I've developed a skill set that includes strategic planning, stakeholder engagement, and a flexible, innovative approach to overcoming challenges. I am eager to apply these skills to the planning and zoning challenges facing Paonia, especially as we consider how to best accommodate growth while preserving the quality of life that makes our town unique.

I am committed to approaching the responsibilities of the Planning and Zoning Commission with an open mind, a heart for service, and a dedication to making evidence-based decisions that serve the best interests of our community. I believe that my background in bringing together diverse groups to achieve common objectives will be an asset in fostering discussions and decisions that reflect the collective vision of our residents.

Thank you for considering my application to join the Paonia Planning and Zoning Commission. I am eager to contribute my time, energy, and skills to support the thoughtful development of our community. I look forward to the possibility of working collaboratively with the commission and the community to ensure Paonia remains a wonderful place to live, work, and play for generations to come.

Warmest regards,

  
Pete McCarthy

415.623.9773



**TOWN OF PAONIA  
BOARD OF TRUSTEES MEETING  
STAFF REPORT**

<b>AGENDA ITEM:</b>	Agenda Item #9 - Consideration of Caselle Module for Community Development Suite
<b>SUBMITTED BY:</b>	Stefen Wynn, Town Administrator
<b>DATE:</b>	4/19/2024
<b>BACKGROUND:</b>	<p>The Town routinely deals with monthly permits for building, zoning, special events, and all manner of Community Development type activities and has historically relied on spreadsheets from the third party vendors. To date, there has not been an accurate digital database created of building permits and activities related to a properties throughout Town. There are a few bankers boxes of building permits that need to be converted to digital and the Town's current Enterprise Resource Planning Software (ERP) from Caselle has a module that completes Community Development activities including code enforcement tracking for properties. This will significantly help front office staff track applications, the plan reviewers and the building inspector with tracking the life-cycle of an application and the status of certificates of occupancy for properties throughout town. Further, the code enforcement piece will assist with gaining compliance for the code and help track areas that may need attention.</p>
<b>BUDGET:</b>	<p>The budget for the Building Department had additional amounts budgeted under 10-43-02 contract labor that may be unnecessary and could be reallocated to 10-43-33 Data Processing to cover the cost of the additional module for \$21,610. It is not anticipated that this cost will result in a budget amendment for the general fund.</p>
<b>RECOMMENDATION:</b>	<p><b>RECOMMENDED MOTION:</b></p> <p>I Move to accept the proposal from Caselle in an amount not to exceed \$21,610</p>
<b>ATTACHMENT:</b>	Attachment A: Paonia, CO - Com Dev - Services Proposal



Caselle® Software & Services Proposal

# Town of Paonia, CO

**April 15, 2024**  
(Valid for 90 days)

From:

Farrah Brown, Customer Relationship Manager  
fkb@caselle.com





**Proposal Summary**

Total Software License	\$19,000
Special Consideration Discount	<3,800>
	<hr/>
Net Software License	\$15,200
Total Training	3,350
Total Setup	3,000
Total Conversion	60
	<hr/>
<b>Total Investment</b>	<b>\$21,610</b>
	<hr/> <hr/>

A deposit of 50% of the total proposal price is required with order. The remaining balance will be due upon completion of all training or 60 days following the completed training for core applications, whichever comes first.

Software Assurance will increase by \$485 per month.

I have read and agree to all terms & conditions proposed herein.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date





**Caselle® Software & Services Proposal**  
**Town of Paonia, CO**  
**April 15, 2024**

**Proposal Detail**

<b>Caselle® Application Software</b>	<b>License Fees</b>	<b>Training</b>	<b>Setup</b>	<b>Conversion</b>	<b>Total</b>
Community Development Suite	-	-	-	-	-
Permitting	\$8,000	\$1,125	\$1,000	\$60	\$10,525
Online Mapping	-	-	-	-	-
Planning & Zoning	5,000	1,125	1,000	-	7,125
Approvals & Notifications	3,000	550	500	-	4,050
Code Enforcement	3,000	550	500	-	4,050
Sub Total	\$19,000	\$3,350	\$3,000	\$60	\$25,410
Special Consideration Discount	(3,800)	-	-	-	(3,800)
<b>Grand Total</b>	<b>\$15,200</b>	<b>\$3,350</b>	<b>\$3,000</b>	<b>\$60</b>	<b>\$21,610</b>

**Note:** The training will take place online.

**Community Development Setup**

- Setup services will assist customers in initial software configuration such as codes, rates, permit types, fees, etc. A representative will provide consulting and software setup via telephone and email prior to product shipping. All parcel data and current owner information will be entered when submitted in the requested format. Property Parcel Data does not include data export from any other system or custom conversion. Property information will need to be entered into the Caselle Load Table by the customer.
- If customer completes the Caselle Load Tables for Property and Owner, Contractor and open Permits, there will be no conversion charges.
- If Caselle Load Tables are not used and data is submitted in another format, there will be a \$2.00 charge per property, contractor, open permit record, and historical record in addition to the setup fee.

**Data Conversion**

- All property and owner parcel data will be entered when submitted in the requested format.
- No Open Permits will be converted. The City will be trained on how to enter in their Open Permits.
- No Contractor information will be converted. The City will be trained on how to enter in their Contractor information.
- All needed forms will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.
- If the City needs additional help or extensive training converting their data, this will be billed at \$145 per hour.

**30 properties are included**







**TOWN OF PAONIA  
BOARD OF TRUSTEES MEETING  
STAFF REPORT**

<b>AGENDA ITEM:</b>	Agenda Item #10 - RFP 2024-01 Consideration of Selecting a Consultant for Municipal Code Revision
<b>SUBMITTED BY:</b>	Stefen Wynn, Town Administrator
<b>DATE:</b>	4/19/2024
<b>BACKGROUND:</b>	<p>The Town received Four Responses to the RFP from potential consultants: Sustainable Futures; SCA; Lisa Voorhis Law; and Green Shadow. All four responses were scored based on criteria from the RFP by three independent scorers. The Town hosted a pre-proposal meeting on 3/27/2024 in which questions and answers were given, the meeting was recorded and uploaded to Bidnet for transparency. The deadline for submittal was 4/12/2024 and bids responses were taken under advisement and scored independently by the Town Administrator, the Town Clerk, and the Town Deputy Clerk. The scores are as follows:                  Sustainable Futures: 97, 95, 100 for an average score of: 97.33;                  SCA: 100, 98, 91 for an average score of: 96.33; Lisa Voorhis Law: 60, 63, 66 for an average score of: 63; Green Shadow: 91, 96, 97 for an average score of: 94.67</p>
<b>BUDGET:</b>	The Budget for this project is \$38,000 with \$25,000 being afforded by a reimbursable DOLA Grant and \$13,000 out of 10-41-20 Legal, Engineering and Professional Services
<b>RECOMMENDATION:</b>	<p><b>RECOMMENDED MOTION:</b></p> <p>I Move to accept the proposal from [Name of Firm] and direct the Town Administrator and Town Attorney to move forward with Contract Negotiations.</p>
<b>ATTACHMENT:</b>	Attachment A: RFP 2024-01 Attachment B: Sustainable Futures Response Attachment C: SCA Response Attachment D: Lisa Voorhis Law Response Attachment E: Green Shadow Response Attachment F: Score Sheets





**REQUEST FOR PROPOSAL**  
**Town of Paonia**  
**RFP 2024-01: *Municipal Code Revision***

Issue Date: 3.4.2024  
Submissions Due Date: April 12, 2024 at 3PM, Colorado Time  
Only electronic submissions will be accepted.

**PRE-PROPOSAL CONFERENCE**

A pre-proposal meeting will be held to answer proposers’ questions on Wednesday, March 27, 2024, at 10AM. Proposers wishing to participate should email Town Administrator/Treasurer Stefen Wynn at [stefenw@townofpaonia.com](mailto:stefenw@townofpaonia.com) by Friday, March 22, 2024, so that a zoom link can be sent to you.

**CONTACT PERSON**

During the RFP process, from the time of issuance until a recommendation for award, proposers shall only initiate contact related to this request with the officially designated individual. Failure to follow this requirement may result in disqualification from further participation in this process.

For this proposal, the official contact is:

Stefen Wynn  
Town Administrator/Treasurer  
Town of Paonia  
PO BOX 460  
214 Grand Avenue  
Paonia, CO 81428  
[Paonia@TownofPaonia.com](mailto:Paonia@TownofPaonia.com); ‘cc: [stefenw@townofpaonia.com](mailto:stefenw@townofpaonia.com)

Please email and don’t call. Only digital submissions will be accepted.



**PROJECT DESCRIPTION AND ABOUT THE TOWN**

The Town of Paonia, Colorado (Town) is seeking proposals from qualified consultants to complete a comprehensive municipal code revision (Code Revision) and assessment of resolutions and ordinances to assure consistency, comprehensiveness, and legal defensibility.

The Town of Paonia is situated on Colorado’s Western Slope in the North Fork Valley in eastern Delta County. It is 230 miles southwest of Denver. Primary access is by Highway 133, which connects to I70 and US50. The Town encompasses 0.85 square miles and has a population of approximately 1,500. It is renowned for its high-quality fruit orchards, vineyards, and sustainable and organic foods. It is the home of the High Country News. The economy also benefits from the one coal mining company that continues to operate in the valley. The Town has been designated as one of Colorado’s Certified Art Districts.

The current code contains many conflicts including dead-end or circular citations and references. Utility code only addresses some situations and, in some cases, contradicts other sections. It does not contain any requirements for out-of-town water companies the Town serves, including maintenance or repairs. The land use section(s) are contradictory, do not always conform to land use law and have resulted in poor interpretation. In 2018, the land use code was mistakenly integrated into the building code and will need to be separated. The Town is also currently working on a Comprehensive (Master) Plan rewrite. The administrative sections of the Town’s existing code, includes irrelevant language to what the Town is actually doing and contains vague language resulting in chain of command confusion and personnel liability amongst staff. The current code has resulted in disputes and threats of legal action.

**CODE REVISION REQUESTED SCOPE OF WORK**

The intention of the Code Revisions is to fix dead-end citations and contradictions within the code and to revise the language of the code to meet Trustee’s expectations and intent. Wide sweeping changes are not anticipated. The Town is aiming for consistency, comprehensiveness, and legal defensibility.

**Step One:** Create a matrix showing the current code and proposed revisions side by side.

**Step Two:** Assemble all resolutions and ordinances to determine their status and rescind those no longer in effect due to subsequent revisions, and, for ordinances, include those that still need to be codified. Examine resolutions and ordinances to make sure they are legally defensible and make revisions if needed.

**Step Three:** Work with the Board and staff to ensure the rewrites cover all issues and are addressed as intended.

**Step Four:** Hold community workshop(s) to review the code and make comments.

**Step Five:** Submit a rough draft to the Town Attorney for review.



**Step Six:** Submit a rough draft to the Town Board. Include attorney and community comments, how they were addressed, and why they were not included in the final draft.

**Step Seven:** Hold community workshop(s) to review the code and make comments.

**Step Eight:** Make revisions and submit to the Board for final approval and adoption. Include community comments, how they were addressed, and why they were not included in the final draft.

The Code Revision should include but is not limited to, an analysis of the following as provided below.

- Current Municipal Code, Chapters 1 through 18 and Appendix
- All ordinances and resolutions enacted
- Correct placement of Sections within the entire structure of the Code
- Contradictions within and among Chapters of the Code
- Unenforceable guidelines
- Consistency of Code, Ordinances and Resolutions
- Legal enforceability of the Code
- Concurrence with State Laws, especially those that govern statutory towns.

The final scope of services will be negotiated with the selected consultant and the Town as to how best to meet the Town’s objectives after completing the Project.

**CODE REVISION TIMELINE 2024**

March 4	RFP Publication Date
March 22	Last Day to Request Email Link for Pre-Proposal Meeting
March 27	Pre-Proposal Meeting (ZOOM)
April 12	Proposal Deadline
April 16	Selection of finalists
April 23	Consultant Finalist Interviews (if needed)
April 23	Selection of Consultant
April 24 – May 3	Contract Negotiations and Final Contract
May 14	Board Approval of Contract
May 20	Project Start
<b>PROPOSED CODE</b>	<b>REVISION TIMELINE 2024</b>
By July 15	Step One: Matrix development
By July 15	Step Two: Assessing and revising resolutions and ordinances
By August 15	Step Three: Work with the Board and staff on the draft
Last 2 weeks of August	Step Four: Community workshop
September 10	Step Five: Rough draft to Town Attorney
September 19	Step Six: Rough draft to the Board
Week of September 30	Step Seven: Community workshop
October 8	Step Eight: Final drafts, including resolutions and ordinances



**PUBLIC OUTREACH**

A vital aspect of the Consultant’s work will be a robust community outreach program that ensures an inclusive, diverse, and equitable stakeholder engagement strategy. Surveys of stakeholders, including but not limited to residents, builders, and developers are expected.

Providing a Spanish version of all materials is encouraged.

**TOWN RESPONSIBILITIES**

Town staff will assist in arranging for public meetings, but all announcements and outreach to the stakeholders will be the responsibility of the Consultant. Staff will also assist in providing information, archived documents, and records.

**OTHER**

The product shall be of a quality suitable for public distribution, describing the nature of the project, research performed, findings, conclusions, and recommendations. The proposal shall designate whether meetings will be conducted in person or virtually.

**PROPOSAL REQUIREMENTS**

**SUBMITTAL DEADLINE: 4-12-2024**

**Email Submission Address:** [paonia@townofpaonia.com](mailto:paonia@townofpaonia.com) 'cc: [stefenw@townofpaonia.com](mailto:stefenw@townofpaonia.com)

**Subject Line:** <Vendor’s Name> - **RFP 2024-01 Municipal Code Revision**

The proposal should include the following:

**Cover Letter**

- Name of Project Director/Principal Contact, including direct phone number(s) and email address(es)
- Names of professional staff assigned to the project
- Date of Proposal
- Signature of the person having proper authority to make formal commitments on behalf of the firm

**Project Proposal**

- Problem Statement, Description of Project Proposal, Consultant’s Interest.
- List of significant tasks required for the project and specific personnel assigned to each task.
- Project schedule – define the anticipated schedule for each specified task. Identify all data, facilities, and equipment the Town is required to provide for the Consultant to perform the services described herein. The project schedule must reflect a completion date of October 8, 2024.



**Qualifications**

- Resumes of professional staff assigned to the project
- Describe similar projects completed by the principal staff
- Identify subcontractors or subconsultants who will be used and their experience/qualifications
- Provide two (2) professional references. Include the name of the organization, a summary of the work, and the name and telephone number of a responsible contact person
- Provide a statement on your organization’s current workload and ability to complete the project on time
- Provide a statement on your organization’s specific knowledge of code issues pertaining to the Western Slope, and/or specific to Paonia and the North Fork valley.

**Cost Information**

The Consultant’s proposed fees and costs will be submitted as a separate document, clearly labeled and identified as COST PROPOSAL. Cost and price should not be addressed in the body of the proposal. The estimated budget for this project shall not exceed \$38,000.

- List hourly rates for key staff working on the project.
- Provide a proposed breakdown of fees for each milestone, including all personnel time, equipment, supplies, overhead expense, and profit.

**SELECTION CRITERIA**

This is an open and competitive process. The Town intends to engage the most qualified contractor available for this assignment while minimizing the costs to the Town. The Town will select the Consultant based on various factors, including the quality of the proposed approach, quality of previous work, cost, and references. Existing knowledge of the issues surrounding the Western Slope and those issues specific to Paonia and the North Fork Valley are highly desirable.

The Town may, in its sole and absolute discretion:

- 1) Reject any, or parts of any or all, proposals submitted by prospective proposers;
- 2) Re-advertise this solicitation.

**ONLY DIGITAL SUBMISSIONS TO: [Paonia@TownofPaonia.com](mailto:Paonia@TownofPaonia.com) ‘cc: [StefenW@TownofPaonia.com](mailto:StefenW@TownofPaonia.com) will be accepted.**

**The Town of Paonia looks forward to your proposal submission.**

END - REQUEST FOR PROPOSAL



April 12, 2024

The Honorable Mayor Mary Bachran and Trustees  
Stephen Wynn, Town Administrator  
Town of Paonia  
214 Grand Avenue  
Paonia, Colorado 81428

RE: Proposal for Revised Town of Paonia Municipal Code


Dear Mayor Bachran, Trustees, and Mr. Wynn:

Thank you for this opportunity to propose a rewrite and restructuring of the Town of Paonia Municipal Code. As you know, I have used the code, understand it and its strengths and quirks well, and have started on a matrix for revisions. I also have extensive knowledge of the needs of the Paonia community, including water company utilities that the Town serves. Because of my eight-month stint working daily with the Town as interim Administrator and land use planner, I will be able to incorporate actual Town needs into the Code due to my experience.

I believe I am ideally suited to provide Paonia with a revised code that will reflect its values and the current intentions of the code. Municipal Attorney Sherry Caloia will assist in legal review and determine the best language to address utility code and land use issues. Our primary goals are reducing the Town's risks and making the code defensible and user-friendly.

We have proposed a process that, given your stated steps, we think will be achievable. We look forward to meeting you and discussing how you would like to proceed with a logical, organized, and relevant municipal code.

Sincerely yours,



Leslie Klusmire, ICMA-CM  
Sustainable Futures LLC



## **SCOPE OF SERVICES FOR THE TOWN OF PAONIA MUNICIPAL CODE REVISIONS:**

The Scope of Services is based on an effort that will extend to the end of 2024 and be approved in January 2025. The reason we are not proposing the required approval date of October 8, 2025, is explained below, with an option to achieve that date if the steps suggested by the Town can be altered. I recognize the “must” deadline; however, I also want to ensure that Paonia receives a high-quality, usable product that is fully vetted and tested, hence the alternate recommendations.

The Code revisions completed by the consultant will include language that addresses actual problems specific to this code and the intentions of the Town and is defensible. They will eliminate dead-end citations and contradictions within the code, incorporate changes adopted in the Comprehensive Plan and from the Affordable Housing recommendations, and revise language to reflect the Trustee’s current policies, intent, and expectations. Wide-sweeping policy changes are not anticipated. The Town and consultants aim for consistency, relevancy, comprehensiveness, and legal defensibility.

The Code Revision will include, but is not limited to, an analysis of the following as provided below.

- Current Municipal Code, Chapters 1 through 18 and Appendix
- All ordinances and resolutions enacted (as supplied by the Town Clerk)
- Correct placement of Sections within the entire structure of the Code
- Contradictions within and among Chapters and Sections of the Code
- Unenforceable guidelines (either remove or rewrite so they are enforceable)
- Consistency of Code language so that it supports rather than contradicts other code sections
- Legal enforceability of the Code
- Concurrence with Federal and State Laws, especially land use case law and those that govern statutory towns.

Although this revision does not anticipate reflecting significant policy changes, it will include:

- ✓ Updating and solidifying administrative, elected official, and committee roles,
- ✓ Incorporating utility codes to address water companies and other issues,
- ✓ Land use codes that will affect property owners, developers, and code enforcement,
- ✓ Revisions to the land use code, including zone districts arising from the adoption of the comprehensive plan and affordable housing requirements resulting from the housing study,
- ✓ Alignment of financial policies, fees, funds, etc., to current practices,
- ✓ Removal of actual franchise agreements from the code,
- ✓ Updating dark sky codes to reflect Board policy and enforceability and



- ✓ Reorganizing the code to be logical, consistent, and user-friendly.

We propose the following steps to a final draft code:

**Step One:** Assemble all resolutions and ordinances to determine their status and rescind those no longer in effect due to subsequent revisions (with Town Clerk). For ordinances, include those that need to be codified. Examine ordinances to ensure they are legally defensible and make revisions if needed. If adopted resolutions have been ordinances or include references that should be codified, include those policies in the code.

**Step Two:** Create a matrix showing the current code and proposed revisions side by side.

**Step Three:** Work with the Board and staff to ensure the rewrites cover all issues and are addressed as intended.

**Step Four:** Hold community workshop(s) to review the code and make comments.

**Step Five:** Submit a rough draft to the Town Attorney for review.

**Step Six:** Submit a rough draft to the Town Board. Include attorney and community comments, how they were addressed, and why they were not included in the final draft.

**Step Seven:** Hold community workshop(s) to review the code and make comments.

**Step Eight:** Make revisions and submit to the Board for final approval and adoption. Include community comments on how they were addressed and why they were not included in the final draft.

Given the reach of the issues to be resolved in the current code and the level of community interest, I am proposing a slightly longer schedule than that provided in the RFP to accommodate adequate reviews.

Because of the limited budget, keeping community input concise and adhering to the number of meetings described in the proposal will be necessary. Should the Town decide to include additional meetings and revisions beyond the hours identified in the budget, those changes will necessitate a budget revision.

The proposed schedule extends to approval in January of 2025. The RFP requires an October 8<sup>th</sup> Board approval deadline. Given the comprehensive scope of work and the unpredictability of the time it will take for outreach and consensus building on such an important document,



Sustainable Futures LLC consultants are concerned that the schedule in the RFP may not be achievable based on prior experience, especially the amount of time it will take for the Town Attorney to review the document. *However, if the end date must be October 8<sup>th</sup>, 2024, the consultants are open to ideas on integrating the project with the Town Attorney review as it proceeds to cut down on review time and meet that deadline.*

This project will be my primary focus for the year and the priority for my professional work. I will have some intermittent land use work for two other communities, but they are not big projects.

PROPOSED SCHEDULE INCORPORATING OPTIMISTIC & REALISTIC REVIEW TIMES:

April 24 – May 3	Contract Negotiations and Final Contract
May 14	Board Approval of Contract
May 20	Project Start
By July 15	Matrix development: two-hour workshop to review matrix and take comments
By August 30	Prepare draft: Assessing and revising resolutions and ordinances.
September	Work with the Board and staff on revising the draft – two meetings.
First week October	Community workshop and Planning Commission meeting to review code
October 14	Draft to Town Attorney, one month review in collaboration with consultants Klusmire and Caloia, revisions as necessary
November 19th	Draft to the Board in a workshop attended by consultants and the Town Attorney, revisions if necessary
Week of December 2	Community Workshop and Planning Commission Review
January	Approval of Final Draft Municipal Code by Board of Trustees.



Sustainable Futures LLC consultants will solely execute these roles:

- **Sustainable Futures LLC – Leslie Klusmire, ICMA-CM:** Project management, Outreach, Revisions, Final product. (Professional Resume attached). Ms. Klusmire has revised codes for Colorado communities, including Glenwood Springs, Lake City, Walsenburg, Carbondale, Marble, Basalt, Crestone, and most recently – a complete analysis and proposal for revision for the Town of Poncha Springs land use code. Out-of-state work includes the City of Oceanside, Inyo County, California, and Park City, Utah. (Professional Resume Attached)
- **Sherry Caloia, P.C. – Sherry Caloia, Municipal, and Water Attorney:** Legal Review, Specific focus on defensible utility and land use codes. Ms. Caloia has served as City/Town Attorney or consulting land use/water attorney for the following Colorado municipalities: Basalt, Colbran, DeBeque, Marble, New Castle, and Eagle. She also served as District Attorney for the State of Colorado 9<sup>th</sup> Judicial District.

## PHASE 1: KICK-OFF

---

### ANALYZING THE CURRENT CODE, CREATING A MATRIX TO COMPARE EXISTING CODE LANGUAGE AND ORGANIZATION WITH SUGGESTED REVISIONS, ADDITIONS, AND DELETIONS

#### Project Definition, Final Scope, and Contract Meeting, Matrix Development

I will meet with the Town to refine the scope of work, determine a final approach, and establish a not-to-exceed cost in preparation for the signing of contracts. This meeting will include reviewing ordinances and resolutions impacting the Code revision with the Town Clerk and others.

Together with the Town Clerk, I will assemble all resolutions and ordinances to determine their status (with the Town Clerk). For ordinances, include those that need to be codified. Examine ordinances to ensure they are legally defensible and make revisions to be adopted with the final code if needed. If adopted resolutions should have been ordinances or include references that should be codified, include those policies in the code. We recommend rescinding ordinances at the time of final approval of the Municipal Code.

#### Outcome:

Modifications to the contract, scope, and budget as mutually determined

Final Schedule to Completion

Signed Contract

Code Comparison Current to Proposed Changes Matrix

## PHASE 2: COMMUNITY KICK-OFF AND OUTREACH

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### Community Outreach: Building Ownership (Sustainable Futures LLC)

**Community Involvement will extend from October through January and include surveys, formal meetings, and workshops with the Board of Trustees, Planning Commission, and meeting attendees.**

When the community is involved in a project, they have ownership of it and the decision-making process, which is critical to a successful project outcome, even if not all individuals agree with the direction. When decision-makers embrace and encourage participation, they make better decisions. People are more willing to accept those decisions and commit to change. Their ability to trust their local government increases.

Change is stressful. People are unsure of how changes will affect what they love about their community, property values, and ability to conduct business. Paonia has a tradition of lengthy community involvement.

However, because of budget constraints, community involvement will be organized so that interaction is relevant to the project, concise, and leaves word smithing to legal professionals. It will be essential to focus community input in a way that does not increase the budget beyond what is necessary to address actual code issues and that results in a workable, current municipal code.

Due to budget constraints, this proposal does not include consultant involvement with community outreach beyond meetings and surveys. **All citizen communications outside the meeting structure will go directly to the Town, not the consultant.** The Town may want to post the matrix and other draft documents on the Town website and assemble comments outside the process to send to the consultant. The consultant can provide a one-page monthly update of the code progress and bullet points for specific code revisions to post on the website. The Town will be responsible for noticing all meetings.

**To that end, The following meetings and workshops are proposed (not to exceed eight trips):**

1. Staff meeting      Project Start: Final Contract. Review all ordinances and resolutions with the Town Clerk and obtain digital copies.
2. Week of July 8      Matrix development: two-hour workshop to review matrix and take comments



3. September 1<sup>st</sup> meeting: Work with the Board and staff on revising the draft
4. September 2nd meeting: Work with the Board and staff on revising the draft
5. First week of October Community workshop and Planning Commission meeting to review code
6. November 19th Draft to the Board in a workshop attended by consultants and the Town Attorney, revisions if necessary
7. Week of December 2 Community Workshop and Planning Commission Review
8. January Approval of Final Draft Municipal Code by Board of Trustees

Surveys: Using Survey Monkey, we propose ongoing short surveys throughout the project, asking the community for input on subjects of interest. This should result in more input, and the questions will coincide with where we are in project development.

**Outcome:**

Meeting comment summaries

Results of continuous surveys

Monthly progress report for public review

All leading to informing the staff and Board as to further revisions, additions, and revisions they want to make

Inclusion of community comments, how they were addressed, and why they were not included in the final Municipal Code draft.

**PHASE 3: STAGES TO THE ADOPTION OF REVISED MUNICIPAL CODE**

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1. Incorporate current code, ordinances, and resolutions (as appropriate) into a current vs. proposed changes matrix. Incorporate revisions requested by staff and the Board.
2. Prepare drafts for staff, Town Attorney, and Board review. Distribute draft land use-related codes to the Planning Commission. Revise as directed—initially by staff, then by the Town Attorney, then by the Board of Trustees.
3. Prepare the final code for adoption, including the staff memo.

Outcome:

Progressively refined drafts for the next review

Detailed staff memo for code adoption

***All proposed tasks and estimates are subject to negotiation and agreement with the Town of Paonia.***

**References:**

**Nick Cotton-Baez, Former Paonia Town Attorney**

**CIRSA - (303) 757-5475** current email unknown

**Mark Chain, Former Carbondale Planning Director, consultant**

**Currently contract planner for the Town of Cedaredge**

970-309-3655 mchain@sopris.net



**Leslie Anne Klusmire, ICMA-CM**  
**Sustainable Futures LLC**  
**Monte Vista, Colorado 81144**  
**Phone: 760-920-3949**  
**Email: [leslie@sustainable-solutions.co](mailto:leslie@sustainable-solutions.co)**

***Work History:***

**Interim Town Administrator**  
**Town of Paonia**  
**October 2022 to July 2023**

**Grant Writer/Manager, City of Victor, Colorado (present)**

**Grant Writer/Manager, City of Cripple Creek, Colorado (present)**

**Grant Writer/Forest Lakes Metropolitan District (current)**

**Interim Town Administrator**  
**Town of Crestone, Colorado**  
**July 2021 to Present**

**County Manager**  
**Rio Grande County, Colorado**  
**December 2020 – April 2021**

**Program Manager – Grants Management and Innovation**  
**Department Pima County, Arizona**  
**April 2019 to December 2020**

Write and manage grants for Regional Flood Control District, Parks and Recreation, Community Development, Environmental Quality, Emergency Management, Sustainability and Conservation, Wireless Integrated Network, and all Public Works Departments, including Transportation, Development Services, and Regional Wastewater. C.O.V.I.D. 19 response team monitoring, funding, and new announcements with F.E.M.A. and H.U.D.

**Volunteer – Las Vegas Catholic**  
**Worker June 2018 – April 2019**

Sabbatical year as a live and work volunteer in the Las Vegas homeless ministry.

**County Manager**  
**Gilpin County, Colorado**  
**June 2017 to May 2018**

County's first professional manager.<sup>1</sup> Worked with staff to improve morale problems. Worked with the Board of Commissioners to create their first yearly retreat, goal setting, and annual work plan process. Worked with state investigators regarding concerns about a department receiving most funding from the Federal and State governments and resolved issues. Reorganized the Public Works Department to increase accountability and interactions with other departments. Initiated and managed the hiring of architectural consultants to evaluate the existing jail, human services, public health, and justice center and recommend renovation/addition or new center. Worked to help elected Officials understand that the County's revenue source – land-based gambling – was a precarious economic resource in the future.

**City Administrator**  
**City of Walsenburg,**  
**Colorado March**  
**2016 to May 2017**

City's first professional manager.<sup>2</sup> Responsible for police department, water, sewer, natural gas, finance, building and code enforcement, streets, parks, and economic development.

- Turned a dysfunctional and deficient Finance Department around, produced the first budget narrative, revamped the chart of accounts so expenses could be tracked, brought allocations between enterprise and government funds into legal compliance, and wrote the City's first financial policies.
- Addressed the City's several serious C.D.P.H.E. compliance orders after decades of failure to comply. Working with C.W.C.B., obtained significant financial assistance to prepare for a loan and grants totaling \$10 million to rebuild and expand the City's pre-treated water storage facility with a failing dam.
- Improved staff morale and problem-solving skills by allowing managers and department heads to supervise their employees, bringing in City of Denver's (Brian Elm) Peak Performance training, D.O.L.A. facilitators to determine the source of staff issues and recognize staff accomplishments through Facebook, email lists, and city newsletters.
- Started good news City Newsletter mailed out in utility bills, Facebook page, revamped City Website to celebrate Walsenburg's unique history and provide information about City work, staff, and elected officials - all very popular with the community.
- Wrote grants to fund infrastructure studies, economic analysis, downtown, and strategic planning to prepare the City for growth by identifying what they needed to think of when negotiating major developments (infrastructure extensions and sizes, access, permitting).
- Assisted the County in gaining community support for the new Judicial Center. There was significant opposition because the decision was made with no citizen input. Arranged joint facilitated workshops to explain the project and have participants suggest what would make it work for them. District Court Judge and others participated, and a compromise was reached.



- Hosted Dick Farley (designer of Larimer Square, Denver) and Civitas in a charrette that yielded a unique and artistic streetscape concept capturing Walsenburg's gritty history and charm, topped with whirly gigs that show off its considerable wind power.
- Dissolved police department after successful election to force the City to contract with County Sheriff for law enforcement.

### **Town Manager**

#### **Town of Lake City, Colorado**

##### **December 2013 to February 2016**

City's first professional manager.<sup>3</sup> Managed Rocky Mountain resort town of 400 full-time residents/4000 summer residents and tourist population. Services include water and sewer distribution and treatment, parks and community centers, recreation programs, roads, and administration.

- Planned and financed a \$2.8 million water treatment and distribution upgrade and replacement project to achieve compliance and release of a water quality "failure to filter" violation.
- Negotiated a natural filtration study and leak repair plan to determine if the town could continue to use bank filtration instead of the requirement to construct a \$2 million water treatment plant. Over a year of testing yielded successful results. The town is the first community in Colorado to receive certification for bank filtration.
- Financed (\$900,000 through grants and donations) renovations and additions to the 1883 "Armory" Town Hall and Community Center, including restrooms, a commercial kitchen, an extensive upgrade to electrical and gas utilities, and conversion to Leeds Gold heating and weatherization.
- Completely restructured the town's financial and budgeting practices to Colorado's best practices, including internal controls, monthly financial statements, and a transparent accounting system.

#### **Campaign Manager, Sherry Caloia for 9<sup>th</sup> Judicial District Attorney**

##### **Routt, Pitkin, and Garfield Counties, Colorado**

##### **May 2012 to May 2013**

Managed District Attorney campaign, including election reporting, public outreach, website, and social media, campaign strategy, and filled in for candidate in debates and other public speaking events when the candidate was absent due to a family death. Successfully unseated incumbent. After the candidate was sworn in, I decommissioned her 30-year-old law firm for five months. This entailed returning approximately 3,000 case files to clients, including searching for client locations and documenting all closures according to state law and bar association rules.

### **President Community Works! February 1995 to 2013**

Municipal Management and Planning Consulting:

- Managed a 4-year entitlement process for the visitor core of Mammoth Lakes Ski Resort

for a Canadian-based resort development firm from 2005 to 2009. Included three corners of the main intersection of the Town of Mammoth Lakes, three flag hotels, residential, visitor commercial, public gathering spaces, and transportation connections. General Plan and Zoning Amendment, E.I.R. for density and height increases, and setback decreases. Worked with nationally renowned designers, economists, and transportation engineers. (Project not built due to financial crash of the Great Recession)

- Financing plan for La Plata County General Plan implementation (Colorado). City of Gunnison, Colorado - New Planned Unit Development Ordinance. Processed annexation and zoning of a 582-acre tract w/585 residential units, 375 short-term accommodation units, 180,000 s.f. commercial and 425,000 s.f. industrial development proposed.
- Town of Basalt - New sign code, noise ordinance, and various development reviews.
- Town of Telluride and San Miguel County - Comprehensive Plan, including major transportation planning component and multiple county build-out scenarios. Plan focused on development of remaining major properties through public/private development agreements.
- Town of Crested Butte - Housing Impact fee.
- Program development and facilitation of the Colorado Association of Ski Towns Growth Conference, including extensive surveying of member and resort-affected governments and analyzing the effects of rapid change and growth on their communities. Work resulted in a plan of action for C.A.S.T.
- Facilitated numerous strategic planning sessions, including two rounds of Governor's Smart Growth Conference in Denver, Colorado, and Leadership Aspen's Board Retreat.
- Contract Interim General Manager for Luba Designs, Inc. San Francisco, CA. Cost containment, human resources, budgeting, financial management, operations, marketing, and staff management. Built new websites and marketing avenues for stores owned by the company and reorganized management and staffing structure to reduce labor costs. Worked with staff to increase productivity and efficiency.

### **High Capacity Transit Project Manager – Columbia River Crossing**

#### **Transit Deputy Project Manager**

**Employing agency: C.T.R.A.N., Vancouver, Washington**

**July 2008 to July 2009**

As part of a bi-state (Oregon and Washington), eight-agency cooperative project managed the Washington-side public decision-making process and planned the development of the extension of

M.A.X. from Portland into downtown Vancouver, Washington, for C.T.R.A.N., the public transit agency for the Washington side of the Columbia River. Worked with 12 downtown stakeholders on final alignment, station location and design, and a business closure mitigation plan. Limited duration grant-funded position, which was scaled down to a highway interchange project due to the fiscal impact of the Great Recession.



### **Planning Director**

#### **Inyo County, California July 2003 to January 2006**

Long- and short-term planning, maintenance of General Plan, and state-required policy documents. Administered Yucca Mountain Nuclear Waste Repository oversight program for Inyo County, focusing on transportation and hydrological impacts, including bi-yearly trips to visit Senators Diane Feinstein & Barbara Boxer and other congressional leaders and committee staff. Placed the only successful call on bond in the State of California for failure to reclaim a large tungsten mine site. Worked with several Native American Tribal Governments in compliance with state development review consultation requirements. Worked on various projects with Death Valley and Manzanar N.P.S. facilities, U.S.F.S., B.L.M., L.A.D.W.P., and State of California agencies. Chaired interagency committee to identify affordable housing needs, financing mechanisms, and work programs. Worked with the State Office of Planning and Research on the growth management issues of a new town proposed for 32,000 units at the border of Nevada and California, including how to structure the environmental review so that it would not overwhelm County resources. Managed nine employees and rescued a failing department and five stalled projects.

#### **Executive Director - Mainstreet Uptown Butte June 2001 to September 2003**

Economic development, organization management.

#### **President - Community Trust Institute May 1995 to 1999**

Non-profit providing educational information and resources to communities experiencing rapid change.

### **Assistant to the Town Manager**

#### **Town of Snowmass Village, Colorado**

#### **January 1998 through July 2000**

- Completed a comprehensive plan and land use code for the town after a consulting team was dismissed.
- Cataloged over 900 Burnt Mountain E.I.S. obligations and established a monitoring/tracking system.
- Tracked project management and effectiveness of all Capital Improvements.
- Updated leases and negotiated utility and service contracts.
- Evaluated Community Development Department organization, performance, and personnel and recommended strategies for improving morale and effectiveness.

### **Project Manager**

#### **Aspen to Snowmass Transportation Project**

#### **February 1994 - January 1995**

Project Manager for developing a \$46 million transit system between Aspen area resort towns and ski bases focused on PM10 Mitigation requirements. Managed engineering and technical service contracts totaling \$450,000 and a budget of \$700,000. Managed innovative community input and information program (continuous attitude surveys & public opinion

monitoring). Coordinated with F.H.W.A., F.T.A., and C.D.O.T., as well as private investors. Accomplished a two-year project in seven and a half months. Directly responsible to the managers of three separate governments and seventeen elected officials (Pitkin County, the City of Aspen, and the Town of Snowmass Village).

### **Community Development Director City of Glenwood Springs**

**June 1985 to January 1994**

- Department head - planning, building, recreation, economic development, special projects, public information. Managed and supervised seven permanent full-time staff plus part-time employees. Staffed City Council, Planning and Zoning Commission, and River Commission. Supervised staff of other City commissions and boards.
- Coordinated redevelopment of downtown Glenwood Springs, including multi-million-dollar streetscape and riverfront/railroad improvements, retail and business enhancement program, storefront rehabilitation, and revolving loan program planning. Glenwood Springs experienced annual 10%+ sales tax increases for the decade following downtown redevelopment and business enhancement of other commercial areas.
- Initiated and implemented special projects, including valley-wide commuter bus service/public transit, river trail system, alternate route/bypass implementation & environmental assessment, and low-income housing project.
- Lobbied for and successfully secured the only C.D.B.G. emergency grant granted in Colorado for a water treatment plant rehabilitation. Managed C.D.B.G. and other financing contracts for public works projects.
- Represented City regionally and state-wide on various boards and committees.
- Developed various successful grant proposals for City projects.
- Author of a bi-weekly column for the local newspaper, text for promotional insert in "Bicycling" magazine, press releases, public information brochures, and pamphlets regarding various City issues and projects.
- Co-founder of Roaring Fork Forum - an informal coalition of governments of nine municipalities, three counties, and local officials from federal and state agencies in the Roaring Fork Valley and Garfield County. Major Forum projects include launching a regional recycling and solid waste management project, regional transportation planning, and area-wide trail development coordination. Served as Forum Coordinator and co-chair of the Regional Trails Coordinating Plan.
- Conducted analysis of demographic statistics showing relationships between resort towns and surrounding towns that supply commuter labor force. Compiled statistics and analysis of resort area economic and social changes for Colorado Resort communities. Presented findings at various State-wide conferences.
- Assisted various manufacturing, technology (stock market information and software service companies), and small businesses in their relocation decisions, including property location, identifying appropriate enterprise zone benefits, impact fee waivers, and negotiating favorable development contracts.
- Instigated and implemented a valley-wide commuter bus service from Aspen to Glenwood Springs, resulting in transit ridership of 19% of the commuter workforce.



- Recruited as an economic development advisor to various cities and towns in western Colorado by the State of Colorado Department of Local Affairs.

**In past planning positions, I have:**

- Developed Interim Growth Management Elements based on fiscal impacts of services for new development.
- Completed General Plan and Zoning Ordinance Amendments, other routine planning actions, Initial Studies, and Environmental Assessments for all projects, major restructuring of Zoning Ordinance, and impact fee ordinances.
- Developed and conducted an innovative city-wide, neighborhood-based citizen participation program for Element revision. Restructured Park Land and Fees-In-Lieu Ordinance to a legally defensible three-level fee system based on capital improvements for city-wide, neighborhood, and beach recreation facilities.
- Wrote successful grant proposals for various City projects, including a U.P.A.R.R. grant proposal rated number one in California.
- Developed and wrote Local Coastal Plan implementation plan, Coastal Zoning/General Plan consistency analysis, implementing ordinances, Harbor and Coastal Design Standards, and Public Facilities Plan.
- Assisted with developing a redevelopment agency plan for blighted flood areas and several significant annexations of adjacent urban-level development.
- Project Landscape Architect for proposed Mineral King Ski Resort for U.S.F.S. As U.S.F.S. Landscape Architect/Planner (Inyo National Forest), developed the Mineral King Ski Resort transportation plan, Ancient Bristlecone Pine Interpretative Plan, Lone Pine Visitor Center plan, and various other U.S.F.S. facility plans. Co-project planner for RARE II inventory. Prepared E.I.R. for RARE II, including nine alternatives.

**Education:**

- California State Polytechnic University at Pomona, B.S. Landscape Architecture, 1977
- U. C. Irvine, Land Planning Certification Program courses
- National University, M.B.A. with an elective emphasis in finance, 1985
- Creighton University, M.A. Ministry 2019

**Certifications:**

- International City Managers Association Certified City/County Manager
- Government Finance Officers Association Member, 80 hours of G.F.O.A. training in government financial practices
- FEMA Floodplain Manager certification (expired).
- Past Member, American Institute of Certified Planners
- Past Member, American Society of Landscape Architects
- Licensed Landscape Architect #2283, State of California (expired).

- Expert Witness, City Planning, 9th Judicial District, State of Colorado (expired).

**Past Board Directorships:**

- Community Matters Institute, Board of Directors & Senior Associate
- Colorado Municipal League Research Committee Member
- Lake City Health Services District Board Member (Special District)
- Colorado Downtown Development Board
- APAColorado, Professional Development Chair
- Advocate Safehouse Project Board, founding member (domestic violence program)
- Butte Symphony Orchestra, Board of Directors
- Founding member, Symphony of the Valley, Glenwood Springs, CO

**Awards/Accomplishments:**

- "How to Deal with Rapid Change" presentation at the 1995 Colorado Municipal League's small-town change workshop was top-rated by conference participants.
- Participant in Heartland Center for Leadership Development Rural-Urban Connection symposiums (think tank).
- Extensive mediation and conflict resolution training from C.D.R. Associates. Co-Mediator of a significant dispute between A.P.A. Colorado and the University of Colorado, Denver, was successfully resolved.
- Conference speaker on citizen participation; economic development; downtown enhancement/revitalization; resort town dynamics, demographics, and impacts.

*References available upon request*



### COST PROPOSAL

**Total Cost (including travel and other expenses): \$38,000**

<b>Sustainable Futures, Inc.:</b>		
300 hours @ \$90 per hour		<b>\$27,000</b>
<b>Sherry Caloia, PC:</b>		
12 hours @ \$250 per hour		<b>\$3,000</b>
<b><u>Estimated travel @ \$1000 per trip limited to 8 trips<sup>1</sup></u></b>		<b><u>\$8,000</u></b>
		<b>\$38,000</b>

**The budget does not include zoning maps or code copies. The town will provide copies from digital files.**

**Estimated time to completion: 8 months**

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<sup>1</sup> Requires scheduling more than one meeting during trips. Trips will be charged at \$70 per hour for travel, IRS gas mileage reimbursement and lodging actual costs which may vary. Trips assume one night stay per trip.



Code Revision Proposal  
**Paonia, Colorado**

12 April 2024



**STAN CLAUSON ASSOCIATES INC**  
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## STAN CLAUSON ASSOCIATES INC

landscape architecture.planning.resort design

400 West Main Street Suite 203 Aspen, Colorado 81611 t. 970/925-2323 f. 970/920-1628  
info@scaplanning.com www.scaplanning.com

12 April 2024

Stefen Wynn, Town Administrator  
Town of Paonia  
P.O. Box 460  
214 Grand Avenue  
Paonia, CO 81428

**Submitted via email:** [paonia@townofpaonia.com](mailto:paonia@townofpaonia.com)  
**Re: Proposal for RFP 2024-01 Municipal Code Revisions**

Dear Mr. Wynn:

**Stan Clauson Associates, Inc. (SCA)** is pleased to submit this proposal to the Town of Paonia to develop recommendations for Municipal Code Revisions and undertake a robust public outreach effort to ensure consensus regarding the revisions. We understand that the Town seeks a qualified firm to create clear, comprehensive, and legally defensible code revision recommendations that are consistent with adopted ordinances and resolutions of the Town Board. These revisions would address any duplicative provisions and codify existing ordinances and resolutions, where necessary.

**About SCA:** SCA has provided community planning and consulting for many Colorado communities. This includes code revisions and development guidelines, comprehensive plans, transportation and historic preservation planning, and affordable housing development planning. Recent work has included the towns of Avon, Crested Butte, Snowmass Village, and the City of Aspen. We have also worked in the area of private sector land entitlement and have become familiar with the land use codes of many jurisdictions in the process.

As founding principal of our firm, I have served as Community Development Director for Aspen, Montpelier, Vermont, and as urban design planner for the City of Newton, Massachusetts. I currently serve on the Town of Snowmass Village Planning Commission. I am a Fellow of the American Institute of Certified Planners and former president of the Colorado Chapter of the American Planning Association.

Angela Kemp, AICP is a Senior Planner with our firm and lives in Delta County, just outside of Paonia. Formerly, she worked as a Planner for Delta County and participated in meetings regarding the Intergovernmental Agreement and shared Planning Corridors, which were developed between the County and the Town of Paonia. Angela would function as the Project Manager and Principal Contact. Other SCA staff assigned to the Project would include Heather MacDonald, Staff Planner.



Resumes for key staff are provided with this proposal, along with project sheets reflecting our experience and ability to successfully carry out a project to recommend code revisions that will fully address the Town's needs.

We have a clear sense of the important goals for the Town of Paonia and the North Fork Valley. These include the protection of limited resources such as water for domestic and agricultural uses, preservation of prime agricultural land and open space, and maintaining community character. A further key consideration is respect for personal property rights. Any planning process necessarily must include a robust public participation process that is inclusive and representative of the full spectrum of cultural interests, heritage, and vocations. In a small, tight-knit community like Paonia, this becomes even more crucial. We look forward to working closely with the Town staff, the Board, residents, and stakeholders to have crucial conversations and ultimately improve the functionality of the Municipal Code for all residents and business interests.

As president of SCA, I have the proper authority to make formal commitments on behalf of our firm. We very much look forward to working with the Town of Paonia and appreciate your review of our proposal presented here.

Sincerely yours,



Stan Clauson, FAICP, ASLA, Principal  
STAN CLAUSON ASSOCIATES, Inc.

[stan@scaplanning.com](mailto:stan@scaplanning.com)

t. 970/925.2323 f. 970/920.1628 c. 970/274.3265

Cc: Stefen Wynn [stefenw@townofpaonia.com](mailto:stefenw@townofpaonia.com)

## Problem Statement

The Town of Paonia seeks a qualified consulting firm to perform Municipal Code revisions, particularly for Chapters 16: Zoning, Chapter 17: Annexation, and Chapter 18: Building Regulation. Analysis of the entire Municipal Code will be necessary to ensure consistency. Also, there are enacted ordinances and resolutions that will need to be studied for appropriate codification. The Town has noted that some areas of the code may be contradictory, lack clarity, or create issues with enforceability.

## Consultant's Interest

Stan Clauson Associates (SCA) has considerable experience working with Municipal Land Use Codes and providing code updates. We are dedicated to the quality, consistency, accuracy, and functionality of codes and ensuring their relation to community values. We are planners and urban design specialists who are committed to developing regulatory requirements that reflect community goals. Our activity is based on robust community outreach and identifying a sense of place before tailoring your Municipal Code Revision to meet the Town's needs. The Code Revision will capture the characteristics of the community and strive to align community needs and best interests.

## Project Proposal

SCA will develop an understanding of the current regulatory environment. We will review established and ongoing planning activities, as well as codes, ordinances, regulations, and agreements that impact or give insight into the community. This review will identify the successes and issues experienced by Paonia in applying its current Code provisions. Concise and defensible code provisions will be the goal of this Revision effort and we have the experience to advance this goal.

The work will involve a significant public outreach effort, collaboration with stakeholders, and targeted focus groups to spread awareness of changes. Beyond publication in the Delta County Independent, High Country News, and broadcast on KVNF, SCA will make a point to set up focus groups with area Realtors, Delta County Community Development, utility providers, and other stakeholder groups as needed to establish consensus for reasonable regulations. SCA will look at short-term and long-term strategies for Code implementation to develop recommendations for the Town that are timely but forward-looking, guided by the ongoing Comprehensive Plan effort, and easily understood by the community.

An equitable approach to community outreach and public participation is a goal for the project. SCA is attentive to the needs of the community in which we work, and supports a robust and collaborative community outreach effort so that public participation is plentiful and meaningful. The Scope of Work provided below reflects the Requested Scope of Work presented in the RFP, the discussion at the Pre-proposal meeting, along with our processes, and understanding of the community.

## Scope of Work Including Milestones

### Phase One—Evaluate the Physical, Social, and Regulatory Environment:

#### Task Area One - Project Management

**1.1 Kick-Off Workshop.** SCA proposes a unified project kick-off meeting with Town Staff, SCA, the Town Board members, and the new Mayor-Elect to discuss objectives, identify opportunities and constraints, establish initial contact, and gather a more detailed understanding of key issues and previous or ongoing planning efforts.

**1.2 Scheduling.** SCA will build a schedule of check-in meetings with the Town, elected officials, and the Town Board. SCA will provide project management for invoicing, time tracking, expenses, and other management activities.





**Deliverables:**

1. Monthly invoices, budget tracking, progress reports, email communications, and meeting notes.
2. A Town-approved schedule for meetings.

**Task Area Two – Evaluation**

**2.1 Existing Conditions.** SCA will conduct virtual and in-person meetings with Town Staff to:

- Identify relevant existing information.
- Review past planning efforts and gain a general assessment of community perception of these past projects.
- Gain a sense of existing infrastructure, GIS data, and other relevant community data collection that has taken place.
- Learn about data collection and public input strategies that have been successful in the past.

**2.2 Virtual Existing Conditions Analysis.** SCA will investigate current guiding and regulatory documents to develop an in-depth understanding of the current regulatory environment. Documents to be analyzed are the current Comprehensive Plan and the update (to be adopted around June), the recent Housing Needs Assessment and Action Plan, along with recent ordinances, resolutions, the Intergovernmental Agreement with Delta County, corridor plans, etc.

**Deliverables:**

1. Work session with Board and Staff, Topic: Existing Conditions
2. Resolutions and Ordinances assembled and reviewed for revisions where necessary, and a redline of these documents packaged for review.
3. A study Memorandum detailing the goals and objectives of the code revisions, key areas for revision, and overall recommendation for organizational changes to the Municipal Code through the revision process.

**Phase Two – Prepare a Draft Municipal Code Revision to Meet Community Objectives:**

**Task Area Three – Draft Redline Matrix**

**3.1 Review the Study Memorandum.** Review the Study Memorandum with staff and elected officials for guidance and direction on the revision process.

**3.2 Draft Matrix.** Based on a review of the Study Memorandum, prepare a preliminary redline matrix showing the current code and possible revisions side by side.

**3.3 Board and Staff Review.** Work with the Board and staff to ensure the proposed revisions address key issues and are consistent with community goals.

**Deliverables:**

1. Draft Redline Matrix.
2. Work session with Board and Staff, Topic: Redline Matrix
3. Summary of significant points to be presented by SCA and vetted at the review stage, and all materials needed for a productive work session.

**Task Area Four – Public Review of the Draft**

**4.1 Community Outreach.** SCA will collaborate with the Town of Paonia to provide high-quality information to the public through a variety of channels, including but not limited to; radio, newspaper publications, social media, community groups/agencies, and local businesses.

**4.2 Community Workshop(s) Part 1.** SCA will provide presentations or other materials to guide the public through the proposed updates and listen to feedback from residents and stakeholders. SCA will synthesize feedback and revise the draft accordingly.



**Deliverables:**

- 1. Outreach materials, documents, and contact lists.
- 2. Recommended revisions based on public input, Town staff, and the Board.

**Phase Three – Referral, Revision and Adoption:**

**Task Area Five – Review and Referral of the Draft**

**5.1 Refer the Draft to the Town Attorney.** SCA will submit a subsequent draft to the Town Attorney for review and comment.

**5.2 Town Board Review.** Following attorney review, SCA will submit the draft to the Town Board. SCA will include attorney and community comments, how they were addressed, or why they were not included in this draft.

- The SCA Team will participate in a work session with the Town Board, in person, following their review/ referral period.

**5.3 Community Workshop(s) Part 2.** SCA will provide presentations or other materials to guide the public through the proposed updates and listen to feedback from residents and stakeholders. SCA will synthesize feedback and revise the draft accordingly.

**Deliverables:**

- 1. Draft revisions from each review session.
- 2. Presentation materials for Town Board work session.
- 3. Materials for Community Workshops.

**Task Area Six – Preparation of Final Draft**

**6.1 Code Revision Final Draft.** SCA will make final revisions and submit them to the Board for approval and adoption. SCA will include community comments, how they were addressed, or why they were not included in the final draft.

**6.2 Public Referral.** SCA will work with Town Staff to provide quality information to the public through various channels, including but not limited to; radio, newspaper publications, social media, community groups/agencies, and local businesses. Town Staff with SCA's assistance will be responsible for meeting requirements for notification for public input referral, public hearings, and formal adoption of any of the proposed policy changes.

**6.3 Decision Makers.** The timeline for adoption will be dependent on the Town staff process and notification, the number of hearings, etc. SCA will be responsible for creating a presentation to the Town Board for their review and determination. Updates as necessary to be charged at the rate provided in our rate schedule.

**Deliverables:**

- 1. The final draft will be available for public distribution and Town Board consideration.
- 2. Presentation to the Town Board of the Final Draft.

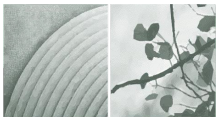




2024 Town of Paonia Municipal Code Revision

	12-Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24
<b>Phase One: Evaluate the Physical, Social, and Regulatory Environment</b>							
<b>Task One - Project Management</b>							
1.1	Kick-Off Workshop						
1.2	Scheduling						
<b>Task Two - Evaluation</b>							
2.1	Meeting Topic: Existing Conditions						
2.2	Virtual Existing Conditions Analysis						
<b>Phase Two: Prepare a Draft Municipal Code Revision to Meet Community Objectives</b>							
<b>Task Three - Draft Redline Matrix</b>							
3.1	Review the Study Memorandum						
3.2	Draft Matrix						
3.3	Board and Staff Review						
<b>Task Four - Public Review of the Draft</b>							
4.1	Community Outreach						
4.2	Community Workshop(s) Part 1 at Town Hall						
<b>Phase Three: Referral, Revision and Adoption</b>							
<b>Task Five - Review and Referral of the Draft</b>							
5.1	Refer the Draft to the Town Attorney						
5.2	Town Board Review						
5.3	Community Workshop(s) Part 2 at Town Hall						
<b>Task Six - Final Draft and Adoption Proceedings</b>							
6.1	Code Revision Final Draft						
6.2	Public Referral						
6.3	Decision Makers (Project Completion By 8 October 2024)						

**Note:** This timeline is an estimate and can be adjusted upon recommendation by the Town of Paonia. The scope of services and fees would be discussed with the Town following selection to better define the scope of work and key milestones for the project. SCA has developed this schedule with the direction of the proposed schedule presented in the RFP



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## About Our Firm

Stan Clauson Associates (SCA) was first established in Aspen in 1998 to provide professional planning and design services and, since its inception, the firm has been involved in public sector projects as well as providing support to private clients and the development community. Our work involves responsible and sustainable design and planning in resort and small community environments. We enjoy working closely with community groups and elected officials to craft compelling strategies to turn a vision into reality. Our work in urban planning and design places great importance on providing site sensitive design that benefits from the right kinds of accessibility from all forms of transportation, respects the importance of the pedestrian and the bicyclist in a resort community, and provides a beautiful and walkable environment for residents to call home.

**Our staff.** The individual members of Stan Clauson Associates come from a variety of backgrounds and contribute to the planning process in their own unique ways. Our multidisciplinary knowledge helps us communicate efficiently with all consultants active in the planning process.

**Community Design.** Our firm has been selected as one of a group of consultants to provide services to the Colorado Department of Local Affairs Community and Main Street Program. We have a long history of Main Street program involvement, and have experience developing streetscape and street design details that fully reflect community values. Additionally, staff has completed the Water Efficiency Landscaping Standards program course and is mindful bringing environmental conservation into our design efforts.

**Affordable Housing/Historic Preservation Focus.** SCA has participated in numerous public sector and private development activities for affordable housing, including projects in Avon, Aspen, Basalt, and Snowmass Village. We have been listed by the Colorado Department of Local Affairs as a qualified consultant for affordable housing planning and development activities. In the field of historic preservation planning, SCA, working with historic preservation consultant Tatanka Associates, recently completed historic preservation plans for the City of Colorado Springs and the City of Lafayette, and Town of Windsor, Colorado. Our work in Colorado Springs received an award from the Colorado Springs Historic Preservation Alliance and was featured in a presentation at the "Saving Places" conference.

**Development Services.** SCA has worked on numerous lodging and commercial development projects, providing entitlement services and site design. These include four hotel projects in Aspen, including a major area redevelopment of the historic Lift One area. Wherever possible, our projects have included award-winning historic preservation components. We also offer residential planning and landscape design support to individual homeowners seeking to expand or improve their residential settings.

**Stan Clauson, FAICP, ASLA**  
Principal

**Angela Kemp, AICP**  
Senior Planner

**Heather MacDonald**  
Office Manager/  
Staff Planner

---

**Team Stan Clauson Associates**





## Stan Clauson, FAICP, ASLA - Founding Principal



### Education and Credentials

- **Harvard University, Graduate School of Design, MLA 1978**
- **University of Wisconsin, M.A. 1971**
- **Denison University, B.A. 1967**

### Biography

Stan Clauson has over forty years of planning and design experience, including projects ranging from New England to the Rocky Mountains. He has served as Community Development Director for the cities of Aspen, Colorado and Montpelier, Vermont, and holds a Masters' degree in Landscape Architecture from the Harvard Graduate School of Design. Stan has been a frequent lecturer on resort development, housing, and transportation issues, and an invited speaker at conferences in the U.S., Japan, and Europe. A member of the Institute of Transportation Engineers, he is an advocate for alternative transportation and pedestrian facilities, and led a study tour for local and state transportation officials to observe resort transportation concepts in Europe. His work has won awards from the Vermont Planning Association, U.S. Department of Housing and Urban Development, and for historic preservation activities in Montpelier, Aspen, and Colorado Springs. He was inducted as a Fellow of the American Institute of Certified Planners, and has served as President of the Colorado Chapter of the American Planning Association and on the Association's Education Committee. He also served as Board Chair of the Aspen Chamber Resort Association. Stan currently serves on the Professional Advisory Committee for the landscape architecture program at Colorado State University and on the Town of Snowmass Village, Colorado Planning Commission.

### Relevant Experience

- **Principal/President 1998—Present**  
Stan Clauson Associates; Aspen Colorado
- **Community Development Director 1994—1998**  
City of Aspen, Colorado
- **Director of Planning & Development 1988—1991**  
City of Montpelier, Vermont
- **Principal 1981—1986; 1991—1994**  
Stan Clauson Associates; Cambridge, Massachusetts and Montpelier, Vermont
- **Public Lighting Research Project 1986—1987**  
Lausanne, Switzerland
- **Community Development Urban Designer 1979—1981**  
City of Newton, Massachusetts
- **Project Director 1977—1978**  
Roxbury-Dorchester Community Beautification Program; Boston, Massachusetts

### Honors and Awards

- **U.S. Dept. of Housing & Urban Development:** Montpelier Home Ownership Opportunity Program
- **Vermont Planners Association:** Montpelier Master Plan
- **American Planning Association, Chapter Presidents Council:** Outstanding Service to Members
- **Historic Preservation Awards:** Aspen projects within the Main Street and Commercial Core Historic Districts; Colorado Springs Historic Preservation Plan.



## Angela Kemp, AICP - Senior Planner



### Education and Credentials

- Northern Michigan University, Bachelor of Arts (2014) Environmental Studies and Sustainability
- Wayne State University, Master of Urban Planning (2021) Specializing in Community Development
- American Planning Association. Member Identification No. 374607
- American Institute of Certified Planners. Credential No. 35502

### Biography

Angela Kemp is a dedicated Planner who joined SCA from the public sector where she gained a broad understanding of quality rural land use planning. She earned a Master's Degree in Urban Planning from Wayne State University in Detroit. While the Motor City is dear to her heart, she missed having "backyard" access to public lands for backpacking, biking, and hiking with her dogs and friends. Her Colorado tenure began in 2014 as an organic farmer and florist on the Western Slope just after completing her Undergraduate Degree in Environmental Studies and Sustainability. She has a background in customer and client service with expertise in translating concepts into workable action plans, largely influenced by her years of work in event design and coordination.

### Professional Activities

- **Senior Planner, March 2024-Present**
- **Staff Planner, January 2023-March 2024**  
Stan Clauson Associates, Inc.  
Aspen, Colorado
- **Housing Options Workgroup (HOW), 2021-2022**  
Delta County, Colorado
- **Planner, January 2021- December 2022**  
Delta County, Colorado

### Relevant Experience

- **Crested Butte Historic Preservation Plan, Crested Butte, Colorado**  
Public Participation, research, Plan development, layout, and drafting for Crested Butte's first Historic Preservation Plan. Ongoing Planning project with an expected project close date of June 2024.
- **Silverthorne Strategic Housing Plan, Silverthorne, Colorado**  
Coordinated with the Housing Manager and Community Development Director to assess best practices and analyze tools to promote workforce housing development and infill in Silverthorne. Provided assessment and prioritization tools for decision making outcomes that holistically support the community's workforce. Completed data collection, data analysis, public surveying, and community outreach throughout the process.
- **Public Sector Planning, Delta County, Colorado**  
Processed permits, subdivisions, boundary adjustments, and land use entitlements as well as conducting Site Plan review for a myriad of projects including residential, commercial, industrial, and lodging.
- **Land Use Analysis, Multiple Jurisdictions in Colorado**  
Conduct review for compliance with Land Use Codes, Municipal Codes, and alignment with the Comprehensive and Area Plans in each applicable community or jurisdictional boundaries including Pitkin, Garfield, Eagle, and Delta Counties, the City of Aspen, and other jurisdictions. Provide Information to Applicants on guiding and regulatory documents, as well as process and requirements for projects.
- **Participation in the Land Use Code Update, Delta County, Colorado**  
Land Use Code updates included Intergovernmental Agreement updates and assessment of Three-Mile Area Plans. This informed a long-term Housing Strategy and infrastructure mapping project initiated by the Community Development Director and myself.





# Heather MacDonald - Staff Planner



## Education and Credentials

- University of Colorado Denver, MArch/MUD 2010
- Mt. Sierra College, California, Multimedia Design Technology, 2003
- American Planning Association, Member
- Carbondale Historic Preservation Commission Member

## Biography

Heather MacDonald is a staff planner with a background in graphic design, architecture and urban design. Originally from California, Heather has been a Colorado resident since 2004. She pursued a dual master's degree at the University of Colorado, Denver in Architecture and Urban Design. Her advanced studio team project received 4th place in the USGBC Natural Talent Design Competition Colorado chapter. In her free time, Heather road/mountain bikes and snowboards.

## Relevant Experience

- **City of Colorado Springs Historic Preservation Plan Update, Colorado Springs, Colorado**  
Researched, provided graphic support and created document for preservation plan.
- **City of Lafayette Historic Preservation Plan, Lafayette, Colorado**  
Researched, provided graphic support and created document for preservation plan.
- **Town of Windsor Historic Preservation Plan, Windsor, Colorado**  
Assisted in reseach and graphic support for plan.
- **Concrete Couch Pueblo Avenue Placemaking, Colorado Springs, Colorado**  
Working with Concrete Couch non profit, sketched out idea to activate Pueblo Avenue parking lot. Final product is a giant Pumpkin Sculpture and painted ground mural surrounding the sculpture.







# Collbran Comprehensive and Three Mile Plans

Collbran, Colorado



## COMMUNITY PLANNING ACTIVITY!


Collbran is updating their Comprehensive Plan and developing a Three-Mile Area Plan. Please consider lending your time to engage with Town Staff and the consultants throughout the year-long process. Regular updates and a project schedule can be found on the Town website: <https://townofcollbran.colorado.gov/planning-and-projects>

First, we want to get to know **your thoughts and ideas about your community**. Please complete this survey and share it with friends and neighbors in the community by Feb 1st using the QR Code or the survey link on the Town website.






Collbran is updating their Comprehensive Plan and developing a Three-Mile Area Plan. Please consider lending your time to engage with Town Staff and the consultants throughout the year-long process. Regular updates and a project schedule can be found on the Town website at <https://townofcollbran.colorado.gov>



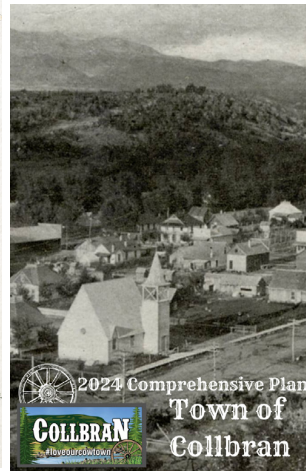
2024 Comprehensive Plan

**Town of Collbran**



Scan QR Code

As part of this project, we need to know your thoughts and ideas about your community. Please complete this survey and share it with friends and neighbors in the community by February 1st using the QR Code or the survey link on the Town website. Thank you for participating!



Stan Clauson Associates, Inc. was responsible for conducting a community-wide survey to understand the preferences and priorities of Collbran residents, stakeholders, and business owners. This data will inform the Comprehensive Plan update and Three-Mile Plan, which is an ongoing project in conjunction with BBC Research and Consulting. SCA has worked alongside the Town Administrator and the Town Board to identify Plan element topics and assemble associated focus groups consisting of stakeholders and neighboring jurisdictions to build capacity and understand community needs at their core.

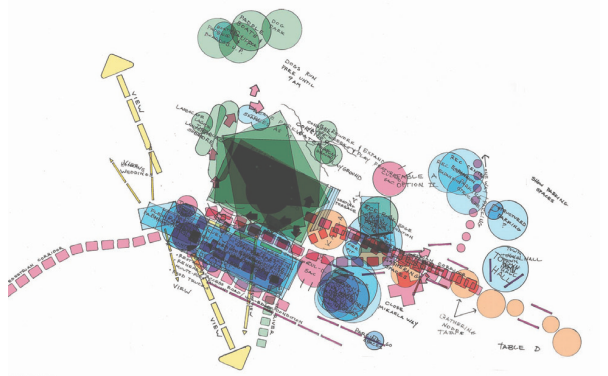
Melonie Matarozzo, Town Manager  
 Town of Collbran  
 PO Box 387  
 Collbran, CO 81624  
 970-487-3751  
[townmanager@townofcollbran.us](mailto:townmanager@townofcollbran.us)

# Affordable Housing at Swift Gulch

Avon, Colorado



Stan Clauson Associates in collaboration with 2757 design + build was hired by the Town of Avon to design affordable housing and site amenities on the Swift Gulch site, a site identified by SCA for affordable housing during a previous master planning effort completed in 2015. The sloping site, which features a debris flow channel, proved to be challenging and required extensive effort to ensure that safe and comfortable access could be provided while ensuring that the housing densities desired by the Town were met. SCA was able to carve out outdoor amenity spaces for future residents while also turning the debris flow channel into an amenity that would serve to mitigate debris flow events. Lot 5, also identified from the 2015 Master Plan, is currently being explored as a possible affordable housing site. Avon Master Plan Cost: \$24,801 Completed: December 2015  
 Swift Gulch LA Design Cost: \$49,070 Completed: August 2022  
 Lot 5 LA Design Cost: \$50,000 Completed: September 2023



Matt Pielsticker/Planning Director  
 100 Mikaela Way  
 PO Box 975  
 Avon, CO 81620  
 970-748-4413  
 mpielsticker@avon.org

Web link to Master Plan Update:  
[www.avon.org/documentcenter/view/14517](http://www.avon.org/documentcenter/view/14517)





# Comprehensive Plan Update

Buena Vista, Colorado



Stan Clauson Associates teamed with BBC Research & Consulting and Clarion Associates to update the Town of Buena Vista's 2008 Comprehensive Plan. The goal of the plan update was to reflect and integrate various planning studies and initiatives previously pursued by the Town, incorporate objectives identified by Town staff, and reflect the diverse goals of volunteer boards and committees, and the community at-large.

Working closely with the staff and officials of the Town, the business community, and other key stakeholders, the SCA team immersed themselves in the community to identify opportunities and issues through public outreach efforts and charrette sessions. The SCA team quickly identified opportunities to integrate urban design, growth direction, healthy community function, and elements of the existing plan that will support the Town's desire for an effective Comprehensive Plan.

Web link to Comprehensive Plan: [www.buenavista.gov/documentcenter/view/967](http://www.buenavista.gov/documentcenter/view/967)

Keith Baker  
 Chaffee County Commissioner  
 104 Crestone Ave.  
 Salida, CO 81201  
 719.539.2218  
 kbaker@chaffeecounty.org



## Cost Proposal

Stan Clauson Associates, Inc. proposes to undertake the Scope of Work detailed herein for a fee not to exceed fee of thirty-seven thousand eight hundred dollars (\$37,800.00). Billing will occur monthly based on a percent completion basis for each of the Task elements detailed in the Scope of Work and Schedule. Reimbursable expenses are included and billed at cost. These may include travel, lodging, reproduction of documents, etc. Reimbursable expenses are estimated at five percent (5%) of project fees. Any additional services requested by the Town of Paonia not included in the Scope of Work provided herein shall be billed at our hourly rates as provided on the attached Rate Schedule.

### Availability

All team members identified in this proposal and assigned to this project are available to complete the work as specified.

### Liability Insurance

Stan Clauson Associates carries professional liability insurance and other coverages to meet all requirements of the Town of Paonia.

### Registration

Stan Clauson Associates, Inc. (SCA) is a registered firm with the State of Colorado and the Colorado Department of Local Affairs. SCA certifies that none of its employees and any partner or potential subcontractor are presently debarred or otherwise ineligible to pursue the professional activities detailed herein.







**STAN CLAUSON ASSOCIATES INC**  
landscape architecture . planning . resort design

400 West Main Street Suite 203 Aspen, Colorado 81611  
t. 970/925-2323 f. 970/920-1628  
info@scaplanning.com www.scaplanning.com

## Hourly Rates for Professional Services Public Agency/Non-profit Clients

**Principal \$240/hour**  
▪ Stan Clauson, FAICP, ASLA

**Senior Planner/Landscape Architect \$155/hour**  
▪ Angela Kemp, AICP  
▪ Caitlin Aceto, PLA, ASLA  
▪ Valerie Yaw, PLA

**Staff Planner/Landscape Designer \$135/hour**  
▪ Heather MacDonald, MArch, MUD

**Office/Clerical/Intern \$75/hour**

Fees are billable monthly. After a 60-day grace period, interest on outstanding balances accrues at the rate of 12% per annum beginning 30 days from the date of the invoice. Out of area travel time is billed at full rates in one direction only.

Expenses such as out of town mileage, telephone, reproduction of documents, etc. are billed at cost. In-house copying is billed at \$0.05 per black & white and \$0.50 per color copy. Large-format color documents are \$10 each. Vehicle mileage for travel out of Aspen is billed at the applicable Federal Standard Mileage Rate, currently \$0.65.5/mile. Subcontractual services and permit fees not exceeding \$500, paid at the request of the client, are billed at cost without mark-up. Work is performed through a letter agreement to which this fee schedule is provided as an attachment. Equivalent staff to those named may be provided.

Professional Credentials:  
FAICP—Fellow American Institute of Certified Planners  
AICP—Member American Institute of Certified Planners  
ASLA—Member American Society of Landscape Architects  
PLA—Licensed Professional Landscape Architect  
MArch—Master of Architecture; MUD—Master of Urban Design

Effective 1 March 2024



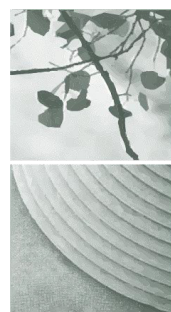
**Project Timeline & Cost Proposal**

**2024 Town of Paonia Municipal Code Revision**

12-Apr-24		May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Total
<b>Phase One: Evaluate the Physical, Social, and Regulatory Environment</b>								
<b>Task</b>	<b>One - Project Management</b>							\$ 3,000.00
1.1	Kick-Off Workshop							
1.2	Scheduling							
<b>Task</b>	<b>Two - Evaluation</b>							\$ 6,500.00
2.1	Meeting Topic: Existing Conditions							
2.2	Virtual Existing Conditions Analysis							
<b>Phase Two: Prepare a Draft Municipal Code Revision to Meet Community Objectives</b>								
<b>Task</b>	<b>Three - Draft Redline Matrix</b>							\$ 5,800.00
3.1	Review the Study Memorandum							
3.2	Draft Matrix							
3.3	Board and Staff Review							
<b>Task</b>	<b>Four - Public Review of the Draft</b>							\$ 7,000.00
4.1	Community Outreach							
4.2	Community Workshop(s) Part 1 at Town Hall							
<b>Phase Three: Referral, Revision and Adoption</b>								
<b>Task</b>	<b>Five - Review and Referral of the Draft</b>							\$ 7,200.00
5.1	Refer the Draft to the Town Attorney							
5.2	Town Board Review							
5.3	Community Workshop(s) Part 2 at Town Hall							
<b>Task</b>	<b>Six - Final Draft and Adoption Proceedings</b>							\$ 6,500.00
6.1	Code Revision Final Draft							
6.2	Public Referral							
6.3	Decision Makers (Project Completion By 8 October 2024)							

**Note:** This timeline is an estimate and can be adjusted upon recommendation by the Town of Paonia. The scope of services and fees would be discussed with the Town following selection to better define the scope of work and key milestones for the project. SCA has developed this schedule with the direction of the proposed schedule presented in the RFP

Subtotal \$ 36,000.00  
 Reimbursable Expenses at 5% \$ 1,800.00  
**Total \$ 37,800.00**



**STAN CLAUSON ASSOCIATES INC**  
 landscape architecture.planning.resort design







RESPONSE BY LISA VOORHIS LAW, LLC  
TO  
TOWN OF PAONIA  
REQUEST FOR PROPOSAL  
MUNICIPAL CODE REVISION  
RFP 2024-01  
Reference Number 0000344863



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- II. PROJECT PROPOSAL (p. 6)
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- IV. COST PROPOSAL (p. 9)

[Note: Cost Proposal is attached as separate document, page 9, as directed by RFP requirements]

COVER LETTER

(See Next Two Pages)



Lisa Lett Voorhis\*  
LISA VOORHIS LAW llc  
2536 Rimrock Ave., Ste. 400-575  
Grand Junction, CO 81505  
970-200-9970  
lisa@lisavoorhislaw.com  
\*Licensed in CO, NM, OK, MO, DC, CA, IL, MD and TN

Town of Paonia  
Paonia, CO 81003

Re: **Response By Lisa Voorhis Law llc to Town of Paonia Request For Proposal  
2024-01 Municipal Code Revision  
Reference Number 0000344863  
Submittal Summary**

Dear Town of Paonia:

This letter is the Submittal Summary of Lisa Voorhis Law, llc in response to the Request For Proposal identified above.

I am the owner and principal of Lisa Voorhis Law llc, a solo practice law firm.

I understand the goals of your project and the service you require, namely the revision of he Paonia Municipal Code as defined in your RFP.

I have a wide breadth of experience as an attorney and am confident that I would provide you with high quality work. I enjoy working with internal clients and helping them achieve their business goals.

I am a highly detailed attorney with significant experience in drafting of language in legal documents. Writing is one of my str

My firm name, address, phone number and contact person are as stated in the above letterhead.

Lisa Voorhis Law llc was formed in 2012.

I am the person who is authorized to make representations on behalf of Lisa Voorhis Law, llc.

I am authorized to contractually bind Lisa Voorhis Law llc with respect to all contracts with the Town of Paonia.

Sincerely yours,

*/s/ Lisa Lett Voorhis, Esq.*

Lisa Lett Voorhis, Esq.



## PROJECT PROPOSAL

My understanding is that you need a thoughtful and complete clean-up of the Town of Paonia Municipal Code.

Because I am the owner of a solo law practice, I would be your go-to person to get all work done properly and in a timely manner. There would be no handing-off of tasks to others and I would be accountable for the work product to assure that the Town of Paonia is satisfied that goals have been met.

I believe any rewrite of a municipal code is best performed by an attorney who has significant legal drafting experience and the ability to work well with people within the Town of Paonia, specifically the Town Administrator and other internal staff. Those people would be an invaluable resource to focus the project and the overall goals.

I have worked in various organizations throughout my career as a lawyer and know how to get the job done properly and efficiently.

My approach is to listen first, suggest options to achieve the stated goal, and then do the work to get the goal accomplished.

I would manage the tasks by first sitting down with the internal client or clients and prioritizing the work. Once I have an understanding of priorities and the issues, I would proceed to get the work done. To the extent priorities change, I am open to change my schedule as needed.

The Project Schedule is suggested to be the following:

1. Meet with Town of Paonia key decision-makers/advisors to discuss project scope and goals (“Meeting”) – Within 3 weeks of project award
2. Create initial draft of revised municipal code and circulate draft to client– Within 4 weeks of Meeting
3. Receive, review and respond to comments of client to draft revised municipal code – Within 2 weeks of item 2
4. Revise draft municipal code and circulate same to client – Within 2 weeks of item 3
5. Receive, review and respond to comments of client to latest draft revised municipal code – Within 2 weeks of item 4
6. Revise draft of municipal code and finalize same with approval of client – Within 2 weeks of item 5

The suggested project schedule is subject to change at the option of the Town of Paonia.

I do not anticipate the Town of Paonia providing me much to get this work done other than by making the key Paonia staff available for consultation and information about the needed changes to the code and a desk and wifi connection for the time I am in your offices to work with you on this project. In addition, I would need a copy of the current municipal code in its entirety as well as details concerning the problems created by the current code’s problems and or internal conflicts.

With your cooperation, I am confident that this work can be completed by October 8, 2024.



## QUALIFICATIONS

Lisa Voorhis Law, llc is a business owned an operated by Lisa Lett Voorhis, Esq. in Grand Junction, Colorado.

I have been licensed to practice law in Colorado since 1996. I am also licensed to practice law in eight other states and have a diverse and well-rounded background, much of which has been as in-house counsel for businesses of various types.

During my time in Chicago, Illinois, I worked for a law firm whose entire client base was municipalities.

I was Assistant General Counsel for Xcel Energy Inc. in Denver for eleven years. While there, I was the Transactional Practice Area Leader and responsible for several large litigation matters.

I enjoy working with internal business clients one-on-one, helping them achieve their business goals.

My current client base consists of individuals and small businesses. I do not have any large litigation matters or other work that would interfere in my providing timely services to the Town of Paonia.

Should you decide to proceed, I am happy to provide references.

## COST PROPOSAL

The hourly rate for Lisa Voorhis, Esq. is \$250. There would be no billings to the Town of Paonia for any additional timekeepers, and no additional billings for equipment, supplies, overhead or other expenses except mileage for travel to and from Paonia at IRS rate for purpose of on-site meetings.

The budget will not exceed \$38,000.



Carolyn Fahey  
1307 Jadestone View Lane  
Katy, TX 77494

March 27, 2024

Stefen Wynn, Town Administrator  
Town of Paonia  
P.O. Box 460 / 214 Grand Avenue  
Paonia, CO 81428

Dear Stefen Wynn:

I am pleased to submit this proposal in response to the Request for Proposals posted by the Town of Paonia’s City Administrator for its Code Update. My extensive experience working as a municipal planner, dedication to effective and efficacious administrative procedures, and commitment to design excellence in urban development gives me great confidence in my ability to meet and exceed the requirements outlined in the RFP.

Green Shadow LLC is an innovative design-based planning consultancy changing the way we build cities to adapt to our changing climate. As Green Shadow’s founder and Principal Planner, I am a leading edge urban planner with a proven track record of success in delivering innovative solutions for a diverse range of projects. Established in 2021 in Katy, Texas, I have steadily built a reputation for excellence, professionalism, and integrity within the industry.

It is my belief that my greatest asset is the diversity of experience I bring to the table. My multidisciplinary background includes architecture design, development review planning, long range planning, and resilience planning. With a multidisciplinary approach, I leverage the diverse strengths of my experience to develop innovative yet comprehensive and effective solutions tailored to meet the unique needs of each project and community.

I have a proven track record of successfully completing projects similar to the requested Code Update having served as assigned project manager on staff-level code amendments; contributed to code rewrites, amendments, and clean-ups on various topics including sign, lighting, accessory dwelling units, short-term rentals, all aspects of site development, housing, and subdivision regulations; and served as a municipal planner implementing codes on complex housing projects to conditional use applications and minor building permits in highly regulated and litigious environments. My extensive experience has taught me the optimal mechanisms for enforceability, what makes for an easy to work with code, what is a code that reduces and eliminates staff administration errors, which types of code allow for clear, quick and concise communication to boards, the public, and the development community. My experience notably includes lead planner and project manager of Houston’s inaugural neighborhood resilience plans, where I have demonstrated my ability to conduct equitable community engagement, meet project deadlines, stay at or below budget, and exceed client expectations. Additionally, key aspects of my professional experience relevant to a successful Code Update:

- **Current Planning:** Eight years of implementing codes so I understand the mechanics of how codes should ideally work from the staff perspective, which includes enforcement experience that has similarly provided experience with the challenges of enforcing codes such as vague, contradictory, unverifiable requirements.
- **Long Range Planning:** Eight years of experience conducting community engagement and outreach so I have the skills required to navigate the politics of competing and conflicting ideas, generate sustained interest in an engagement project, and generate quality feedback that ensures community buy-in.
- **Architectural Design:** Eight years experience practicing and teaching architecture design so I draw on this experience to create great places, neighborhoods, and ultimately towns where the community wants to live, work and play. The intersection of development codes with architectural design is deep, and this experience allows me to push boundaries and provide a level of refinement that is often overlooked.
- **Climate Adaptation or Resilience Planning:** Resilience is directly linked to the local jurisdiction’s codes, such as subdivisions needing at least two strategically positioned exits for evacuation. This experience allows me to implement the Town’s Hazard Mitigation Plan and other resilience topics as part of code update where possible.

I approach every project with a commitment to excellence, innovation, and sustainability. My approach is characterized by thorough research, robust and equitable community engagement, leading edge urban planning practices. We prioritize empiricism, equity and inclusion, and design excellence to create safe places people want to live, work, and play. Our work ethic is open communication, collaboration, and transparency throughout the project lifecycle to ensure that our clients’ vision is realized effectively and efficiently.

Client satisfaction is my top priority at Green Shadow. I pride myself on my ability to build strong, long-lasting relationships with my clients based on trust, integrity, and mutual respect. I strive to exceed our clients' expectations by delivering superior results that align with their goals and objectives.

I am well-equipped and fully prepared to deliver exceptional results for the Town of Paonia's Code Update. I am eager to partner with the Town and contribute my expertise to the success of this project. Thank you for considering me for this opportunity. I look forward to the possibility of working together.

Sincerely,



Carolyn Fahey, AICP, MURP, PhD  
Principal Planner  
carolyn@greenshadow.org  
c: 720.233.6491



## CAROLYN A FAHEY

Urban planner and architect working at the intersection of building design, site planning and planning policy to create vibrant places and critical resiliencies.

### SELECT WORK EXPERIENCE

#### Principal Planner, Green Shadow LLC (TX)

October 2021 - present

Project manager of the City of Houston's inaugural Neighborhood Resilience Action Plans for the Independence Heights, East Houston, and Edgebrook neighborhoods; contributing writer on 2023 EPA grants for Houston's 5th Ward

#### Senior Planner, City of Mountain View (CA)

January 2021 - October 2021

Case manager of contested entitlement applications requiring detailed coordination with engineering, legal, and upper level City management and including reports and testimonies to various public review bodies; authored original new housing policy outreach material; creator of live public facing map of active development projects

#### Planner II, City and County of San Francisco (CA)

April 2019 - December 2020

Project manager of approvals on contested entitlement applications including reports and testimonies to Planning Commission; author of major departmental Standard Operating Procedure update

#### Planner I, City of Boulder (CO)

August 2016 - March 2019

Creator of original digital database of discretionary entitlements; project managed approvals on entitlement applications including site reviews, major and minor amendments, and conditional uses

#### Planner I, City of Colorado Springs (CO)

May 2015 - August 2016

Assistant planner to infill development plan; created application review tracking system; Project manager of staff level entitlements

#### Studio Instructor, Newcastle University (UK)

October 2006 - May 2011

Lead instructor of digital drawing and model making in architecture; core reviewer of undergraduate and graduate student work across architecture, landscape, urban design, and planning curricula

#### Associate Architect, Humphries Poli Architects (CO)

May 2002 - August 2006

Design development at all stages of project development including construction documents and requests for information for majority affordable and market-rate multifamily, transit oriented housing

### EDUCATION

#### Master of Urban + Regional Planning (CO)

University of Colorado

Denver

August 2015 - July 2017

#### Doctor of Philosophy, Architecture (UK)

Newcastle University

October 2006 -

December 2010

#### Bachelor of Environmental Design (CO)

University of Colorado

Boulder

January 2001 - May 2006

1307 Jadestone View Lane

Katy, TX 77494

carfahey@gmail.com

720.233.6491

155

### CERTIFICATIONS + ACCREDITATIONS

American Institute of Certified Planners

November 2018 - Present

EcoDistricts Accredited Practitioner

April 2020 - Present

### VOLUNTEER

Member of the 3rd Ward Heat + Energy Team, American Society of Adaptation Professionals + Houston Advanced Research Center

April 2023 - February 2024

Peer Reviewer, Journal of Architecture + Urbanism

January 2019 - Present

**DIGITAL LITERACY** | GIS; SketchUp; REVIT; AutoCAD; Bluebeam; Adobe Suite; Microsoft; Google Docs

**SKILLS** | Quantitative and qualitative analysis, technical report writing and editing, collaborative planning, data visualization and presentation, archival best practices and database development, process improvement

## SELECT PROJECTS

Assigned staff planner to the:

R3 Zone Update (Mountain View; form-based code)  
570 S Rengstorff Ave Entitlement Application (Mountain View)  
915 North Point Street Building Permit (San Francisco)

Code compliance analysis for City of San Francisco, City of Mountain View, City of Boulder, City of Colorado Springs, and Boulder County. Direct code-related projects include: Staff level code updates and precise plan amendments (Mountain View); contributor to sign code update and lighting code updates (City of Boulder); and contributor to code clean up project (City of Colorado Springs).

Other noteworthy projects include serving as project manager of the Independence Heights, Edgebrook, and East Houston Neighborhood Resilience Plans.

## REFERENCES

ONE Architecture + Urbanism  
Matthijs Bouw  
35 E Broadway  
New York, NY 10002  
Bouw@onearchitecture.nl

City of Houston Planning & Development Department  
Lynn Henson, Planning Manager  
611 Walker Street, 6th Floor  
Houston, TX 77002  
Lynn.Henson@houstontx.gov

City of San Francisco Planning Department  
Elizabeth Watty, Director of Current Planning  
49 S Van Ness Ave Suite 1400  
San Francisco, CA 94103  
Elizabeth.Watty@sfgov.org



**Problem Statement.** The task of this project is primarily to clean up the Town's code to eliminate liability and ensure enforceability issues. Secondly this project is intended to clean up administrative oversights such as ordinances and resolutions that were not incorporated into the Town Code, or rescinded when their powers have sunset or were overruled, or effective zoning map changes that have not been updated on the Town's map. The tertiary purpose is to align the newly adopted Town plans, including but not limited to the Comprehensive Plan, Housing Assessment, and Hazard Mitigation plan, where possible within the scope of this project. The alignment of the Town Code to adopted policies ensures implementation through day-to-day administrative practices in alignment with planning best practices, but may require substantial original work to achieve (e.g. "ACTION LUF-7: Create new design standards and guidelines based on neighborhood context. Create a review framework to support the preservation of the Town Core historic architectural character and scale, and provide a review process that is proportionate to the scale of the intervention and that is open to contemporary, energy efficient and alternative building methods").

**Description of Project Proposal.** Green Shadow will execute the primary and secondary project scopes, and will partially execute the tertiary scope in cases that do not require substantial original work that is beyond the current scope of this project in terms of description, timeline, community engagement, and budget. Instead Green Shadow will identify areas needing additional scope, as well as potential sources of external funding for future undertakings by the Town.

Carolyn Fahey is the founder and principal planner of Green Shadow and will execute the entire project, with a possibility of support from an intern over the summer. My hourly proposed rate for this project is \$60/hour with travel fees and other expenses baked into that fee. Before factoring in an intern and travel expenses, this project will not make a profit. My interest in submitting a proposal regardless is my personal interest in conducting work in Colorado as well as my professional interest in developing a portfolio of work as an independent consultant.

**Consultant's Interest.** My interest in this project is personal. As a Colorado native, I have lived the impact of the State's growing popularity over the past few decades and witnessed challenges presented when natives are displaced, or local regulations struggle to catch up to the pace of change. Whether that means enacting a historic preservation district to preserve our heritage, or enacting accessory dwelling unit allowances to ensure housing for all, the code is typically one of the cheapest and most effective ways for any community to meet its goals. My experience and personal investment in seeing Colorado maintain its heritage helps ensure the desires of the community will be codified in a manner that represents the community's values and goals. I want to bring my experience working for front range communities and some of the nation's largest metro areas to ensure the quality of life for existing Paonia residents is not just secured, but that it continues to improve along a trajectory the community has proactively defined.

**Description of Workload.** Green Shadow is currently bidding on contracts for the first time in the short life of the company. Paonia's Code Update project will be the top and only priority in the event that no other bids come through. That said, there is a possibility that one other project bid may overlap slightly with Paonia's project, but I am in the process of hiring a Rice University architecture student as an intern to ensure both projects are given the time and attention required to deliver on time, on budget, and exceed expectations. That said, I am confident that the project will be fully executed by October 8, 2024 and within budget.

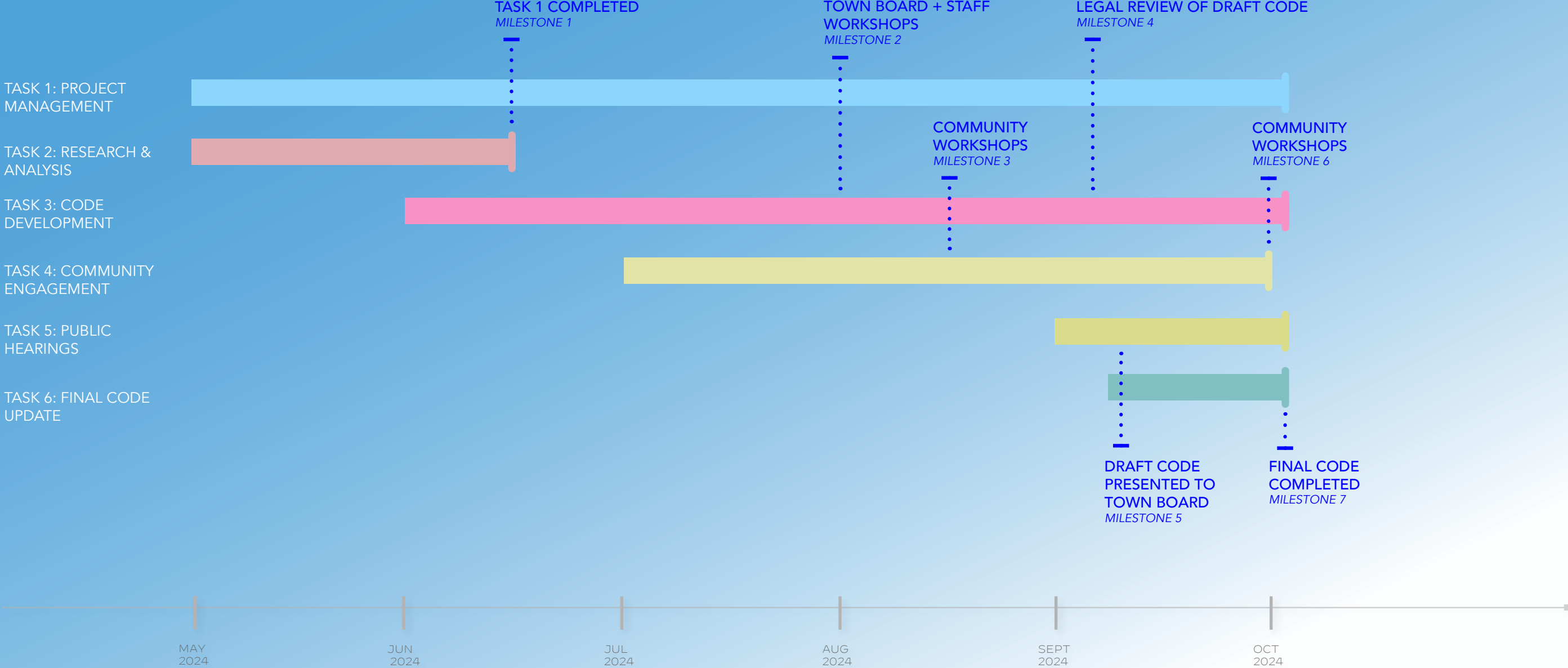
**Familiarity with Locality.** Green Shadow has provided consulting services to Delta County staff, and is familiar with the challenges of planning in rural western slope communities, particularly the North Fork area. As a University of Colorado Denver Masters student, the work of the College's Center for Community Development (CCCD) and the Roaring Fork Valley Workshop was part of our tuition as well as the broader policy challenges such as water planning in Colorado. Furthermore, as a Colorado native I am familiar with the rewards and challenges of living and working on the western slope.

**Town Resources Required.** Green Shadow will require the following data, resources, and facilities:

- **GIS Data:** Town zoning map, Future Land Use Map, and other available layers to assist in the analysis stages of the project such as property lines, addresses, tree canopy, ROW, et. al.;
- **Current Town Code:** a text file format of current code;
- **Current Town Plans:** PDF copies of adopted plans to including but not limited to the Comprehensive Plan, Housing Assessment, and Hazard Mitigation Plan;
- **Ordinances & Resolutions:** a copy of adopted and recorded ord and res and editable text copies;
- **Permit Data:** any available data on number, type and location of entitlement and permits in the last ten years +, data on enforcement cases in terms of number, violation, location, and status; access to entitlements and PUD documents on an as-needed basis.
- **Facilities:** venues for community engagement meetings; digital monitors for engagement posters and other engagement activities with appropriate cables for connecting to iPad or similar device;
- **Staff Support:** While I intend to conduct in-person engagement and other key meetings, staff support to poster meeting flyers around Town and/or circulate meeting flyers amongst community leaders is needed.

# TOWN CODE UPDATE

TOWN OF PAONIA, COLORADO





Green Shadow will serve as Principal Planner and Project Manager of the Code Update detailed as follows:

### Task 1: Project Management

Green Shadow will be responsible for client and stakeholder coordination, project scheduling, facilitating meetings, preparing and circulating agendas and meeting minutes for client meetings, preparing and circulating monthly progress reports and invoices that document completed tasks and milestones as defined by the project management schedule and bills client no later than the 5th of each month.

### Task 2: Research & Analysis

Green Shadow will be responsible for conducting the analysis of existing codes and plans as part of an existing conditions assessment. The analysis will at minimum include:

- **Revisions Matrix.** A report of the findings assessing code conflicts, circular or missing references, zoning map changes, or other effective actions. Report to identify areas needing additional clarity and simplification particularly to improve enforcement, Town liability, and administrative burden, and provide initial recommendations for resolving items identified.
- **Plan Review.** A summary report of current and upcoming plans, including but not limited to the Comprehensive Plan, Housing Needs Assessment & Action Plan, and Hazard Mitigation Plan. The report will identify key points for alignment and implementation with initial recommendations for alignment and implementation in both the Town Code and the Town's Zoning Map, noting that some recommendations will include scope(s) of work currently outside this project's scope of work.
- **Resolutions & Ordinance Assessment.** A report of the findings and recommendations from review of all Town ordinances and resolutions with associated recommendations for rescinding obsolete resolutions and ordinances, revisions for legal defensibility, and recommendations for adoption as part of Town Code.

### Task 3: Code Development

Green Shadow will be responsible for proposing and developing draft codes on the basis of the findings from Task 2: Research and Analysis, particularly the Revisions Matrix and Plan Review. The conceptual development will occur in parallel to feedback and input from Staff, boards, and community engagement workshops. In doing so, the code update will be informed by robust engagement.

### Task 4: Community Engagement

Green Shadow will be responsible for conducting community engagement, integrating community feedback into the development of the Planning Code and Subdivision update(s), and documenting and reporting community feedback received. The community engagement effort will at minimum include:

- **Community Engagement Plan.** This document defines the engagement ethos and methodology, identifies marginalized community members profiles necessary for successful engagement, defines key engagement strategies, and states the intent and expected outcome of the engagement effort.
- **Community Engagement Meeting Materials.** Original graphic materials intended to quickly and simply communicate community vulnerability and recommended safety measures to facilitate meaningful and informative dialogue with the community. Materials will be digital where feasible and include posters and interactive materials that serve a dual purpose of communicating complex issues quickly and succinctly while also generating responses as to the appropriateness and efficacy of potential safety measures. External software, such as ArcGIS Story Maps or Mentimeter, will be used to collect and document community responses. (NOTE: Proposal shows cost option for printed materials for reference and review, but does not currently include print materials as a necessary component of community engagement.)
- **Community Engagement Outreach Effort.** The efforts made to raise awareness of the Town's Code Update project and its engagement efforts, such as social media push, pop ups at local events, and others. These will be both digital and in-person outreach meetings.
- **Community Engagement Meeting Facilitation.** The running of an in-person meeting where typically a brief presentation is given providing a project overview and introduction to the engagement activity, an original interactive engagement activity is provided that includes a structured method for discussion and feedback collection.
- **Community Engagement Report.** A summary report of the outreach efforts and community meetings conducted and provides an overview of the community reached, their responses to the information presented, and how the community response will inform the Code Update.

**Task 5: Public Hearings**

Green Shadow will be responsible for presenting (either in-person or online) the proposed Code Update to the Town Board, field any questions the board or public participants may have, and make appropriate adjustments or revisions as directed.

**Task 6: Final Code Update**

Green Shadow will be responsible for delivering the final text document and PDF format Code Update document as a result of the work done during the existing conditions analysis, community engagement, staff engagement, and board directives.



COST PROPOSAL

CLIENT:

Town of Paonia  
 Town Administrator, Stefen Wynn  
 P.O. Box 460 / 214 Grand Avenue  
 Paonia, CO 81428

PROJECT:

Town Code Update

CLIENT CONTACT:

Stefen Wynn, Town Administrator  
 stefenw@townofpaonia.com  
 paonia@townofpaonia.com

DESCRIPTION		CONTRACT		
		Units	Cost Per Unit	Deliverable Fees
<b>Task 1: Project Management</b>				<b>\$ 3,600.00</b>
1.1	Bi-Weekly Client Meetings	10	\$ 120.00	\$ 1,200.00
1.2	Monthly Progress Report & Project Milestones	5	\$ 480.00	\$ 2,400.00
<b>Task 2: Research &amp; Analysis</b>				<b>\$ 4,800.00</b>
2.1	Revisions Matrix	1	\$ 2,400.00	\$ 2,400.00
2.1	Plan Review	1	\$ 2,400.00	\$ 2,400.00
2.1	Resolutions + Ordinance Assessment	1	\$ 2,400.00	\$ 2,400.00
<b>Task 3: Concept Development</b>				<b>\$ 10,560.00</b>
3.1	Code Concepts & Code Development (Initial Recommendations to be brought to the community for feedback and input)	1	\$ 4,800.00	\$ 4,800.00
3.2	Draft Code Sections & Zoning Map Amendments	1	\$ 2,400.00	\$ 2,400.00
3.2.1	Staff Review & Associated Revisions	1	\$ 960.00	\$ 960.00
3.3	Draft Planning & Zoning Guidebook	1	\$ 2,400.00	\$ 2,400.00
<b>Task 4: Community Engagement</b>				<b>\$ 18,240.00</b>
4.1	Community Engagement Plan Document	1	\$ 480.00	\$ 480.00
4.2	Printed Graphic Materials for Community Meetings			
4.2.1	Posters (up to 6, 24x36 color mounted)	0	\$ 1,440.00	\$ -
4.2.2	Handouts (Capacity building postcards, Questionnaires, et al)	0	\$ 1,440.00	\$ -
4.2.3	Meeting Flyers (Printed-100 copies per batch)	0	\$ 1,440.00	\$ -
4.2.4	Printing Costs	0	\$ 1,500.00	\$ -
4.3	Digital Graphic Materials for Community Meetings			
4.3.2	Digital Graphics (Digital Flyers & Banners)	1	\$ 1,200.00	\$ 1,200.00
4.3.3	Interactive Web Content (survey or similar interactive feedback mechanism e.g. enCodePlus)	2	\$ -	\$ -

4.4	Community Engagement Outreach & Organization				
4.4.1	<i>Social Media (posting digital media content and promoting content)</i>	2	\$	1,200.00	\$ 2,400.00
4.4.2	<i>In-person events (pop-ups, et al)</i>	4	\$	1,200.00	\$ 4,800.00
4.4.3	<i>Online events (digital open house, et al)</i>	4	\$	1,200.00	\$ 4,800.00
4.4.4	<i>Posting Flyers (printed flyers in key community centers)</i>	4	\$	600.00	\$ 2,400.00
4.4	Community Engagement Meeting Facilitation	2	\$	960.00	\$ 1,920.00
4.5	Community Engagement Meeting Report	1	\$	720.00	\$ 720.00

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**Task 5: Draft Code & Refinement** **\$ 3,000.00**

5.1	Reviews & Associated Revisions				
5.3.1	<i>Revisions &amp; Refinements from Community Engagement</i>	1	\$	900.00	\$ 900.00
5.3.2	<i>Revisions &amp; Refinements from Legal Review</i>	1	\$	2,100.00	\$ 2,100.00
5.3.2	<i>Revisions &amp; Refinements from Staff Review</i>	1	\$	900.00	\$ 900.00
5.3.2	<i>Revisions &amp; Refinements from Town Board Review</i>	1	\$	900.00	\$ 900.00

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**Task 6: Final Code Update** **\$ 2,400.00**

6.1	Final Code & Zoning Map Amendments	1	\$	2,400.00	\$ 2,400.00
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**Task 7: Public Hearings** **\$ 2,880.00**

7.1	Planning Commission (Preparation, Materials & Facilitation)	1	\$	1,440.00	\$ 1,440.00
7.2	City Council (Preparation, Materials & Facilitation)	1	\$	1,440.00	\$ 1,440.00

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**Contract Total** **\$ 34,920.00**

CONTRACT TOTAL NOT TO EXCEED THIS AMOUNT: **\$ 38,000.00**



POC:  
 CAROLYN FAHEY  
 carolyn@greenshadow.org  
 720.233.6491

PAYABLE TO:  
 GREEN SHADOW LLC  
 Bank Name, Account # ####  
 ABA routing # ####



Project Name: **Municipal Code Revision**  
Contractor: **Sustainable Future**

**RFQ 2024-01 Municipal Code Revision**

Evaluation Criteria	Score	Possible Points	Comments on Score
<u>Qualifications</u> - Resumes, Similar-type projects, subcontractors and/or subconsultants	14	15	Lots of code & mgmt experience.
<u>Thoroughness and Completedness of Proposal</u>	10	10	
<u>Firm's workload and availability</u>	10	10	Seems open
<u>Demonstrated Familiarity with Issues Specific to Paonia</u>	20	20	
<u>Project Proposal</u>	18	20	Deadline extended to 2025.
<u>References</u>	10	10	
<u>Cost</u>	15	15	
<b>TOTAL</b> <sup>97</sup>		<b>100</b>	





April 17, 2024

The Town of Paoinia  
PROPOSAL EVALUATION

Project Name: Municipal Code Revision  
Contractor: Sustainable Future

RFQ 2024-01 Municipal Code Revision			
Evaluation Criteria	Score	Possible Points	Comments on Score
<u>Qualifications</u> - Resumes, Similar-type projects, subcontractors and/or subconsultants	15	15	Both Ms. Klusmire and Ms. Calcia have considerable municipal government and land use experience.
<u>Thoroughness and Completedness of Proposal</u>	10	10	included all things asked for and a secondary plan with reasoning for extension of the project
<u>Firm's workload and availability</u>	10	10	Smaller firm but the described workload seems to make us a priority
<u>Demonstrated Familiarity with Issues Specific to Paoinia</u>	20	20	Understood the problems the Code causes and understands the intricacy involved with a balance of community and staff comments and review
<u>Project Proposal</u>	20	20	thorough, clear and concise very easy to see where each stp begins and ends
<u>References</u>	10	10	
<u>Cost</u>	15	15	right on budget
<b>TOTAL</b> 100		<b>100</b>	

The Town of Paonia  
PROPOSAL EVALUATION

Project Name: Municipal Code Revision  
Contractor: SCA

**RFQ 2024-01 Municipal Code Revision**

Evaluation Criteria	Score	Possible Points	Comments on Score
<u>Qualifications</u> - Resumes, Similar-type projects, subcontractors and/or subconsultants	15	15	Lots of experience in the areas the Town needs.
<u>Thoroughness and Completedness of Proposal</u>	10	10	
<u>Firm's workload and availability</u>	10	10	Available and dedicated to project commitments & deadlines.
<u>Demonstrated Familiarity with Issues Specific to Paonia</u>	20	20	
<u>Project Proposal</u>	20	20	
<u>References</u>	10	10	
<u>Cost</u>	15	15	Comes in slightly under budget.
<b><u>TOTAL</u></b> 100		100	



The Town of Paonia  
PROPOSAL EVALUATION

Project Name: **Municipal Code Revision**  
Contractor: **SCA**

**RFQ 2024-01 Municipal Code Revision**

Evaluation Criteria	Score	Possible Points	Comments on Score
<u>Qualifications</u> - Resumes, Similar-type projects, subcontractors and/or subconsultants	15	15	Firm has AICP - CP staff that will work on the proposal and are familiar with Western Slope Issues
<u>Thoroughness and Completedness of Proposal</u>	10	10	Proposed Phases, and Gantt Chart is helpful to understand the schedule of the project.
<u>Firm's workload and availability</u>	10	10	
<u>Demonstrated Familiarity with Issues Specific to Paonia</u>	18	20	See Notes Below for additional information on why there was a lessor amount given.
<u>Project Proposal</u>	20	20	The community outreach portion of the proposal is incredibly helpful.
<u>References</u>	10	10	References were provided on each project experience area.
<u>Cost</u>	15	15	\$37,800 is less than the amounts discussed within the RFP.
<b>TOTAL</b> 98		<b>100</b>	

Consulting Firm proposes a robust, collaborative effort with interests in Town and with Delta County. Engagement and feedback proposal with Residents is tailored to exactly what Paonia needs, in my opinion. SCA is designated by DOLA as service provider for the Community and Main Street Program. Although Angela Kemp has experience in Delta County and has worked on issues within the North Fork, the majority of experience for the firm is within the Roaring Fork. The community has been very clear that Paonia does not want to become the Roaring Fork - that said, the firm's experience in preservation is strong and their approach to community engagement is exactly what this project needs to be successful.

April 17, 2024

The Town of Paonia  
PROPOSAL EVALUATION

Project Name: Municipal Code Revision  
Contractor: SCA

<b>RFQ 2024-01 Municipal Code Revision</b>			
Evaluation Criteria	Score	Possible Points	Comments on Score
<u>Qualifications</u> - Resumes, Similar-type projects, subcontractors and/or subconsultants	12	15	I like that they are qualified in affordable housing development and planning and environmental conservation however most of their expertise seems to be in
<u>Thoroughness and Completeness of Proposal</u>	9	10	I think they were thorough but I feel like this is more of an update proposal than a . your code is a hot mess let's fix it proposal
<u>Firm's workload and availability</u>	10	10	<b>Their timeline seems solid</b>
<u>Demonstrated Familiarity with Issues Specific to Paonia</u>	17	20	Comp plan and new mayor were referenced in proposal as well as Chapter 16 and 18 but I didn't see anything that zoomed in on the fact that the WHOLE co
<u>Project Proposal</u>	19	20	Proposal looks great but my other comments cover the possibility that the proposal might be focused different than needed
<u>References</u>	10	10	I have no doubt that as a planning firm and the revisions and updates they need to do for those project are stellar
<u>Cost</u>	14	15	Their proposed fee is good but seems there is a chance of extra billables as they dig into the Code, I could be wrong though
<b>TOTAL</b> 91		<b>100</b>	
<p>Very impressive proposal, qualifications and references and I would be honored to work with them but I am not sure that the 'issues specific to Paonia' is on point and knowing how important this Code Rewrite is to all of our goals and day-to-day jobs, and the amount of work it is likely to generate...I wonder if the proposal and cost would require change once the project started.</p>			



Project Name: **Municipal Code Revision**  
Contractor: **Lisa Voorhis**

**RFQ 2024-01 Municipal Code Revision**

Evaluation Criteria	Score	Possible Points	Comments on Score
<u>Qualifications</u> - Resumes, Similar-type projects, subcontractors and/or subconsultants	10	15	Vague, no details/dates.
<u>Thoroughness and Completedness of Proposal</u>	5	10	No mention of public outreach, very generalized.
<u>Firm's workload and availability</u>	5	10	Sole proprietor.
<u>Demonstrated Familiarity with Issues Specific to Paoinia</u>	10	20	Did not express or explain any knowledge of area.
<u>Project Proposal</u>	15	20	Very vague and does not provide any outline of what will be done & how.
<u>References</u>	0	10	None provided.
<u>Cost</u>	15	15	Stated not to exceed \$38k
<b><u>TOTAL</u></b> 60		100	







The Town of Paoinia  
PROPOSAL EVALUATION

Project Name: **Municipal Code Revision**  
Contractor: **Green Shadow**

**RFQ 2024-01 Municipal Code Revision**

Evaluation Criteria	Score	Possible Points	Comments on Score
<u>Qualifications</u> - Resumes, Similar-type projects, subcontractors and/or subconsultants	13	15	Some code writing experience, fairly new company.
<u>Thoroughness and Completedness of Proposal</u>	10	10	
<u>Firm's workload and availability</u>	8	10	Sole proprietor, possible new hire.
<u>Demonstrated Familiarity with Issues Specific to Paoinia</u>	18	20	General understanding of issues facing municipalities on the Wester Slope.
<u>Project Proposal</u>	18	20	States not making a profit, for personal interests. May not prioritize properly.
<u>References</u>	10	10	
<u>Cost</u>	14	15	Comes in on budget, but potential to go over.
<b>TOTAL</b> <sup>91</sup>		<b>100</b>	



The Town of Paonia  
PROPOSAL EVALUATION

Project Name: **Municipal Code Revision**  
Contractor: **Green Shadow**

**RFQ 2024-01 Municipal Code Revision**

Evaluation Criteria	Score	Possible Points	Comments on Score
<u>Qualifications</u> - Resumes, Similar-type projects, subcontractors and/or subconsultants	13	15	Significant experience in land use planning and resilience planning
<u>Thoroughness and Completedness of Proposal</u>	10	10	
<u>Firm's workload and availability</u>	10	10	Paonia's Code revision project will be the top of the consultant's priority
<u>Demonstrated Familiarity with Issues Specific to Paonia</u>	18	20	Firm has considerable experience with Delta County, and the Roaring Fork
<u>Project Proposal</u>	20	20	Proposal Tasks, timeline and cost for each task is exactly what was needed.
<u>References</u>	10	10	
<u>Cost</u>	15	15	
<b>TOTAL</b> <sup>96</sup>	<b>100</b>		

Firm has significant experience in planning, but will rely heavily on Town Attorney for legality and guidance. Firm has significant experience with Delta County and the Roaring Fork, but it isn't clear if the North Fork issues and those specific to Paonia are known.

