



GRAND LAKE BOARD OF TRUSTEES WORKSHOP AND MEETING AGENDA

Monday, July 14, 2025 at 4:30 PM

Town Hall Board Room – 1026 Park Avenue

*The Town of Grand Lake upholds the Six Pillars of Character:
Citizenship, Trustworthiness, Respect, Responsibility, Fairness and Caring*

Please join my meeting from your computer, tablet or smartphone.

<https://us06web.zoom.us/j/87615813936>

You can also dial in using your phone.

United States: 719-359-4580

Meeting ID: 876 1581 3936

WORK SESSION 4:30 PM

1. Call to Order
2. Roll Call
3. Conflicts of Interest
4. Items of Discussion
 - A. Facility Tour

EVENING MEETING 6:00 PM

1. Call to Order
2. Pledge of Allegiance
3. Announcements
4. Roll Call
5. Conflicts of Interest
6. Manager's Report
 - A. July 14, 2025
7. Public Comments (Limited to 3 Minutes)
8. Consent Agenda
 - A. Accounts Payable- July 14, 2025

9. Items of Discussion

- A. Consideration to Approve a Permit Application and Report of Changes Regarding the Modification of Premises Submitted by Firefly Pizzeria
- B. **QUASI JUDICIAL (PUBLIC HEARING)** Consideration of Resolution 30-2025, Setting Certain Fees for the Grand Lake Area Historical Society's Special Event, "Community Picnic", on August 17, 2025, From 5:00 PM to 9:00 PM
- C. **QUASI JUDICIAL (PUBLIC HEARING)** Special Use Permit & Special Event Permit Approval Needed for: Camping, Parking, and Noise Ordinances for the Colorado Headwater Festival, July 9-12, 2026.
- D. Consideration to Approve a New Special Event Permit and Resolution 31-2025, a Resolution Setting Certain Fees for Colorado Aerolabs "Pirate Duck Flotilla" Event on July 18, 2025
- E. Consideration to Approve a New Special Event Permit and Resolution 32-2025, Setting Certain Fees for Juniper Library's "LA Wildfire Movie Night" Event on July 23, 2025
- F. Administrative Design Review Summary- Informational Item for the Board of Trustees Regarding Staff's Administrative Review of a Commercial Mixed-Use Project Located on Lots 1 through 4, Block 3 Town of Grand Lake, more commonly known as 1128 Park Avenue (Space to Create) for Compliance with the Town of Grand Lake Design Standards
- G. Consideration of Rezoning Petition and Amendment to the Official Zoning Map for the Town-owned Property Located on Lots 1 through 4, Block 3 Town of Grand Lake, more commonly known as 1128 Park Avenue
- H. Mary Drive Parking Use

10. Future Items for Consideration

11. Mayor's Report

12. Adjourn Meeting



MEMORANDUM

Meeting Date: 7/14/2025

To: Town of Grand Lake Board of Trustees
From: Steve Kudron, Town Manager

Re: Town Facilities Tour

Trustees:

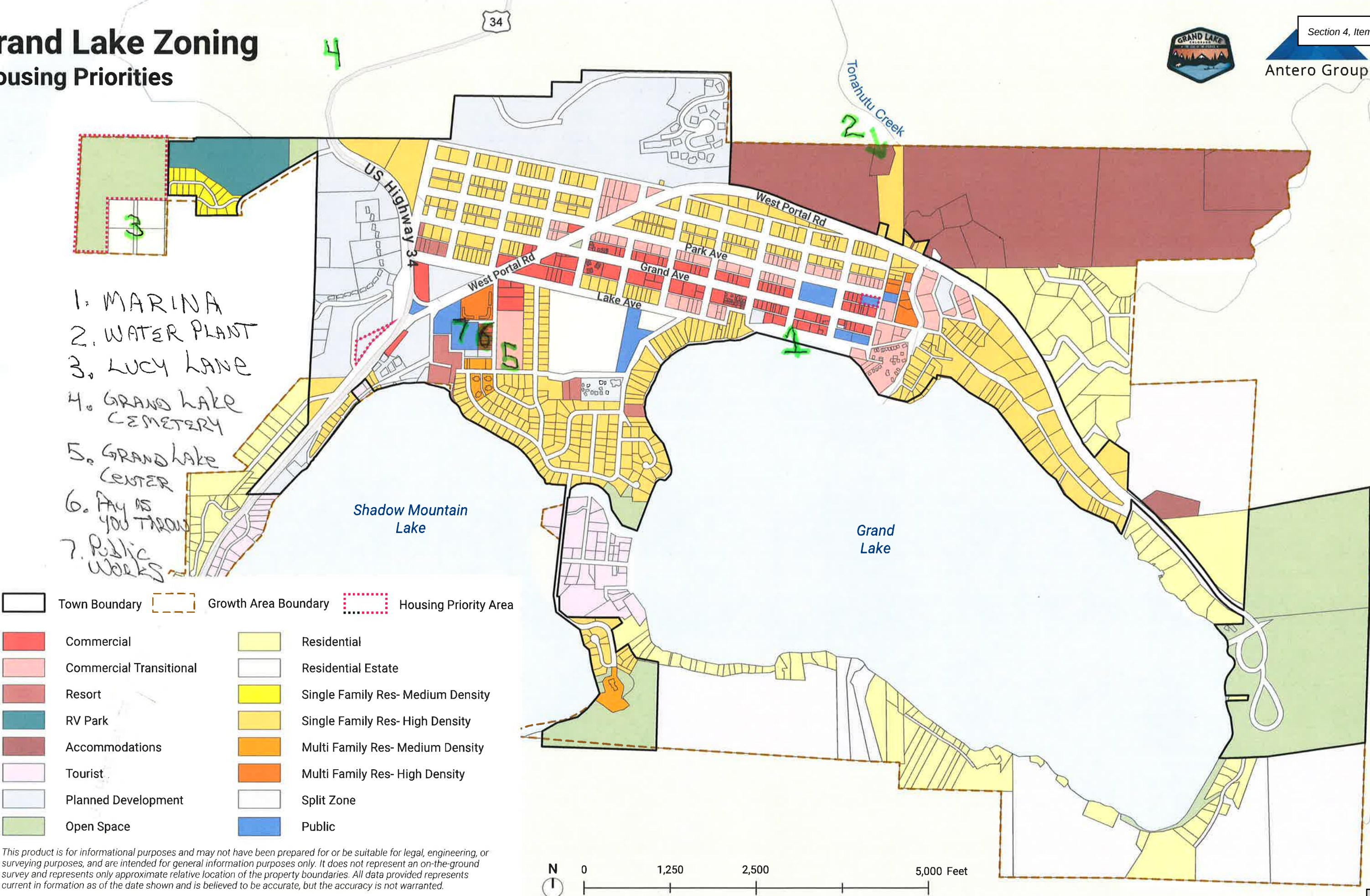
Over the last 10 years the Town has invested in improvements to many of the Town's physical assets. This includes improvements for our water, streets, future growth, equipment, community health and the town's general appearance.

For today's Workshop I have arranged a tour of our Town's facilities. We will visit the following Town facilities and improvements. While each stop will be short (5-10 minutes), these impressions may help to guide your priorities as we begin to consider the 2026 budget.

Included is a Town map with the sites highlighted.

Grand Lake Zoning

Housing Priorities



- 1. MARINA
- 2. WATER PLANT
- 3. LUCY LANE
- 4. GRAND LAKE CEMETERY
- 5. GRAND LAKE CENTER
- 6. ANY AS YOU THROW
- 7. PUBLIC WORKS

	Town Boundary		Growth Area Boundary		Housing Priority Area
	Commercial		Residential		
	Commercial Transitional		Residential Estate		
	Resort		Single Family Res- Medium Density		
	RV Park		Single Family Res- High Density		
	Accommodations		Multi Family Res- Medium Density		
	Tourist		Multi Family Res- High Density		
	Planned Development		Split Zone		
	Open Space		Public		

This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes, and are intended for general information purposes only. It does not represent an on-the-ground survey and represents only approximate relative location of the property boundaries. All data provided represents current in formation as of the date shown and is believed to be accurate, but the accuracy is not warranted.





MANAGER UPDATE

Meeting Date: 7/14/2025

To: Town of Grand Lake Board of Trustees
From: Steve Kudron, Town Manager



Mountain Avenue Parking Additions

Town’s Public Works completed striping for parking on Mountain Avenue. A total of 32 spaces were added. Public Works will be refreshing all parking spaces in the coming week.

Bennington Rental Boat Delivery

The Town completed the purchase of a 20’ Bennington SLRX pontoon for the Marina Enterprise. Toon it for town staff was taken out for three days during the first week to help with break in hours prior to rental. All departments enjoyed their time on the boat and it provided great use during the 4th holiday weekend



July 4th Activities

The Town’s busiest weekend lived up to the hype in 2025. More than 21,000 visitors have been calculated for the day of the 4th. The number was 68 less than last year, the Town’s all-time record. Rotary’s 50th annual Pancake was a great success and raised money for community causes. Businesses

reported great sales and the crowds seemed to be well managed. The beach area was packed all day, with no one leaving before the fireworks capped the day at 10pm. A big thanks to Public Works, Grand County EMS, Grand County Sheriffs Office and everyone who made the day a wonderful success. Thanks to our Mayor Pro tem for coordinating the Flyover!



Pavement Repair Update

Public Works was asked to provide an updated estimate for repairs on Cairns Ave. To do the additional work will cost an additional \$44,000. Staff doesn't believe the cost is warranted at this time. The Board should give guidance to staff, however.

Veteran's Memorial Cottonwood Tree

On July 6, 2025 an extreme wind gust toppled the healthy tree located in Veteran's Memorial Park. Public Works was quick on the scene to close the road and protect against incident. On Monday, the tree was removed with the Assistance of Grand Lake Fire's wildland team. A real team effort got the tree removed in less than a day. The American Legion has offered to purchase a replacement tree. The Town is discussing the details of the type and size of replacement.



Cemetery Updates:

On July 8, 2025, an extreme wind gust toppled a tree located in the East section of the cemetery. Public Works removed the tree with the permission of the National Park the following day to clear the hazard. Fortunately, no trees or memorials were damaged.

Marquee Update:

Substantial work has been completed on the new Town Marquee. The last animal, the elk, was placed today. Lunsford Signs in Hot Sulphur is working on the final signage component.



Upcoming Event Highlights:

7/25/25: Senior Lunch and Learn – Grand Lake Community House

7/16 & 7/23. 2025 – Summer Concert Series in Town Square Park

7/17/25 – Stories, Songs and S'mores at the Cottage Court History Park

7/18/2025 – Pirate Duck Flotilla at Headwaters Marina to benefit Colorado Aerolab school programs

7/20/2025 – CDT Gateway Community Designation Day at Town Square Park

7/26/25 – Bluegrass Concert at the Grand Lake Center

For all the great events happening in Grand Lake as well as Rocky Mountain Folk School classes, check out the May newsletter on the Town's website.

Next Board Meeting: July 28, 2025



To: Mayor Bergquist & Trustees

Date: July 14, 2025

RE: Accounts Payable- July 14, 2025

BACKGROUND:

At every Board meeting, the Town Board of Trustees approves the accounts payable.

FISCAL NOTE

Accounts Payable documents were provided to the board as a table setting at the July 14, 2025, meeting.

STAFF RECOMMENDATION

Approve

SUGGESTED MOTIONS

I make a motion to approve/(deny) the accounts payable for July 14, 2025.



July 14, 2025

Applicant: Firefly Pizzeria
Presented By: Alayna Carrell, Town Clerk
RE: Permit Application & Report of Changes- Modification of Premises

Introduction: An application for Modification of Premises was received from Firefly Pizzeria, with supporting documentation.

The request is to expand their liquor license boundaries to include 828 Grand Avenue, Suite 2.

Legal Requirements:

In making its decision with respect to any proposed changes, alterations or modifications, the licensing authority must consider whether the premises, as changed, altered or modified, will meet all the pertinent requirements of the Colorado Liquor or Beer Codes and related regulations. Factors to be considered by the licensing authority shall include, but not be limited to, the following:

1. The reasonable requirement of the neighborhood and the desires of the adult inhabitants.
2. The possession, by the licenses, of the changed premises by ownership, lease, rental, or other arrangement
3. Compliance with the applicable zoning laws of the municipality, city and county or county.
4. Compliance with the distance prohibition in regard to any public or parochial school or the principal campus of any college, university, or seminary
5. The legislative declaration that the Colorado Liquor and Beer Codes are an exercise of the police powers of the state for the protection of the economic and social welfare and the health, peace, and morals of the people of this state.

If permission to change, alter or modify the licensed premises is denied, the licensing authority shall give notice in writing and shall state grounds upon which the application was denied. The licensee shall be entitled to a hearing on the denial if a request in writing is made to the licensing authority within fifteen (15) days after the date of notice.

Motion:

I move to approve/deny the permit application and the report of changes regarding the modification of premises submitted by Firefly Pizzeria.

Town of Grand Lake
 1026 Park Avenue
 P.O. Box 99
 Grand Lake, CO 80447

Permit Application and Report of Changes

All Answers Must Be Printed in Black Ink or Typewritten

Applicant is a ☐ Corporation ☐ Individual ☐ Partnership ☒ Limited Liability Company

License Number

03-17708

Name of Licensee

Firefly Wood Fired Cuisine, LLC

Trade Name of Establishment (DBA)

Firefly Pizzeria

Address of Premises (specify exact location of premises)

428 Grand Ave. Suite 2 & 3

City

Grand Lake

County

Grand

State

CO

ZIP Code

80447

Business Email Address

Business Phone Number

Select the Appropriate Section Below and Reference the Instructions on Page 1.

Section A – Manager

- ☐ Manager's Registration (Hotel & Restaurant)..... \$30.00
- ☐ Manager's Registration (Tavern)..... \$30.00
- ☐ Manager's Registration (Lodging Facility)..... \$30.00
- ☐ Manager's Registration (Entertainment Facility)..... \$30.00
- ☐ Change of Manager (Other Licenses pursuant to section 44-3-301(8), C.R.S.)..... No Fee

Please note that Manager's Registration for Hotel & Restaurant, Lodging Facility, Entertainment Facility, and Tavern licenses requires a local fee with submission to the local licensing authority as well. Please reach out to local licensing authorities directly regarding local processing and fees.

Section B – Duplicate License

- ☐ Duplicate License \$50.00

Section C

Section 9, Item A.

- ☐ Retail Warehouse Storage Permit (each)..... \$100.00
- ☐ Wholesale Branch House Permit (each)..... \$100.00
- ☐ Change Corporation or Trade Name Permit (each)..... \$50.00
- ☐ Change Location Permit (each)..... \$150.00
- ☐ Noncontiguous or Primary Manufacturing Location Change..... \$150.00
- ☒ Change, Alter or Modify Premises.....\$150.00 x Total Fee:
- ☐ Addition of Optional Premises to Existing Hotel/Restaurant.....\$100.00 x Total Fee:
- ☐ Addition of Related Facility to an Existing Resort or Campus Liquor Complex.....\$160.00 x Total Fee:
- ☐ Campus Liquor Complex Designation..... No Fee
- ☐ Sidewalk Service Area..... \$75.00

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

Date License Issued	License Account Number	Period

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

Total Amount Due..... \$

Retail Warehouse Storage Permit or a Wholesalers Branch House Permit☐ **Retail Warehouse Permit for:**☐ On-Premises Licensee (Taverns, Restaurants etc.)☐ Off-Premises Licensee (Liquor stores)☐ **Wholesalers Branch House Permit**

Address of Storage Premises

City

County

ZIP Code

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

Attach a detailed diagram of the storage premises.

Change Trade Name or Corporate Name☐ Change of Trade Name/DBA only☐ Corporate Name Change (Attach the following supporting documents)

1. Certificate of Amendment filed with the Secretary of State, or
2. Statement of Change filed with the Secretary of State, and
3. Minutes of Corporate meeting, Limited Liability Members meeting, Partnership agreement.

Old Trade Name

New Trade Name

Old Corporate Name

New Corporate Name

Change of Location

Section 9, Item A.

Note to Retail Licensees: An application to change location has a local application fee of \$750 payable to your local licensing authority. You may only change location within the same jurisdiction as the original license that was issued. Pursuant to 44-3-311(1) C.R.S. Your application must be on file with the local authority thirty (30) days before a public hearing can be held.

Date filed with Local Authority

Date of Hearing

Address of current premises.

Address

City

County

ZIP Code

Address of proposed New Premises

(Attach copy of the deed or lease that establishes possession of the premises by the licensee)

Address

City

County

ZIP Code

New mailing address if applicable.

Address

City

County

State

ZIP Code

Attach detailed diagram of the premises showing where the alcohol beverages will be stored, served, possessed or consumed. Include kitchen area(s) for hotel and restaurants.

Noncontiguous or Primary Manufacturing Location Change

Section 9, Item A.

Select the option that applies to your situation:

- ☐ Make a current Primary Manufacturing Location (Location 1) into a Noncontiguous Location (Location 2); **or**
- ☐ Make a current Noncontiguous Manufacturing Location (Location 1) into a Primary Manufacturing Location (Location 2).

Address of Location 1:

Address

City

County

ZIP Code

Address of Location 2:

Address

City

County

ZIP Code

Change of Manager

Change of Manager or to **Register the Manager** of a Tavern, Hotel and Restaurant, Lodging Facility and Entertainment Facility liquor license or licenses pursuant to section 44-3-301(8), C.R.S.

Change of Manager

Former Manager's Name

New Manager's Name

Date of Employment

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

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

If yes, give name and location of establishment

Modify Premises or Addition of Optional Premises, Related Facility, or Sidewalk Service Area

Section 9, Item A.

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

(a) Describe change proposed

Expansion of Business Location into 828 Grand Ave. #2 and Plaza area outlined on exhibit "A". Total Sq Ft. 4044.

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

Start (month/day/year)

End (month/day/year)

Note: The total state fee for temporary modification is \$300.00

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

☐ Yes

☒ No

(If yes, explain in detail and describe any exemptions that apply)

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

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

☒ Yes

☐ No

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

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

(h) For the addition of a Sidewalk Service Area per Regulation 47-302(A)(4), 1 C.C.R. 203-2, include documentation received from the local governing body authorizing use of the sidewalk. Documentation may include but is not limited to a statement of use, permit, easement, or other legal permissions.

Campus Liquor Complex Designation

Section 9, Item A.

An institution of higher education or a person who contracts with the institution to provide food services
I wish to designate my existing:

Liquor License Type

Liquor License Number

to a Campus Liquor Complex..... ☐ Yes ☐ No

Additional Related Facility

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

Address of Related Facility

Address

City

State

ZIP Code

Outlined diagram provided..... ☐ Yes ☐ No

Oath of Applicant

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

Print Name

Title

Mark Consiglio

Owner

Electronic signature is not accepted, physical signature is required.

Date (MM/DD/YY)

Mark Consiglio

07/08/25

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

The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the applicable provisions of Title 44, Articles 4 and 3, C.R.S., as amended. Therefore, This Application is Approved.

Local Licensing Authority (City or County)

Date filed with Local Authority

Electronic signature is not accepted, physical signature is required.

Title

Date (MM/DD/YY)

Report of State Licensing Authority

The foregoing has been examined and complies with the filing requirements of Title 44, Article 3, C.R.S., as amended.

Electronic signature is not accepted, physical signature is required.

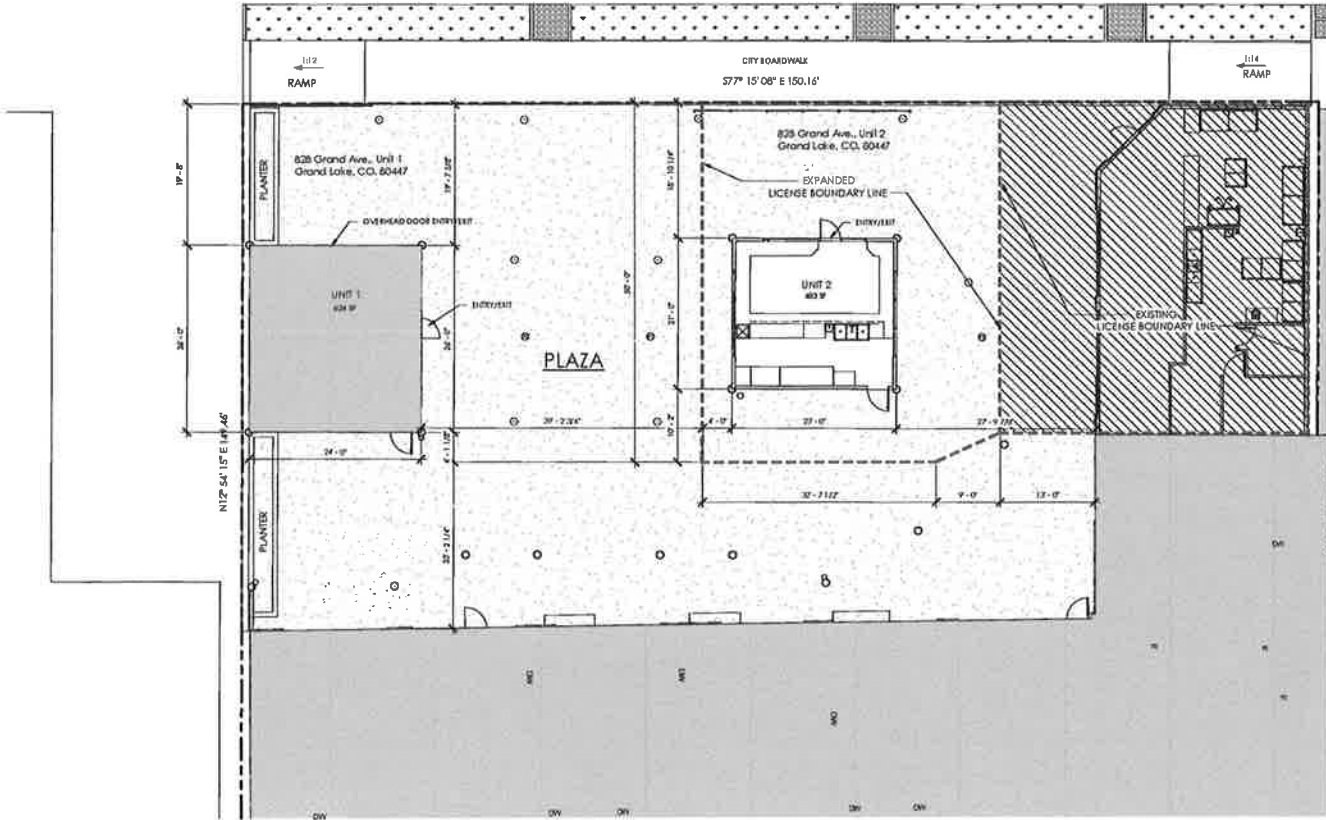
Title

Date (MM/DD/YY)

Exhibit A

GRAND AVE.

TOTAL SF OF EXISTING AND EXPANDED
LICENSE BOUNDARY = 4,044 SF



1 PLAZA SITE PLAN
SCALE 1/8" = 1'-0"

MIXED USE
BOARDWALK PLAZA
828 GRAND AVENUE

PROJECT #16-098
DRAWING TITLE
PLAZA SITE PLAN
DATE: 7-9-25
DRAWN: MP CHECKED: JVS
ISSUE RECORD DATE
10/14/25

The information shown on this document is for informational purposes only. It is not intended to be used for any other purpose without the prior consent of Limestone Design Group.

L ODESTONE
DESIGN GROUP

A0.1



To: Mayor Bergquist & Town Trustees

From: Alayna Carrell, Town Clerk

RE: SPECIAL EVENT LIQUOR PERMIT APPLICATION & RESOLUTION 30-2025, A RESOLUTION SETTING CERTAIN FEES FOR A SPECIAL EVENT LIQUOR PERMIT FOR GRAND LAKE AREA HISTORICAL SOCIETY'S SPECIAL EVENT, "COMMUNITY PICNIC", ON AUGUST 17, 2025, FROM 5:00 PM TO 9:00 PM

BACKGROUND:

Grand Lake Area Historical Society continues their annual "Community Picnic" on Saturday, August 17, 2025, from 5:00 PM to 9:00 PM at History Park.

The request is to waive the \$100.00 special event liquor permit fee as they are non-profit organization.

When reviewing the application, the Board of Trustees is to consider the following for approval:

44-5-102. Qualifications for permit. (1) A special event permit issued under this article 5 may be issued to:

(a) An organization, whether or not presently licensed under articles 3 and 4 of this title 44, that:

(I) Has been incorporated under the laws of this state for purposes of a social, fraternal, patriotic, political, educational, or athletic nature, and not for pecuniary gain;

(II) Is a regularly chartered branch, lodge, or chapter of a national organization or society organized for the purposes specified in subsection (1)(a)(I) of this section and is nonprofit in nature;

(III) Is a regularly established religious or philanthropic institution; or

(IV) Is a state institution of higher education;

(b) A political candidate who has filed the necessary reports and statements with the secretary of state pursuant to article 45 of title 1; or

(c) Any municipality, county, or special district.

(2) Repealed.

(3) Notwithstanding any law to the contrary, and subject to this article 5, the state or local licensing authority may issue a special event permit to a state



agency, the Colorado wine industry development board, created in section 35-29.5-103, or an instrumentality of a municipality or county that promotes:

- (a) Alcohol beverages manufactured in the state; or*
- (b) Tourism in an area of the state where alcohol beverages are manufactured.*

When reviewing the application, the Board of Trustees can deny the application for the following:

44-5-106. Grounds for denial of special permit.

- (1) The state or local licensing authority may deny the issuance of a special event permit upon the grounds that the issuance would be injurious to the public welfare because of the nature of the special event, its location within the community, or the failure of the applicant in a past special event to conduct the event in compliance with applicable laws.**
- (2) Public notice of the proposed permit and of the procedure for protesting issuance of the permit shall be conspicuously posted at the proposed location for at least ten days before approval of the permit by the local licensing authority.**

FISCAL NOTE

To date we have waived no fees for a special event liquor permit for the Grand Lake Area Historical Society.

SUGGESTED MOTIONS

I make a motion to approve/(deny) a SPECIAL EVENT LIQUOR PERMIT APPLICATION & RESOLUTION 30-2025, A RESOLUTION SETTING CERTAIN FEES FOR A SPECIAL EVENT LIQUOR PERMIT FOR GRAND LAKE AREA HISTORICAL SOCIETY'S SPECIAL EVENT, "COMMUNITY PICNIC", ON AUGUST 17, 2025, FROM 5:00 PM TO 9:00 PM

**TOWN OF GRAND LAKE
BOARD OF TRUSTEES
RESOLUTION NO. 30-2025**

**A RESOLUTION SETTING CERTAIN FEES FOR THE GRAND LAKE AREA HISTORICAL
SOCIETY’S SPECIAL EVENT, “COMMUNITY PICNIC”, ON AUGUST 17, 2025,
FROM 5:00 PM TO 9:00 PM**

WHEREAS, Grand Lake Area Historical Society has scheduled a special event, “Community Picnic”, August 17, 2025; and,

WHEREAS, the fee for a special event liquor permit is set at \$100.00; and,

WHEREAS, the Board of Trustees has the authority pursuant to Colorado State Statute § 31-15-901 (1) (c) and Section 2-3-2 of the Municipal Code to adopt a resolution waiving the Town fee; and,

WHEREAS, upon consideration of staff comments and discussion amongst the Board members themselves, the Board concluded that waiving the special event liquor permit fee is in the best interests of the Town and its citizens;

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF GRAND LAKE, COLORADO:

THAT, the Board hereby waives the \$100.00 special event liquor permit fee for the Grand Lake Area Historical Society’s special event, “Community Picnic”, to be held August 17, 2025.

**DULY MOVED, SECONDED, AND ADOPTED BY THE BOARD OF TRUSTEES OF
THE TOWN OF GRAND LAKE THIS 14th DAY OF JULY 2025.**

Votes Approving:
Votes Opposing:
Votes Abstaining:
Absent:

(SEAL)

ATTEST:

Alayna Carrell, Town Clerk

Christina Bergquist, Mayor

JUN 16 2025

DR 8439 (08/12/24)
COLORADO DEPARTMENT OF REVENUE
Liquor Enforcement Division
PO BOX 17087
Denver CO 80217-0087
(303) 205-2300

Departmental Use

Section 9, Item B.

Application for a Special Events Permit

Liquor Permit Number (Do Not Fill Out)

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

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

LIAB Type of Special Event Applicant is Applying for:

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

Name of Applicant Organization or Political Candidate

State Sales Tax Number (Required)

Grand Lake Area Historical Society

Mailing Address of Organization or Political Candidate

City

State ZIP Code

Grand Lake

CO

80447

Address of Place to Have Special Event

725 Lake Avenue, off Vine St.

City

State ZIP Code

Grand Lake

CO

80447

Authorized Representative of Qualifying Organization or Political Candidate

Elin Capps

Date of Birth (MM/DD/YY)

Phone Number

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

City

State ZIP Code

Event Manager

Layla Schnacke

Date of Birth (MM/DD/YY)

Phone Number

Event Manager Home Address

City

State

ZIP Code

Email Address of Event Manager

1. Is the place to have the Special Event located on State-owned property?
☐ Yes ☒ No
2. Has Applicant Organization or Political Candidate been issued a Special Event Permit this Calendar Year?
☒ No ☐ Yes, How many days?
3. Is the premises for which your event is to be held currently licensed under the Colorado Liquor or Beer codes?
☐ No ☐ Yes, License Number
4. Does the Applicant Have Possession or Written Permission for the Use of The Premises to be Licensed?
☒ Yes ☐ No
5. For Chambers of Commerce - Each member who holds a retail establishment permit attests they are not exercising the privileges of the retail establishment permit for the duration of the SEP days.
☐ Yes ☐ No
6. For Chambers of Commerce - Please list all members participating in the SEP.

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

Section 9, ItemB.

Date

August 17, 2025

From:

5:00 PM

To:

9:00 PM

Date

Date

From:

To:

Date

From:

To:

Date

From:

To:

Date

From:

To:

Date

From:

To:

Date

From:

To:

Date

From:

To:

Date

From:

To:

Date

From:

To:

Date

From:

To:

Date

From:

To:

Date

From:

To:

Date

From:

To:

Date

From:

To:

Oath of Applicant

Section 9, Item B.

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

Title

Elin Capps, GLAHS Board Secretary

Signature

Date (MM/DD/YY)

06/16/25

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

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

Therefore, this Application is Approved.

Local Licensing Authority (City or County)

☐ City ☐ County

Telephone Number of City/County Clerk

Title

Signature

Date (MM/DD/YY)

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

Liability Information

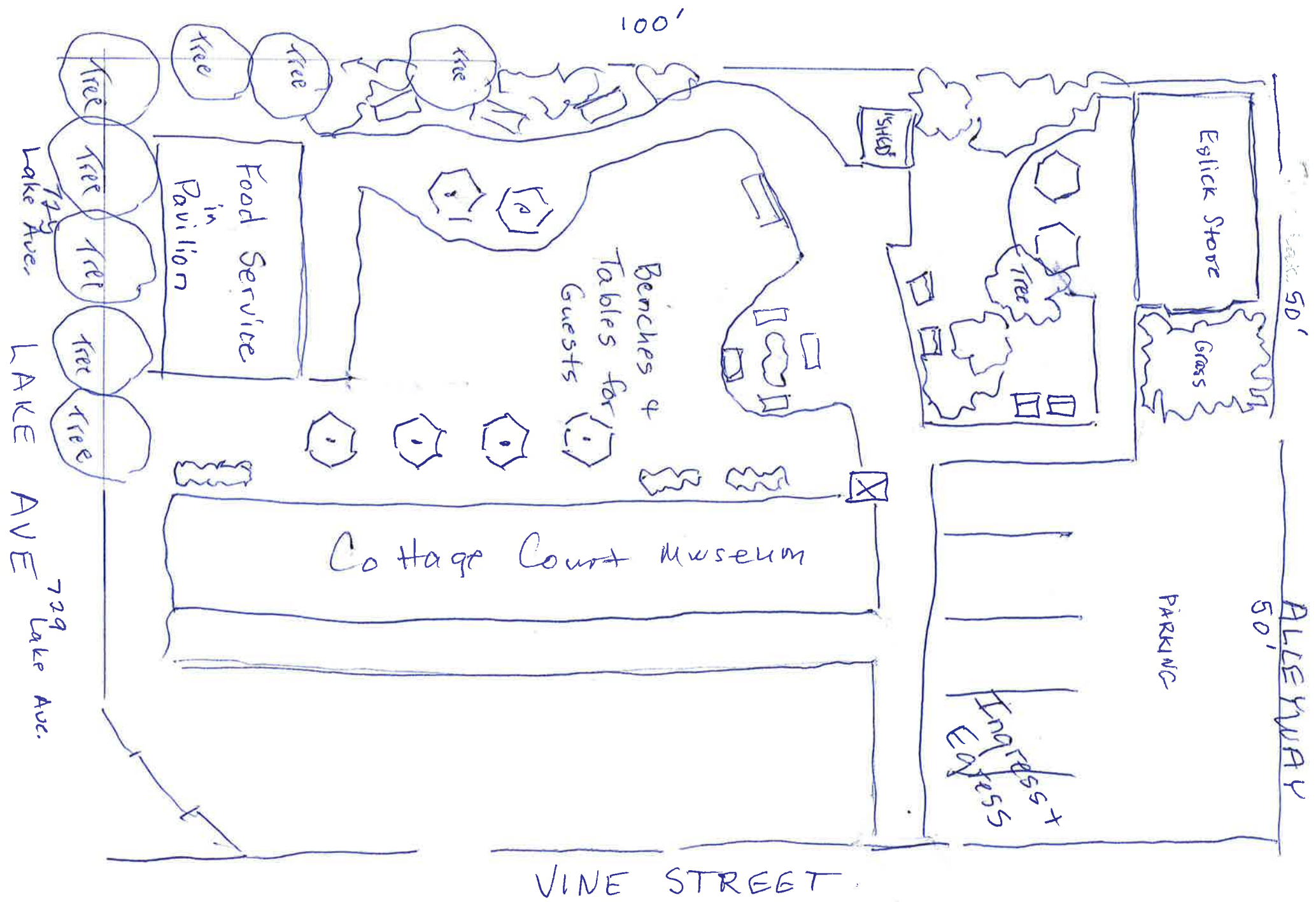
License Account Number

Liability Date

State

Total

-750 (999) \$.00





DATE: 07/14/2025

TO: Mayor Bergquist & Board of Trustees

FROM: Brian Kracke/Code Enforcement Officer & Permit Technician, Administration

RE: Continuanace

This serves as a continuation of the discussion initiated at the April 28, 2025, Board of Trustees meeting concerning the proposed allowance of camping on designated public and private property within the municipal limits of the Town of Grand Lake in conjunction with the Colorado Headwaters Music Festival, scheduled for July 9-12, 2026. At the aforementioned meeting, the Board of Trustees requested public input regarding said camping provisions. In accordance with applicable regulations, a public notice was duly published in the SkyHi News on July 2, 2025, and direct mailings were dispatched to all residences and businesses situated within a two-hundred (200) foot radius of the delineated proposed camping sites.

SUBJECT: Special Use Permit & Special Event Permit approval needed for: Camping, Parking and Noise Ordinances for the Colorado Headwater Festival, July 9-12, 2026.

Purpose:

This memo provides an overview of three key municipal code variances needed to be approved for the Colorado Headwaters Festival to be held on July 9-12, 2026, specifically regarding camping & parking on public property and unnecessary noise variances, for the Board of Trustees' information and consideration.

Background:

The following ordinances were enacted to maintain public order and ensure the well-being of residents and visitors within the Town of Grand Lake.

- Yarmony Music LLC is requesting a variance to the Town of Grand Lake Municipal code (7-1-16), allowing the music event to end at 11:00 pm as opposed to the 10:00 pm curfew outlined in the Municipal Code.
- Yarmony Music LLC is requesting a variance to the Town of Grand Lake Municipal code (7-6-15), allowing the festival attendees to camp on public & private spaces:
 - The Trinity Church in the Pines, 604 Lake Ave., horse pasture south-east of the church – Approved by Pastor David Heil
 - The Grand Lake Rec Center baseball field/playground, 610 Center Dr., needs BOT approval
- Yarmony Music LLC is requesting a variance to the Town of Grand Lake Municipal code (7-10-2), allowing the festival attendees to park on public & private spaces:
 - On street parking throughout town
 - RV parking - 1128 Park Ave. – Park Ave./Handcock St.
 - Water Tank - County Rd. 663 – North Inlet Trail Head

Summary of Municipal Codes:

7-1-16 - Unnecessary Noise.

- (A) Public and Private Places: It shall be unlawful for any person to make, continue or cause to be made or continued any unnecessary, unusually loud or unusual noise between the hours of 10:00 p.m. And 6:00 a.m., which either annoys, injures or endangers the comfort, repose, health or safety of other persons.



For purposes of this Section, a member of the Police Department of the Town of Grand Lake is empowered to make a prima facie determination whether such noises constitute a public nuisance.

7-6-15 - Camping on Public Property Prohibited.

It shall be unlawful for any person to camp or to sleep overnight in a vehicle on any public right-of-way or any property owned or leased by the Town unless such right-of-way or property has been specifically designated and posted by the Town for overnight camping. The Board of Trustees or Mayor may designate property to be used for temporary camping for events that have obtained a Special Use Permit for that event.

- **7-10-2 - Parking on Public Right-of-Way.**

No owner or operator of a vehicle shall permit such vehicle to remain parked on the public right-of-way for a continuous period of greater than seventy-two (72) hours, regardless of whether the vehicle is operable or inoperable, licensed or unlicensed.

Recommendations for Board Action:

- That a motion be introduced and adopted to approve in their entirety all variance requests as submitted by Yarmony Music in relation to the Colorado Headwaters Festival.
- That a motion be introduced and adopted to approve the variance requests submitted by Yarmony Music in relation to the Colorado Headwaters Festival, contingent upon the fulfillment of the conditions as determined by the Boar



Meeting Date: 7/14/2025

To: Mayor Bergquist & Town Trustees

From: Sarah Weekes, Event Manager

ITEM:

CONSIDERATION TO APPROVE A NEW SPECIAL EVENT PERMIT AND RESOLUTION 31-2025, A RESOLUTION SETTING CERTAIN FEES FOR COLORADO AEROLABS “PIRATE DUCK FLOTILLA” EVENT ON JULY 18, 2025

BACKGROUND:

Colorado AeroLab is a nonprofit educational organization based in Denver that designs and delivers experiential, out-of-school-time learning opportunities for K-12 students, families, and educators across Colorado. As a statewide network of blended education centers in partnership with local school districts, each AeroLab site acts as a hands-on learning lab focused on multidisciplinary engineering design and collaborative problem-solving. Programs prepare students for success in college, career, and community life—particularly within Colorado’s growing aeronautics industry.

The Pirate Duck Flotilla is a beloved, family-friendly event hosted by Colorado AeroLab at Headwaters Marina in Grand Lake. Families and kids join to build and decorate cardboard boats and custom “pirate ducks” for a whimsical community launch. With hands-on STEM activities, storytelling, and a strong sense of local pride, the Flotilla sparks creativity and connection while celebrating the adventurous spirit of Grand Lake.

They request the Board waive the special event permit fee of \$250 as they are a non-profit organization.

When reviewing the application, the Board of Trustees is to consider the following:

Municipal Code 11-6-3(C): Special Event Permit Application Review and Approval.

1. Review Considerations. The following factors shall be considered prior to approval of a SEP:

- (a) The predominant use of the primary facility being used; and*
- (b) The proposed event and the event hours; and*
- (c) Neighborhood compatibility; and*
- (d) Effect of the proposed event on the community; and*
- (e) The Town's anticipated cost in staff time and equipment use; and*



- (f)The benefit to non-profit from the event; and*
- (g)The benefit to local businesses from the event; and*
- (h)Duplication of services or sale items; and*
- (i)Nature of the past event issues or similar past event issues.*

FISCAL NOTE

In 2025, the Board of Trustees has not waived any fees for Colorado AeroLab.

SUGGESTED MOTIONS

I make a motion to approve/(deny) **A NEW SPECIAL EVENT PERMIT AND RESOLUTION 31-2025, A RESOLUTION SETTING CERTAIN FEES FOR COLORADO AEROLABS EVENT “PIRATE DUCK FLOTILLA” EVENT ON JULY 18, 2025**

TOWN OF GRAND LAKE
BOARD OF TRUSTEES
RESOLUTION NO. 31-2025

A RESOLUTION SETTING CERTAIN FEES FOR A SPECIAL EVENT PERMIT FOR
COLORADO AEROLABS SPECIAL EVENT, “PIRATE DUCK FLOTILLA”

WHEREAS, Colorado AeroLab has scheduled a special event, Pirate duck Flotilla, July 18th, 2025; and,

WHEREAS, the fee for a new special event application is set at \$250; and,

WHEREAS, the Board of Trustees has the authority pursuant to Colorado State Statute § 31-15-901 (1) (c) and Section 2-3-2 of the Municipal Code to adopt a resolution waiving the Town fee; and,

WHEREAS, upon consideration of staff comments and discussion amongst the Board members themselves, the Board concluded that waiving the facility rental fees and the new special event application fee is in the best interests of the Town and its citizens;

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF GRAND LAKE, COLORADO:

THAT, the Board hereby waives the new special event fee for Colorado AeroLabs Pirate Duck Flotilla to be held July 18th, 2025.

DULY MOVED, SECONDED, AND ADOPTED BY THE BOARD OF TRUSTEES OF THE TOWN OF GRAND LAKE THIS 14th DAY OF JULY 2025.

Votes Approving:
Votes Opposing:
Votes Abstaining:
Absent:

(SEAL)

ATTEST:

Alayna Carrell, Town Clerk

Christina Bergquist, Mayor Pro-Tem

☒ event on events outlook calendar
☒ pw request form uploaded to events calendar
☒ pw request form sent to pw department

Section 9, Item D.



Town Of Grand Lake Special Event Permit (SEP) Application

For a one-day Special Event, this application must be submitted at least 30 days prior. If the special event is for more than one day or involves liquor, this application must be submitted at least 90 days prior. This application must be submitted in full, with all required supporting documentation, to be considered for approval.

A permit will not be issued if the applicant is delinquent on any accounts of the Town or any of its enterprise funds.

Contact Information

Contact Person Name: Elaine Menardi Phone Number: _____
 Address: _____ City: _____
 State: _____ Zip: _____ Email: _____

Organization or Entity Information

Organization: Colorado AeroLab Phone Number: _____
 Address: 301 Marina Dr City: Grand Lake
 State: CO Zip: 80447 Email: _____

Event Information

Event Name: Pirate Duck Flotilla Dates of Event: 7-18-25
 Is this the first occurrence of the event? ☒ Yes ☐ No
 During Event Contact: Elaine Menardi Phone Number: _____
 Post Event Clean-up Contact: Elaine Menardi Phone Number: _____

Event Details

Document Check List

The following items must be submitted with the application. If no applicable, please note NA.

Documents	Included in Application	Received By Town
Site Plan – Including the following:	☒	☒
Dimensions and Locations of Specific Activities	☒	☒
Delineation for Liquor Service & Consumption	☒	☒
Ingress and Egress Points	☒	☒
Off-Street Parking and Track Circulation	☒	☒
Location of Any Signage	☒	☒
Trash Can/Dumpster Location	☒	☒
Restrooms/Porta-Potties Location	☒	☒
Copies of Colorado and Grand Lake Sales Tax Licenses	☒	☒
Copy of Government or Non-Profit Status	☒	☒
Copy of Grand Lake Business License and/or Peddler's Applications	☒	☒
Copy of Liquor License Application or License	☒	☒
Endorsed Liability Insurance - Town of Grand Lake Listed as Additional Insured	☒	☒
Fees Paid (New event fee \$250.00 and/or \$250.00 refundable damage deposit)	☒	☒
Any Additional Information or Documents Which Pertain to the Event or this Application	☒	☒

requesting fees waived on 7/14 BOT meeting

Event Details Continued

Please answer the following questions in detail. If more space is needed to adequately respond to the questions, please attach them to this application; note in the space given where to find the response in the additional documentation.

What is the precise nature of the event: Grand Lake summer campers will float their cardboard boats at the Headwaters Marina. Community

Detail the itinerary (dates & times) for event and clean-up: July 18, 2025 from 11:00 am to 4:00 pm

List all Town facilities or parks to be used for the event: Headwaters Cove at the Marina

Please fill out the Facility Rental Application for each facility to be utilized

State the compatibility with the surrounding properties and how the event will impact the neighboring businesses. Comments from surrounding businesses may be requested. Large group of people in/around the marina docks and sidewalk area. Neighboring businesses may see increased foot traffic and engagement.

List exact dates, times, and locations of requested street closures or blocking of parking spaces: Walking parade of kids with boats from intersection of Grand Ave and Garfield to the Marina from 4:00-5:00 pm. Street closure requested.

What is the anticipated impact to on-street parking: No anticipated impact to on-street parking.

Detail planned signage for the event including dimensions of signs, locations, dates placed & removed: Wooden signage will be placed in the sand by the picnic tables at the cove.

Detail trash and waste plan, including placement & removal or containers and post event clean up: No trash containers will be placed. Colorado AeroLab staff will collect trash in bags. Minimal trash is expected.

List any special requests or services to be provided by the town such as electricity sprinkler shut-off, sound system use, marquee announcement, use of Town Park kiosk: Connect portable sound system to the light pole at the cove.

By signing below the applicant acknowledges they have received, reviewed, and understands the requirements set forth in Municipal Code Chapter 11: Municipal Property Regulations, including the notes below*. The applicant further acknowledges the information contained on the application is true and correct and that submission of false information shall be cause for the SEP to be immediately revoked without notice or hearing. During the event, the SEP shall be available and presented upon demand at the location of the Special Event.

- * Clean-up must be completed within 24 hours of the end of the event. If this is not accomplished the Town Staff will finish the clean-up resulting in a \$50.00 per hour per staff member charge to the even organization and no refunding of the damage deposit.
- * No stakes may be used in any town park
- * No alcohol is allowed unless a Special Event Liquor Permit has been issued

57eced4-2d37-405c-84e5-76277720687f
6277720687f
Digitally signed by
57eced4-2d37-405c-84e5-76277720687f
Date: 2025.06.23 11:14:56 -06'00'

Signature

06/23/2025

Date

For questions contact the town: Phone: 970-627-3435 Email: town@toglco.com

Pirate Duck Flotilla

TOGL Special Event Permit

Friday, July 18, 2025, from 11:00 am to 4:00 pm

Contact: Elaine Menardi,

Document Check List

<i>The following items must be submitted with the application. If no applicable, please note NA.</i> Documents	Included in Application	Received By Town
Site Plan – Including the following:		
Dimensions and Locations of Specific Activities: Activities will be held at Headwaters Cove (enclosed water area at the Headwaters Marina docks), the small sandy beach with picnic tables, and along the sidewalk. Request to set up 1-2 10ftx10ft pop-up tents on the adjoining sidewalk for visitors to build their own cardboard boats before the event starts.		
Delineation for Liquor Service & Consumption N/A		
Ingress and Egress Points N/A		
Off-Street Parking and Track Circulation N/A		
Location of Any Signage		

Wooden signs will be posted in the sand on the beach.
Trash Can/Dumpster Location Colorado AeroLab will provide trash bins, recycling bin and trash bags in the boat-making area.
Restrooms/Porta-Potties Location N/A
Copies of Colorado and Grand Lake Sales Tax Licenses N/A
Copy of Government or Non-Profit Status IRS Determination Letter attached.
Copy of Grand Lake Business License and/or Peddler's Applications N/A
Copy of Liquor License Application or License N/A
Endorsed Liability Insurance - Town of Grand Lake Listed as Additional Insured Insurance document attached.
Fees Paid (New event fee \$250.00 and/or \$250.00 refundable damage deposit) Request fee to be waived.
Any Additional Information or Documents Which Pertain to the Event or this Application The Pirate Duck Flotilla is part of the Grand Lake Summer Camps and is open to all community members and visitors. Registered summer campers will show off their own boats, and others are invited to make boats to participate. All are invited to watch and join the event.

Pirate Duck Flotilla Signs

Colorado AeroLab

7-18-25





Meeting Date: 7/14/2025

To: Mayor Bergquist & Town Trustees

From: Sarah Weekes, Event Manager

ITEM:

CONSIDERATION TO APPROVE A NEW SPECIAL EVENT PERMIT AND RESOLUTION 32-2025, SETTING CERTAIN FEES FOR JUNIPER LIBRARY'S "LA WILDFIRE MOVIE NIGHT" EVENT ON JULY 23, 2025

BACKGROUND:

Juniper Library continues to provide our community with gatherings throughout the summer. They are requesting facility rental fees be waived for a viewing of a movie by PBS of the LA Wildfire.

They request the Board waive the rental fee of the Community House in the amount of \$300, the av rental in the amount of \$200 and the special event permit fee of \$250 as they are a non-profit organization.

When reviewing the application, the Board of Trustees is to consider the following:

Municipal Code 11-6-3(C): Special Event Permit Application Review and Approval.

1. Review Considerations. The following factors shall be considered prior to approval of a SEP:

- (a) The predominant use of the primary facility being used; and*
- (b) The proposed event and the event hours; and*
- (c) Neighborhood compatibility; and*
- (d) Effect of the proposed event on the community; and*
- (e) The Town's anticipated cost in staff time and equipment use; and*
- (f) The benefit to non-profit from the event; and*
- (g) The benefit to local businesses from the event; and*
- (h) Duplication of services or sale items; and*
- (i) Nature of the past event issues or similar past event issues.*

FISCAL NOTE

In 2025, the Board of Trustees waived \$3250 in rental fees and a Special Event Permit Fee for their Senior Lunch and Learn Events held on the following dates:



January 30th, 2025, February 27th, 2025
March 28th, 2025, April 25th, 2025
May 23rd, 2025, June 27th, 2025

SUGGESTED MOTIONS

I make a motion to approve/(deny) **A NEW SPECIAL EVENT PERMIT AND
RESOLUTION 32-2025 SETTING CERTAIN FEES FOR JUNIPER LIBRARY'S "LA
WILDFIRE MOVIE NIGHT" EVENT ON JULY 23, 2025**

**TOWN OF GRAND LAKE
BOARD OF TRUSTEES
RESOLUTION NO. 32-2025**

**A RESOLUTION SETTING CERTAIN FEES FOR A SPECIAL EVENT PERMIT FOR
THE JUNIPER LIBRARY'S SPECIAL EVENT, "LA WILDFIRE MOVIE NIGHT"**

WHEREAS, Juniper Library has scheduled a special event, LA Wildfire Movie, July 23rd, 2025; and,

WHEREAS, the rental fee for the Community House for the scheduled time is set at \$300, the rental fee for use of the av equipment for the scheduled time is \$200 and the fee for a new special event application is set at \$250; and,

WHEREAS, the Board of Trustees has the authority pursuant to Colorado State Statute § 31-15-901 (1) (c) and Section 2-3-2 of the Municipal Code to adopt a resolution waiving the Town fee; and,

WHEREAS, upon consideration of staff comments and discussion amongst the Board members themselves, the Board concluded that waiving the facility rental fees and the new special event application fee is in the best interests of the Town and its citizens;

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF GRAND LAKE, COLORADO:

THAT, the Board hereby waives the rental fees and the new special event fee for the Juniper Library's LA Wildfire Movie Night to be held July 23RD, 2025.

**DULY MOVED, SECONDED, AND ADOPTED BY THE BOARD OF TRUSTEES OF
THE TOWN OF GRAND LAKE THIS 14th DAY OF JULY 2025.**

Votes Approving:
Votes Opposing:
Votes Abstaining:
Absent:

(SEAL)

ATTEST:

Alayna Carrell, Town Clerk

Christina Bergquist, Mayor Pro-Tem



Town Of Grand Lake Special Event Permit (SEP) Application

For a one-day Special Event, this application must be submitted at least 30 days prior. If the special event is for more than one day or involves liquor, this application must be submitted at least 90 days prior. This application must be submitted in full, with all required supporting documentation, to be considered for approval.

A permit will not be issued if the applicant is delinquent on any accounts of the Town or any of its enterprise funds.

Contact Information

Contact Person Name: Sue Luton / Juniper Phone Number: _____
Address: 316 Garfield / Library City: Grand Lake
State: CO Zip: 80447 Email: sueluton@gold.org

Organization or Entity Information

Organization: Juniper Library Phone Number: _____
Address: 316 Garfield St. City: Grand Lake
State: CO Zip: 80447 Email: _____

Event Information

Event Name: LA Wildfire Movie Dates of Event: July 23, 2025
Is this the first occurrence of the event? ☒ Yes ☐ No
During Event Contact: Sue Luton Phone Number: _____
Post Event Clean-up Contact: Sue Luton Phone Number: _____

Event Details

Document Check List

The following items must be submitted with the application. If no applicable, please note NA.

Documents	Included in Application	Received By Town
Site Plan – Including the following:	☒	☒
Dimensions and Locations of Specific Activities	☒	☒
Delineation for Liquor Service & Consumption	<u>n/a</u>	<u>n/a</u>
Ingress and Egress Points	<u>n/a</u>	<u>n/a</u>
Off-Street Parking and Track Circulation	<u>n/a</u>	<u>n/a</u>
Location of Any Signage	<u>n/a</u>	<u>n/a</u>
Trash Can/Dumpster Location	☒	☒
Restrooms/Porta-Potties Location	☒	☒
Copies of Colorado and Grand Lake Sales Tax Licenses	<u>n/a</u>	<u>n/a</u>
Copy of Government or Non-Profit Status	<u>n/a</u>	<u>n/a</u>
Copy of Grand Lake Business License and/or Peddler's Applications	<u>n/a</u>	<u>n/a</u>
Copy of Liquor License Application or License	<u>n/a</u>	<u>n/a</u>
Endorsed Liability Insurance - Town of Grand Lake Listed as Additional Insured	☒	☒
Fees Paid (New event fee \$250.00 and/or \$250.00 refundable damage deposit)	☒	☒
Any Additional Information or Documents Which Pertain to the Event or this Application	☒	☒

Event Details Continued

Please answer the following questions in detail. If more space is needed to adequately respond to the questions, please attach them to this application; note in the space given where to find the response in the additional documentation.

What is the precise nature of the event: a movie by PBS of the LA Wildfire

Detail the itinerary (dates & times) for event and clean-up: July 23 - 5:00 - 7:00 pm

List all Town facilities or parks to be used for the event: GL Community House

Done

Please fill out the Facility Rental Application for each facility to be utilized

State the compatibility with the surrounding properties and how the event will impact the neighboring businesses. Comments from surrounding businesses may be requested. n/a

List exact dates, times, and locations of requested street closures or blocking of parking spaces: none

What is the anticipated impact to on-street parking: none

Detail planned signage for the event including dimensions of signs, locations, dates placed & removed: none

Detail trash and waste plan, including placement & removal or containers and post event clean up:

Sue Luton will use Library Dumpster for any trash

List any special requests or services to be provided by the town such as electricity sprinkler shut-off, sound system use, marquee announcement, use of Town Park kiosk: none

By signing below the applicant acknowledges they have received, reviewed, and understands the requirements set forth in Municipal Code Chapter 11: Municipal Property Regulations, including the notes below*. The applicant further acknowledges the information contained on the application is true and correct and that submission of false information shall be cause for the SEP to be immediately revoked without notice or hearing. During the event, the SEP shall be available and presented upon demand at the location of the Special Event.

- * Clean-up must be completed within 24 hours of the end of the event. If this is not accomplished the Town Staff will finish the clean-up resulting in a \$50.00 per hour per staff member charge to the even organization and no refunding of the damage deposit.
- * No stakes may be used in any town park
- * No alcohol is allowed unless a Special Event Liquor Permit has been issued

Susan Luton
Signature

6/11/2025
Date

For questions contact the town: Phone: 970-627-3435 Email: town@toglco.com



Town Of Grand Lake Community House Facility Application and Use Agreement

According to the use policies for the Town of Grand public facilities and structures (outlined by section 11-6-2 in the Municipal Code), any group or governmental entity (User) desiring to use any public facility or structure shall comply with the terms of the of the Municipal Code and any Resolution enacted.

Please Note: There are blackout dates for facilities and structures throughout the year. Please contact the Town Hall for more information regarding those dates.

Please complete the below Application and Use Agreement and return to the Grand Lake Town Hall with payment.

For questions, please contact the Town Hall. Phone: 970-627-3435 Email: town@toglco.com

Contact Information

Group or User: Juniper Library Contact Person: Sue Lator

Contact Mailing Address: 316 Garfield St.

Town: Grand Lake State: CO ZIP Code: 80447

Contact Phone: _____ Contact Email: _____

Special Event (If Applicable): PBS "Weathered: Inside the LA Firestorm"
MOVIE SHOWING

Facility Information

Rental Cost: Private or Pecuniary: \$600 ☒ Gov./Non-Profits/Special Dist.: \$300

Deposit: Damage and Cleaning Deposit: \$500 *A valid credit card must remain on file for any incidentals*

Optional Amenities Deposits/Fees

☒ Key Use \$50 Deposit

☒ Use of AV Equipment \$200 Fee

☐ Use of Kitchen \$100 Fee

Event Information

Is this user group a Government, Non-Profit, or special District? ☒ YES ☐ NO

Is this a private or public event? ☐ Private ☒ Public

If the event is public, please fill out the special event application as well

Is this a reoccurring event? ☐ YES ☒ NO

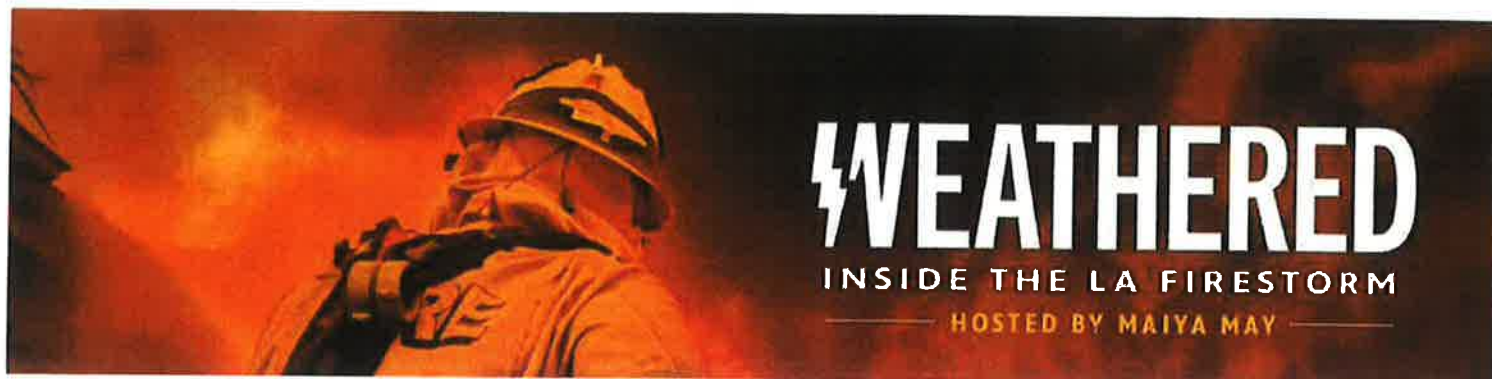
Is this a pecuniary use? (Will you be selling something?) ☐ YES ☒ NO

Event Name: Movie showing - PBS

Event Use: _____

Explain clean-up & waste removal: Library Staff will dispose of waste removal and clean up.

COME. WATCH. LEARN.



Free PBS documentary about the recent LA Firestorm and how communities can better prepare for future disasters.

**WED, JULY 16, 2025
5-7 PM
FRASER LIBRARY**

**WED, JULY 23, 2025
5-7 PM
GRAND LAKE LIBRARY**

**THUR, AUG 14, 2025
5-7 PM
THE FOUNDRY CINEMA**

The hour-long movie features interviews with survivors, scientists, and fire officials to understand the conditions that led to these devastating fires and offers insights on prevention.

At the end of the documentary, Grand County Wildfire Council will host a panel of local wildfire experts to discuss how Grand County residents can prevent, prepare, and survive wildfires. Visitors, property owners, and residents of Grand County can go to [BeWildfireReady.org](https://www.bewildfireready.org) for more information.

**REGISTER TO ATTEND:
SCAN THE QR CODE**

Registration not required but requested and appreciated



This event is FREE to attend but donations to Grand County Wildfire Council help fund our programs and educational events.

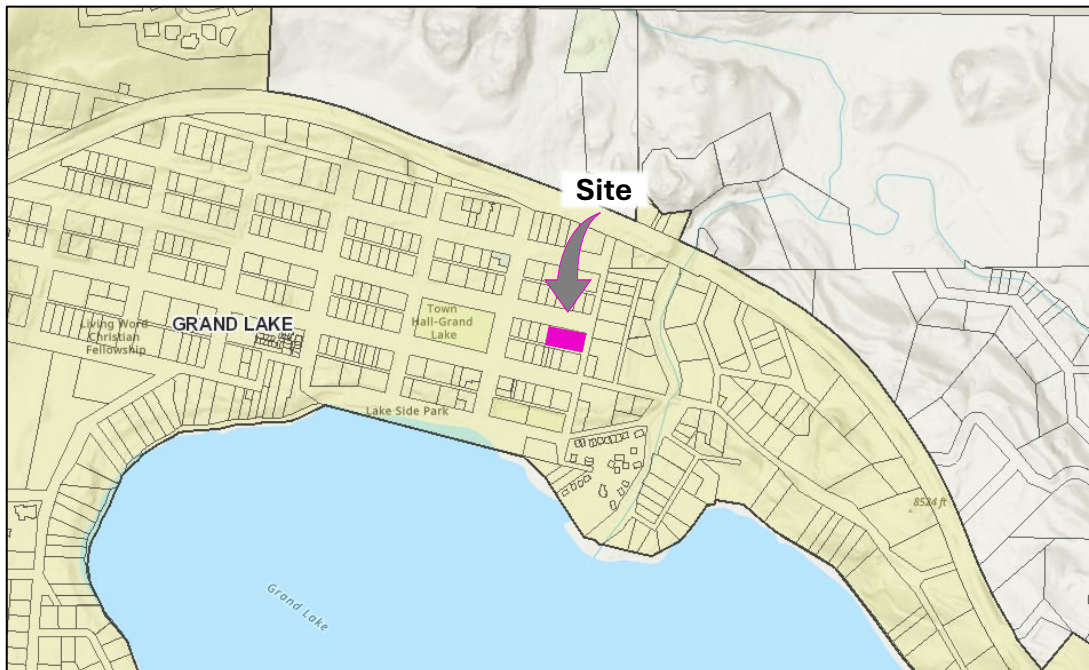


TOWN BOARD OF TRUSTEES STAFF MEMORANDUM

DATE: July 14, 2025
TO: Mayor and Board of Trustees
FROM: Steve Kudron, Town Manager
 Josh Olhava, AICP, Contract Staff - Planning Department
SUBJECT: **Administrative Design Review Summary** – Informational Item for the Board of Trustees
 Regarding Staff's Administrative Review of a Commercial Mixed-Use Project Located on Lots 1 through 4, Block 3 Town of Grand Lake, more commonly known as 1128 Park Avenue (Space to Create) for Compliance with the Town of Grand Lake Design Standards.

Overview

- **Property Owner and Applicant:** Town of Grand Lake
- **Applicant's Representative:** Town Manager Kudron
- **Consultant:** Gabe Bellowe, AIA NCARB ICAA, MA Studios
- **Project Location:** 1128 Park Avenue
- **Current Zoning:** Public (PUB), proposed rezone to Commercial (C)
- **Attachments:**
 - Design Review Package



As property owners, the Town of Grand Lake is working with Space to Create to develop a mixed-use development located at 1128 Park Avenue, specifically Lots 1, 2, 3, and 4, Block 3, Town of Grand Lake. The total area of the subject property is approximately 0.463 acres or 20,184.08 square feet, based on the latest



survey. As planned, the project will include nine (9) studio and 1-bedroom apartment units and a makerspace studio. The project team is working to balance site design, including meeting the Town’s design criteria, and cost as this is a public project utilizing public, private, and grant funds to complete in a specific timeframe.



Staff Analysis and Rezoning Procedure

Town staff has reviewed the preliminary submitted materials and determined that the project qualifies for administrative design review under Section 12-7-8 of the Municipal Code. The proposal has been evaluated for consistency with the Town’s design standards, including contextual integration, material selection, and architectural composition. Staff finds that the project aligns with the intent and criteria of the code. A more detailed review will be conducted during the formal development plan submission process. Particularly, the final roof form of the makerspace building and the awning integration on all buildings.

Staff Recommendation

No formal action is required by the Board of Trustees. This memo is provided for informational purposes only. Staff will proceed with final administrative approval and documentation of the design review in accordance with the Town’s procedures.

Planning Commission Recommendation

Not applicable unless the project is referred to the Planning Commission by staff for further review in accordance with the Code.

Sample Board of Trustees Motions

No action to be taken.



Section 9, Item F.



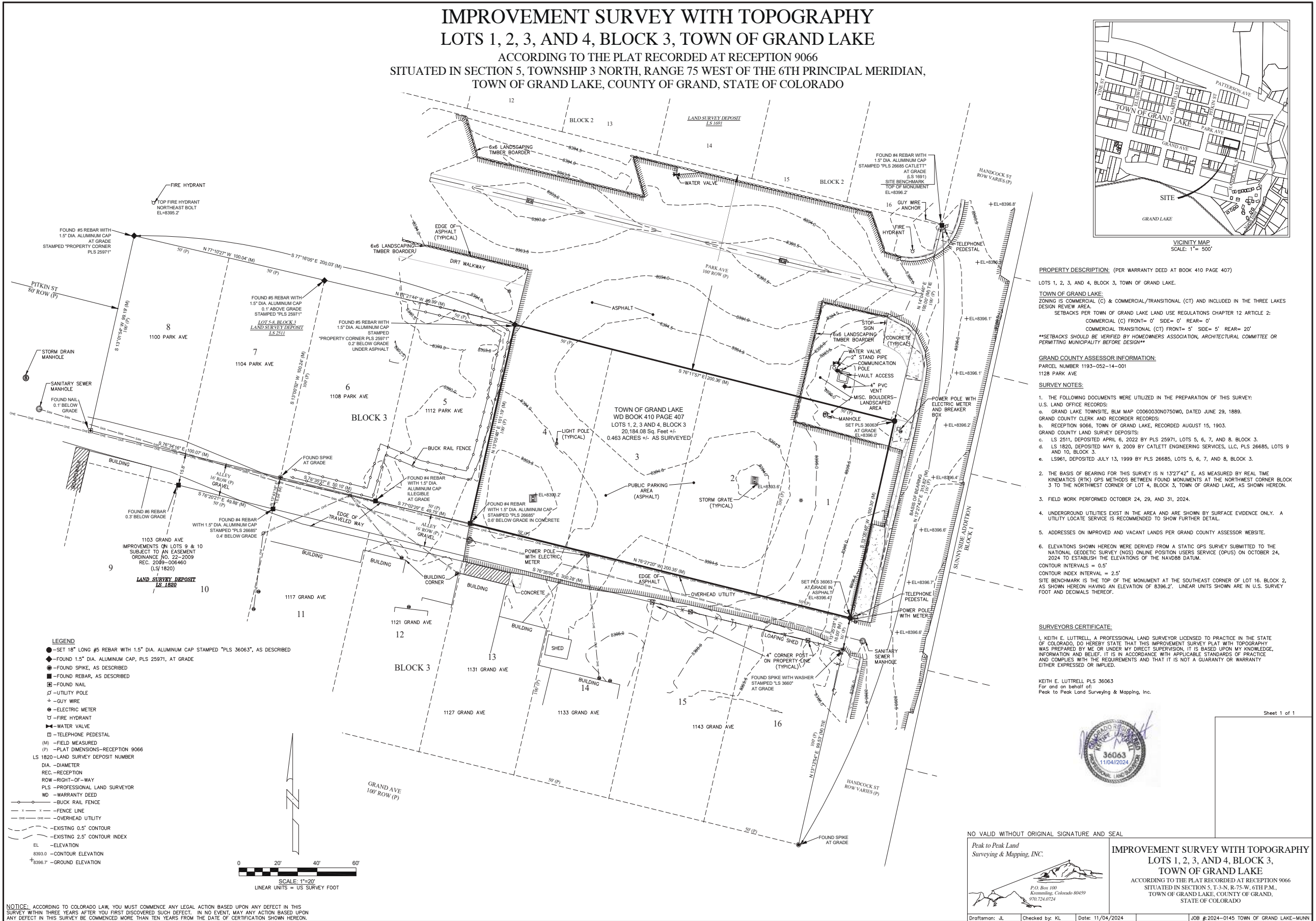
GRAND
LAKE
Creative
DISTRICT

Space 2 Create Grand Lake

Town of Grand Lake, CO

Design Review
07/14/2025





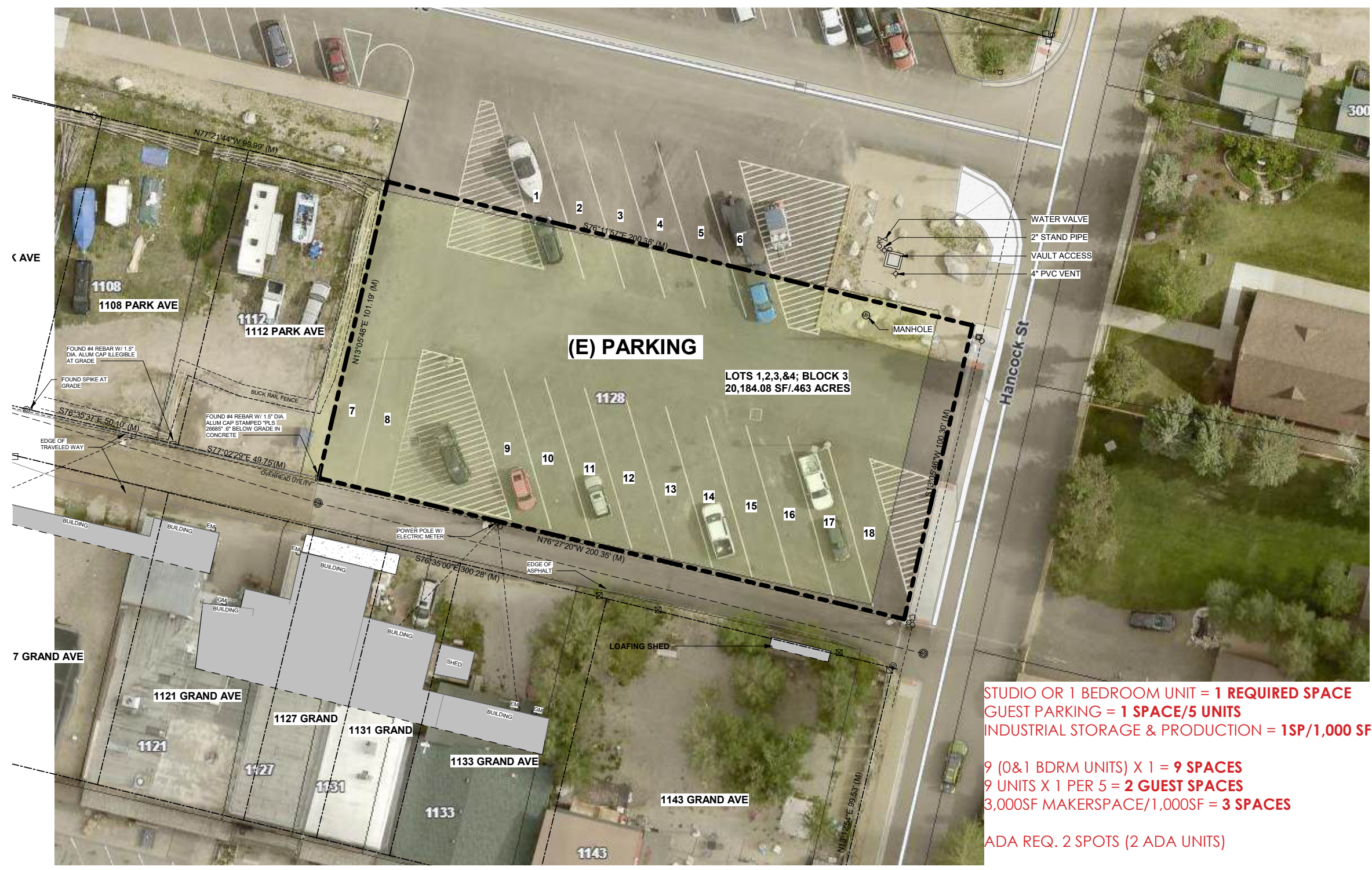
Concept
Design

07/14/2025

SPACE 2 CREATE - GRAND LAKE

Town of Grand Lake, CO

LOTS 1, 2, 3, 4 - BLOCK 3, GRAND LAKE, CO 80447
PROJECT #2435



STUDIO OR 1 BEDROOM UNIT = **1 REQUIRED SPACE**
GUEST PARKING = **1 SPACE/5 UNITS**
INDUSTRIAL STORAGE & PRODUCTION = **1SP/1,000 SF**

9 (0&1 BDRM UNITS) X 1 = **9 SPACES**
9 UNITS X 1 PER 5 = **2 GUEST SPACES**
3,000SF MAKERSPACE/1,000SF = **3 SPACES**

ADA REQ. 2 SPOTS (2 ADA UNITS)

14 SPOTS REQUIRED
20 SPOTS PROVIDED (18 + 2 ADA)
EXISTING PARKING: 18 EXTENDED/TRAILER SPOTS

SITE: EXISTING PARKING/OVERLAY

07/14/2025

Town of Grand Lake, CO

LOUIS 1, Z, 3, 4 - BLOCK 3, GRAND LAKE, CO 80447
PROJECT #2435

MANHOLE

RESIDENCES

MAKERSPACE

**LOTS 1,2,3,&4; BLOCK 3
20,184.08 SF/.463 ACRES**

◀ AVE

1108
1108 PARK AVE

1112 PARK AVE

7 GRAND AVE

1121 GRAND AVE

1127 GRAND

1131 GRAND

1133 GRAND AVE

1143 GRAND AVE

STUDIO OR 1 BEDROOM UNIT = 1 REQUIRED SPACE
GUEST PARKING = 1 SPACE/5 UNITS
INDUSTRIAL STORAGE & PRODUCTION = 1SP/1,000 SF

9 (0&1 BDRM UNITS) X 1 = **9 SPACES**
 9 UNITS X 1 PER 5 = **2 GUEST SPACES**
 3,000SF MAKERSPACE/1,000SF = **3 SPACES**

ADA REQ. 2 SPOTS (2 ADA UNITS)

14 SPOTS REQUIRED
20 SPOTS PROVIDED (18 + 2 ADA)
 EXISTING PARKING: 18 EXTENDED/TRAILER SPOTS

SITE PLAN & EXISTING UTILITIES - OVERLAY

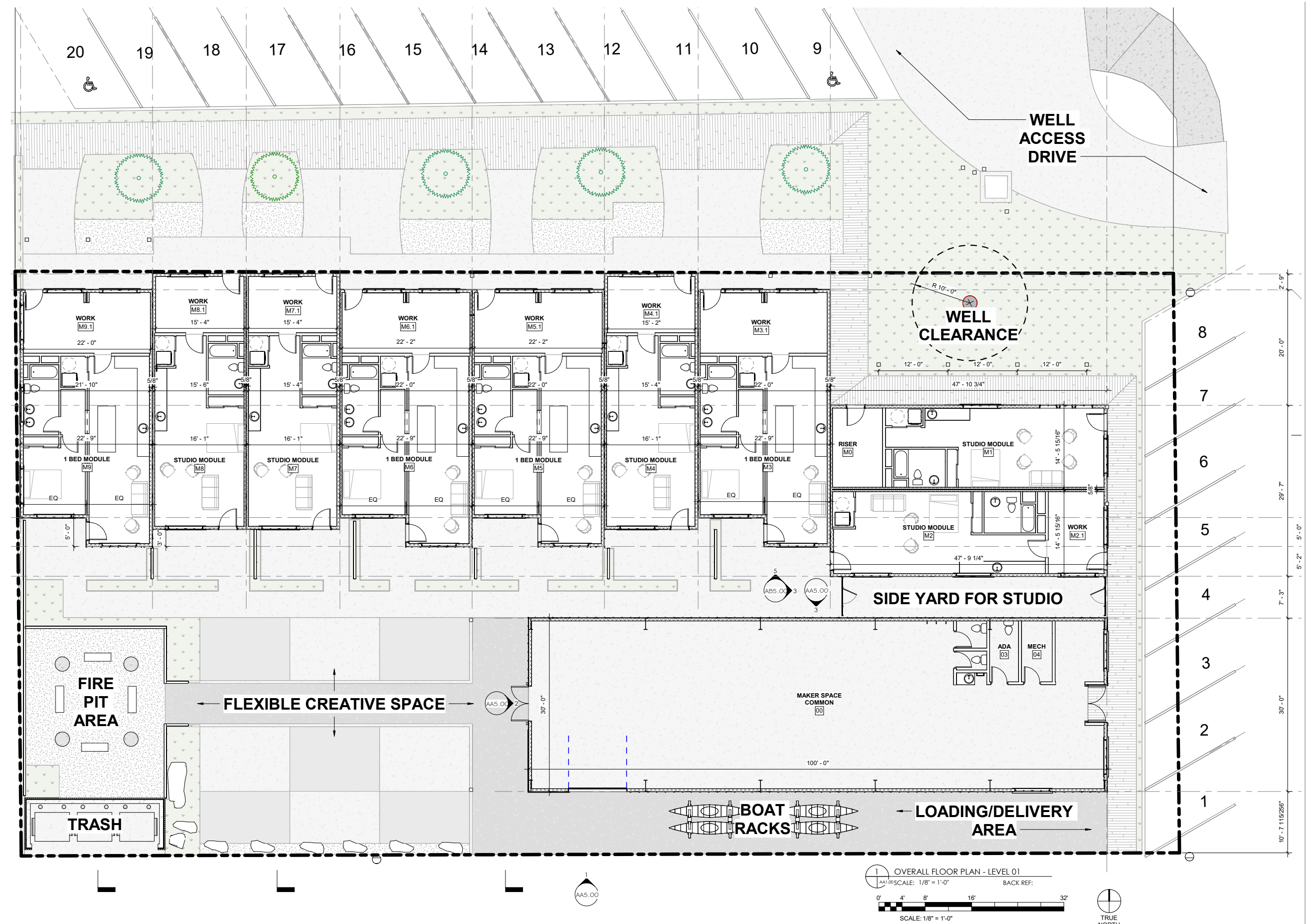
Concept Design

07/14/2025

SPACE 2 CREATE - GRAND LAKE

Town of Grand Lake, CO

LOTS 1, 2, 3, 4 - BLOCK 3, GRAND LAKE, CO 80447
PROJECT #2435



1 OVERALL FLOOR PLAN - LEVEL 01
AA1.00 SCALE: 1/8" = 1'-0" BACK REF:
0' 4' 8' 16' 32'
SCALE: 1/8" = 1'-0"
TRUE NORTH

SITE: MODULAR FLOOR PLAN

Concept
Design

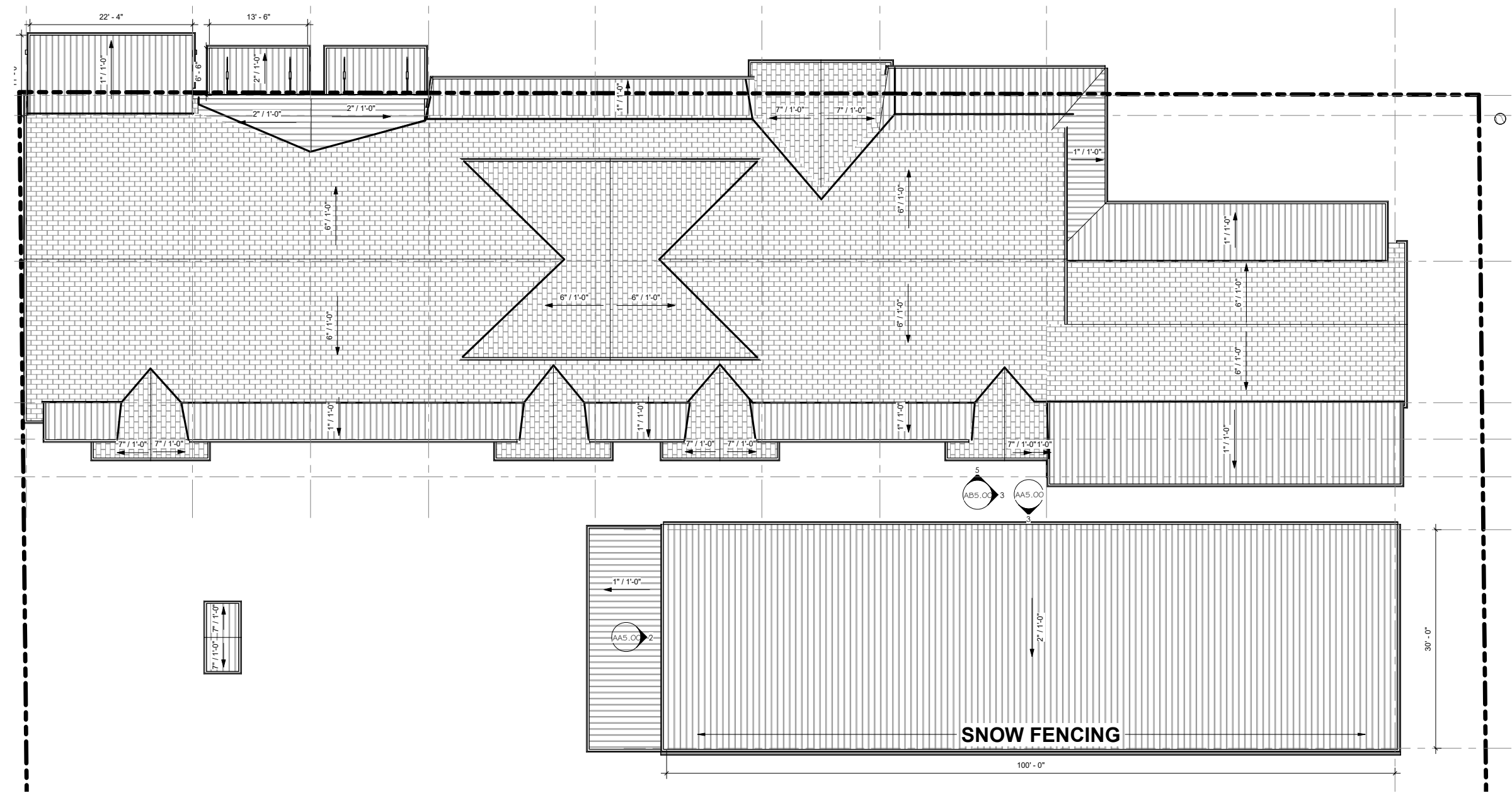
07/14/2025

SPACE 2 CREATE - GRAND LAKE

Town of Grand Lake, CO

LOTS 1, 2, 3, 4 - BLOCK 3, GRAND LAKE, CO 80447
PROJECT #2435

SITE: ROOF PLAN



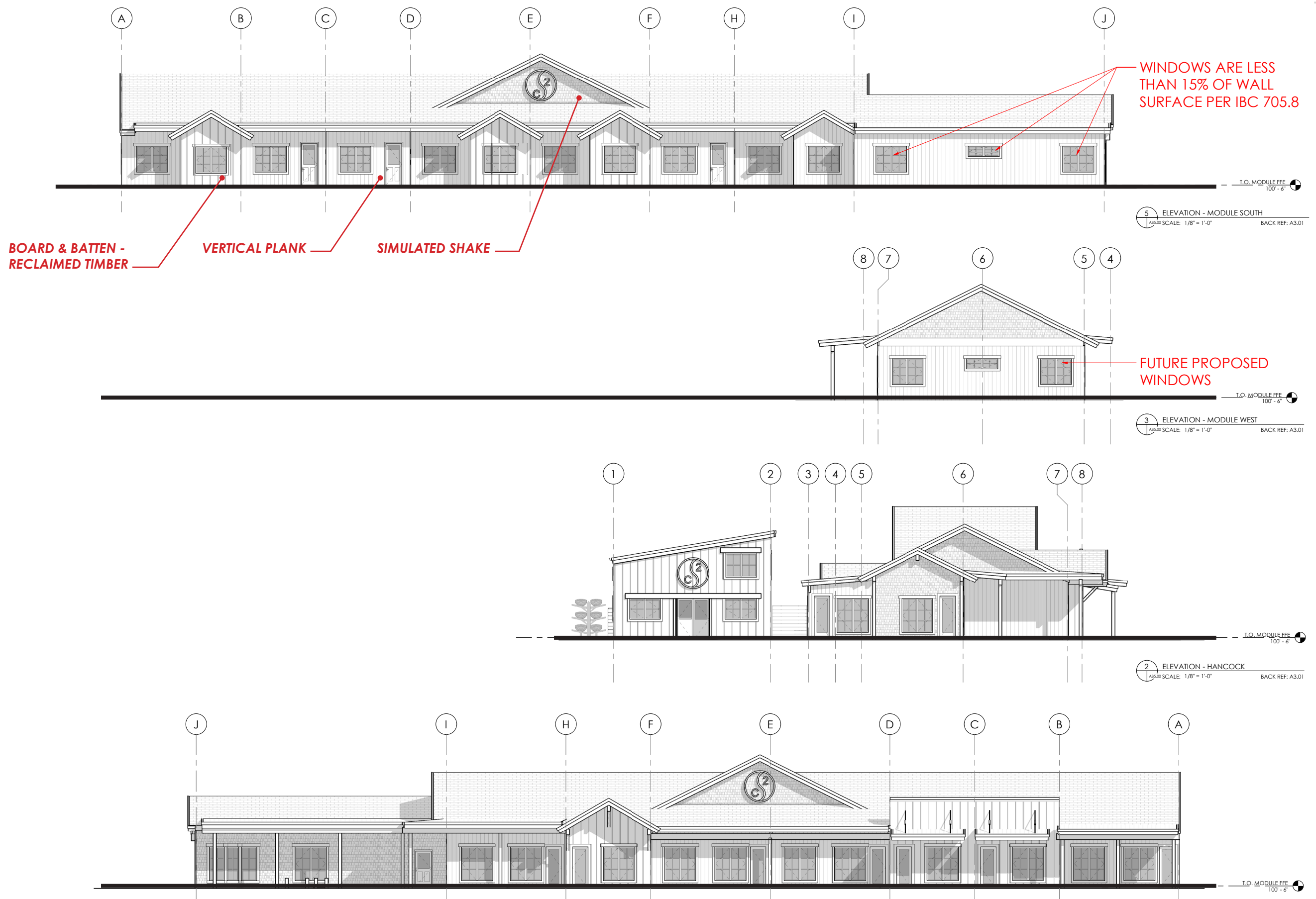
Concept
Design

07/14/2025

SPACE 2 CREATE - GRAND LAKE

Town of Grand Lake, CO

LOTS 1, 2, 3, 4 - BLOCK 3, GRAND LAKE, CO 80447
PROJECT #2435



RESIDENCES: ELEVATIONS

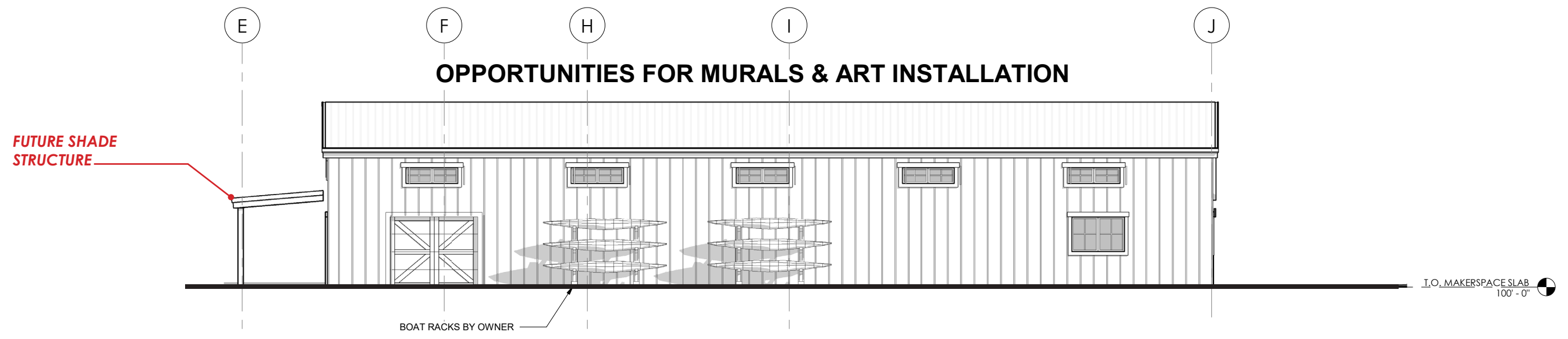
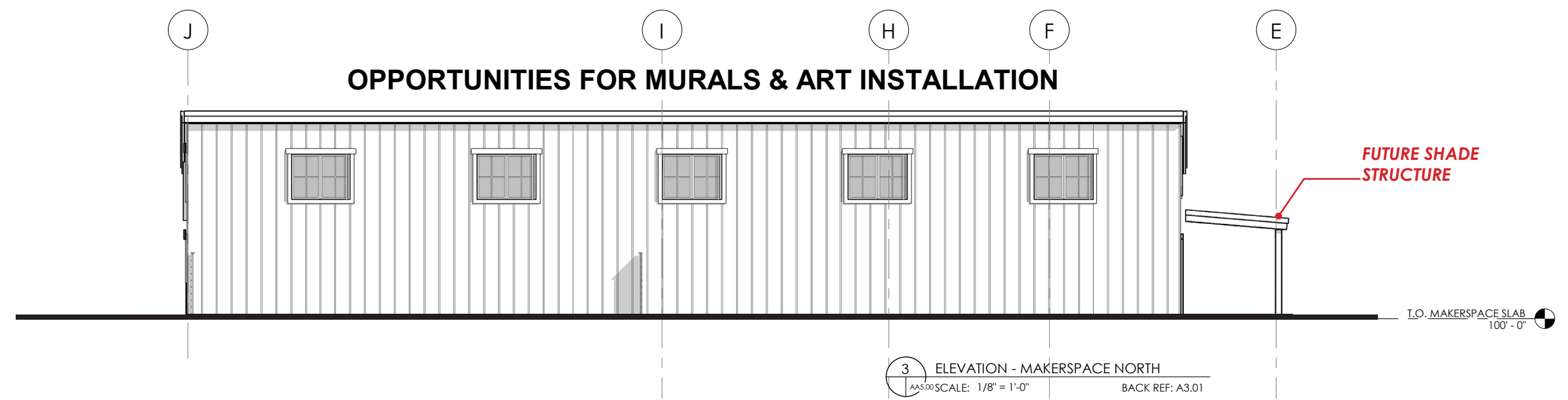
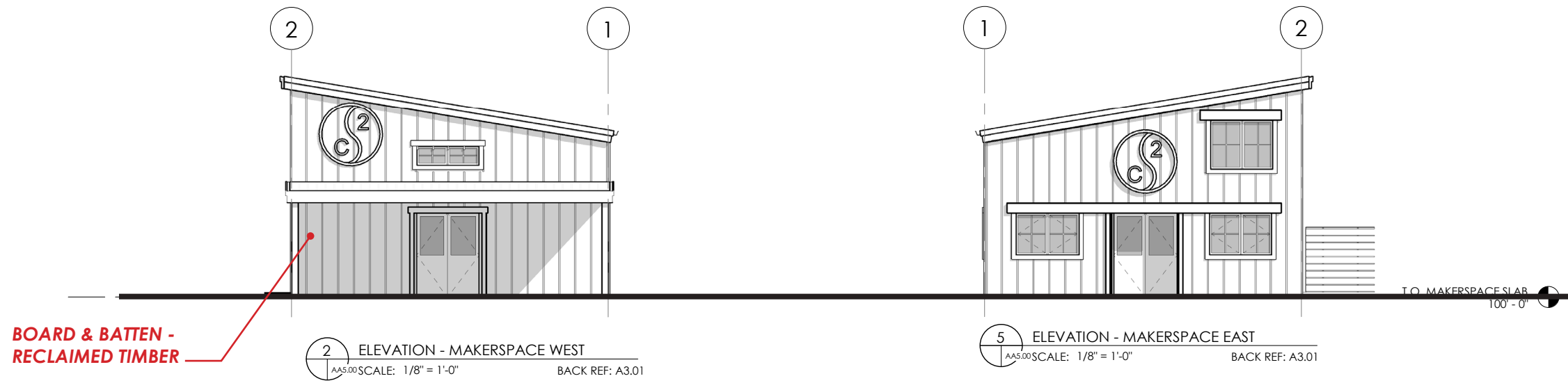
Concept
Design

07/14/2025

SPACE 2 CREATE - GRAND LAKE

Town of Grand Lake, CO

LOTS 1, 2, 3, 4 - BLOCK 3, GRAND LAKE, CO 80447
PROJECT #2435



Concept
Design

07/14/2025



1 3D -2
AS SCALE: BACK REF:



2 3D -3
AS SCALE: BACK REF:



3 3D -1
AS SCALE: BACK REF:

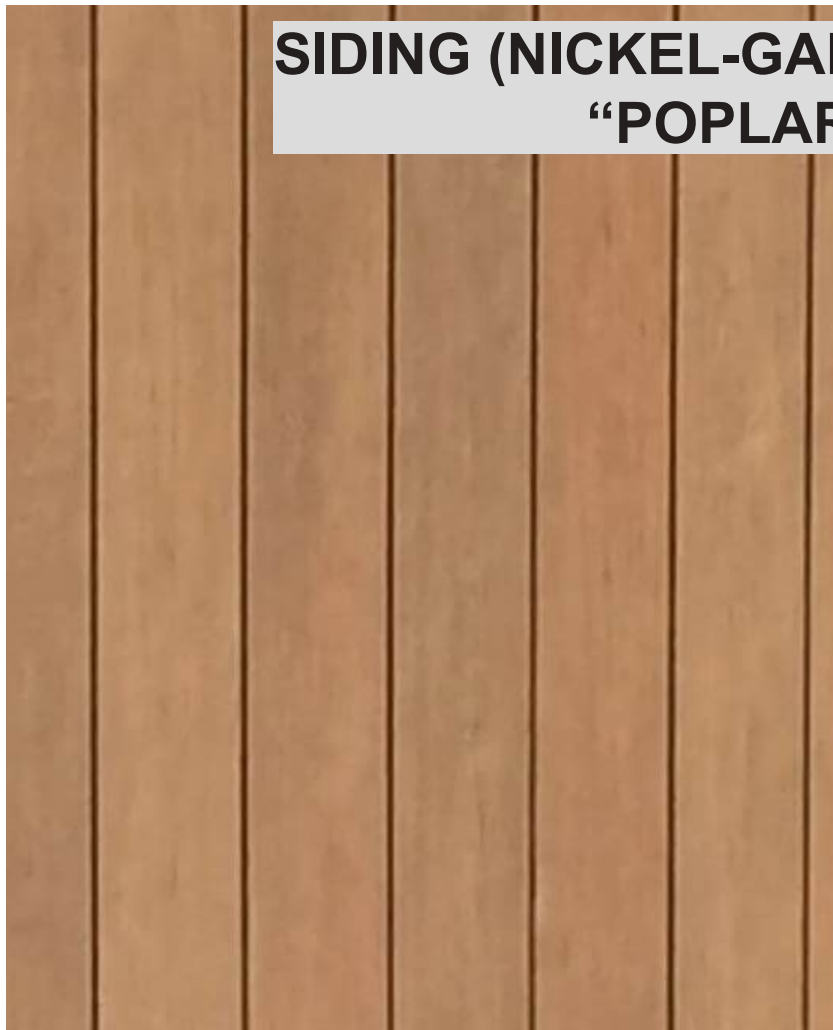
CONCEPTUAL MASSING

SPACE 2 CREATE - GRAND LAKE

Town of Grand Lake, CO

LOTS 1, 2, 3, 4 - BLOCK 3, GRAND LAKE, CO 80447
PROJECT #2435

**SIDING (NICKEL-GAP)
“POPLAR”**



**SIDING (ROUGHSAWN)
“TOBACCO”**



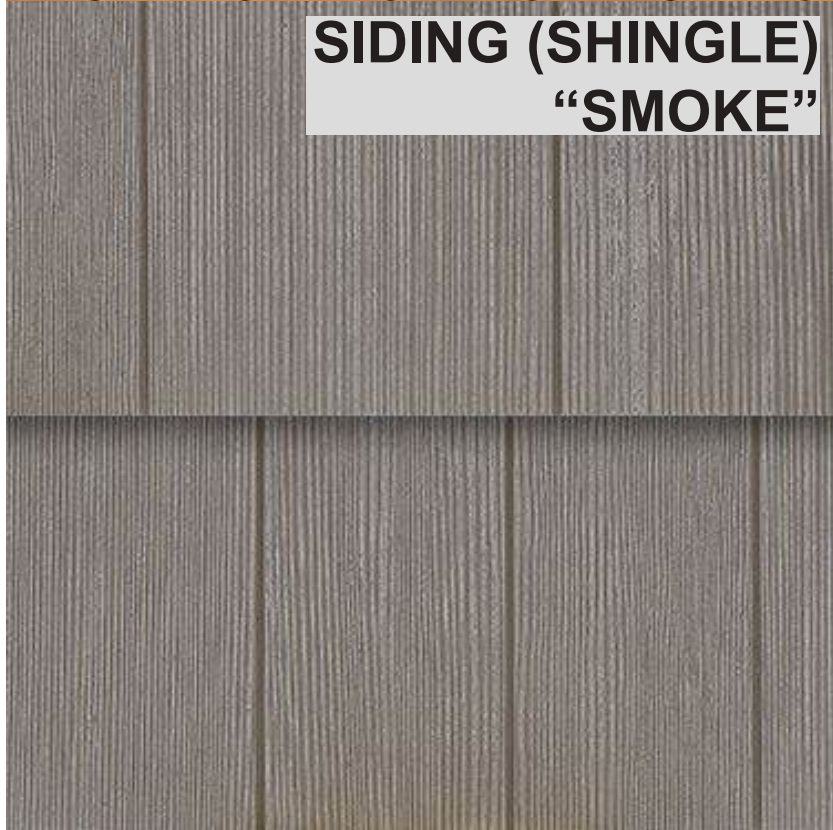
**ROOFING (METAL)
“SLATE”**



**ROOFING (SHINGLE)
“TIMBER”**



**SIDING (SHINGLE)
“SMOKE”**



MAKERSPACE (BOARD & BATTEN)



**WINDOW SASH (WHITE)
& TRIM (TIMBER)**



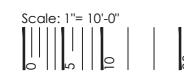
ARCHITECTURAL PALETTE



PROGRAMMING BUBBLE DIAGRAM

JUNE 10, 2025

SPACE TO CREATE
GRAND LAKE, CO



SITE & LANDSCAPE INSPIRATION

SPACE 2 CREATE - GRAND LAKE

Town of Grand Lake, CO

LOTS 1, 2, 3, 4 - BLOCK 3, GRAND LAKE, CO 80447
PROJECT #2435

LEGEND

- 1 WOODEN BOARDWALK PER TOWN CODE (NATURAL WOOD/PAVERS)
- 2 STEPS, MINIMUM (2) 6" STEPS DEPENDING ON GRADING CONDITIONS.
- 3 CONCRETE WALK - MEDIUM SANDBLAST FINISH.
- 4 CRUSHER FINES ARTIST PAD.
- 5 LANDSCAPE PLANTER, TEMPORARY IRRIGATION.
- 6 WATER WELL DRIVE THROUGH, CONCRETE.
- 7 COMMUNITY GREENWAY WITH PEDESTRIAN ACCESS FROM PARKING SPACES.
- 8 LOADING/ DELIVERY AREA.
- 9 COMMUNITY MURAL WALL - GHOST MURAL, LOCAL ARTIST, VERTICAL PLANTER, DISPLAY CASES.
- 10 FUTURE BOAT STORAGE / INTERIM WORK STATIONS, CONCRETE.
- 11 GARAGE DOOR/ CIRCULATION TO COURTYARD.
- 12 PRIMARY ACCESS TO COURTYARD FROM ALLEY.
- 13 ALLEY SEPARATION, COBBLE WITH SEATING ELEMENTS LIKE CONCRETE CUBES, TREE STUMPS, SCULPTURE.
- 14 TRASH ENCLOSURE.
- 15 FUTURE SHADE STRUCTURE.
- 16 CENTRAL MAKER-SPACE COURTYARD - (9) RESERVABLE SPACES DEFINED WITH SCORELINES AND CONCRETE FINISHES, HIGHLIGHTING THE MAIN CIRCULATION PATH.
- 17 RETRACTABLE CABLES OR STRING LIGHTS FOR GALLERY SHOWS.
- 18 COMMUNAL GARDEN AREA WITH TEMPORARY IRRIGATION/ EXISTING DRAINAGE OUTLET.
- 19 RESIDENT OUTDOOR LOUNGE WITH 3' SEPARATION FENCE AND OVERHEAD ENTRY FEATURE.
- 20 FUTURE COUNTER TOP FOR BBQ/ COMMUNITY EVENTS.
- 21 LARGE FIRE PIT WITH SEATING. POSSIBLE ARTIST OPPORTUNITY TO DESIGN THE SPACE.
- 22 6' PRIVACY FENCE, SEMI TRANSPARENT, WITH BUILT IN BENCH.
- 23 RAIN WATER HARVESTING FOR GARDEN USES.
- 24 RESIDENT SEMI-PRIVATE PATIO (AVG. 120 SF) WITH RAISED PLANTERS AND VERTICAL TRELLIS.

PARK AVE

HANCOCK ST



SPACE TO CREATE
LANDSCAPE CONCEPT DESIGN



Scale: 1" = 10'

JUNE 18, 2025



GRAND LAKE BOARDWALK, NATURAL WOOD OR PAVERS, CONNECT EXISTING WALKS TO PROJECT SITE



ARTIST DISPLAY INTENTION IN FRONT OF SHOPKEEP UNIT, AREA RANGES FROM 40 SF TO 60 SF



SEMI-PRIVATE RESIDENT PATIO WITH CORTEN LINEAR PLANTERS WITH TRELLIS, ON CASTERS FOR MULTI-USE



RAIN BARREL MURAL FOR COMMUNAL GARDEN WATERING



MURAL WALL WITH INCORPORATED PLANTERS, ALLEY



GHOST MURAL WITH CATTLE BRANDS, ALLEY



ARTIST OUTDOOR LOUNGE WITH SEATING, FIRE PIT, AND FUTURE BBQ



SEMI PRIVATE SCREEN FENCE AT ARTIST LOUNGE



MAKER SPACE COURTYARD WITH STRING LIGHTS & CABLES TO HOST EVENTS OR CREATE SPACE



ALLEY SEPARATION AREA, SEATING OPTIONS RANGE FROM REUSABLE TIMBER, STUMPS, SMALL BLOCKS



INITIAL SEATING ELEMENTS FOR RESIDENTIAL LOUNGE, ARTISTS CAN BUILD UPON THESE WITH THEIR OWN FLAIR



ENTRY FEATURE AT RESIDENT LOUNGE

SPACE TO CREATE

LANDSCAPE CONCEPT DESIGN

JUNE 18, 2025

MA **td**
STUDIOS terracino
design
URBAN PLANNING
CIVIL ENGINEERING

SITE & LANDSCAPE INSPIRATION

Section 9, Item F.

MA
STUDIOS

Concept
Design

07/14/2025

SPACE 2 CREATE - GRAND LAKE

Town of Grand Lake, CO

LOTS 1, 2, 3, 4 - BLOCK 3, GRAND LAKE, CO 80447

PROJECT #2435



CONCEPTUAL RENDERINGS

SPACE 2 CREATE - GRAND LAKE

Town of Grand Lake, CO

LOTS 1, 2, 3, 4 - BLOCK 3, GRAND LAKE, CO 80447
PROJECT #2435



CONCEPTUAL RENDERINGS

SPACE 2 CREATE - GRAND LAKE

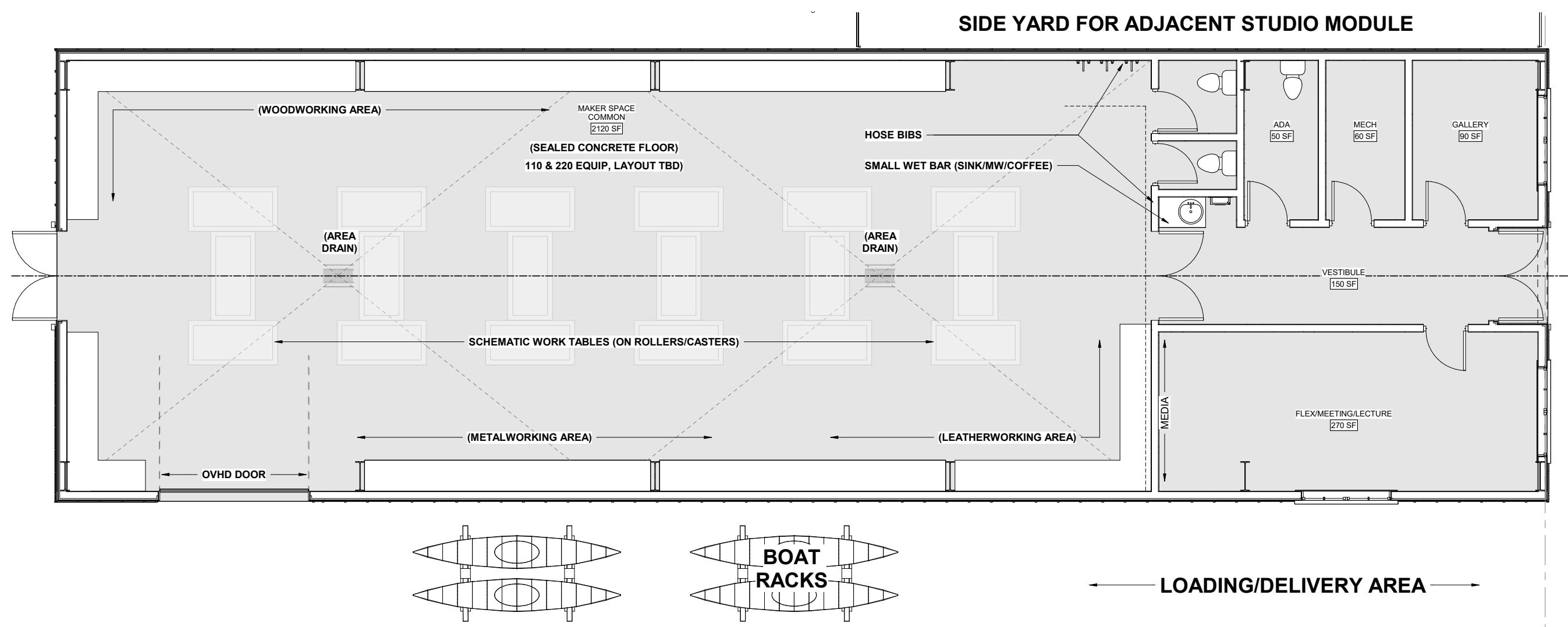
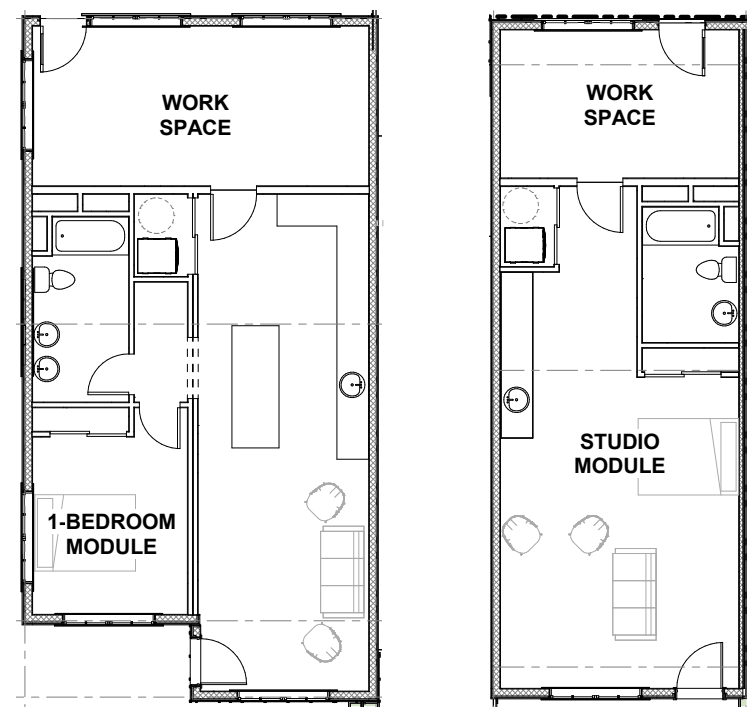
Town of Grand Lake, CO

LOTS 1, 2, 3, 4 - BLOCK 3, GRAND LAKE, CO 80447
PROJECT #2435

SPACE 2 CREATE - GRAND LAKE

Town of Grand Lake, CO

LOTS 1, 2, 3, 4 - BLOCK 3, GRAND LAKE, CO 80447
PROJECT #2435



ENLARGED PLANS

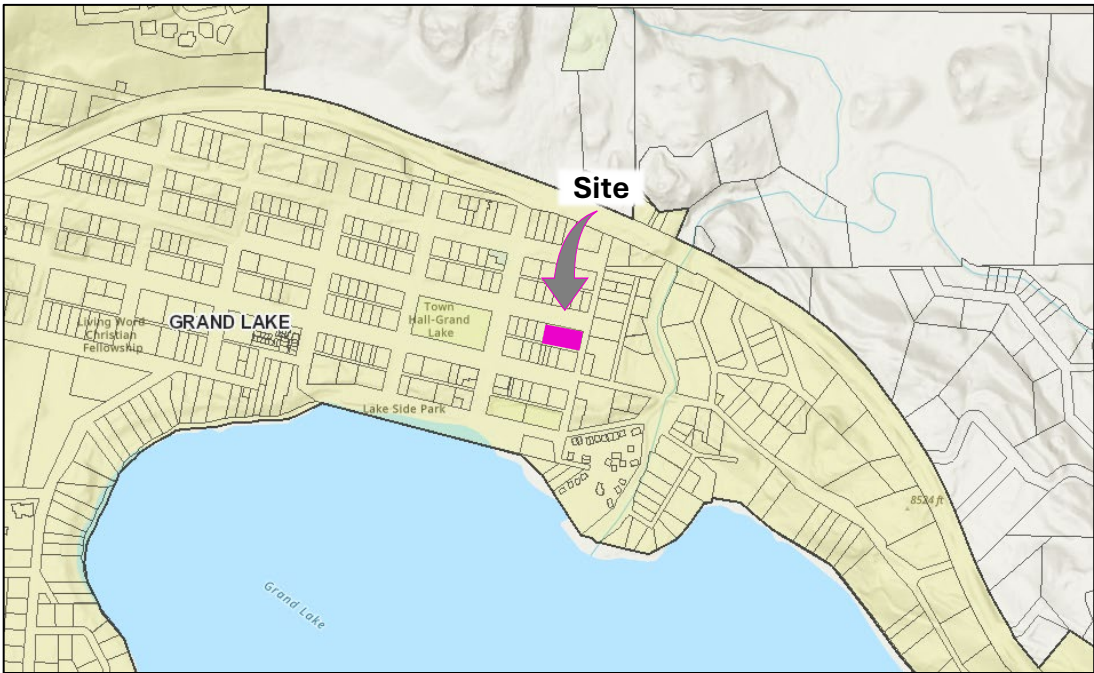


TOWN BOARD OF TRUSTEES STAFF MEMORANDUM

DATE: July 14, 2025
TO: Mayor and Board of Trustees
FROM: Steve Kudron, Town Manager
Josh Olhava, AICP, Contract Staff - Planning Department
SUBJECT: **Petition to Rezone** – Consideration of Rezoning Petition and Amendment to the Official Zoning Map for the Town of Grand Lake for Town-owned Property Located on Lots 1 through 4, Block 3 Town of Grand Lake, more commonly known as 1128 Park Avenue.

Overview

- **Property Owner and Applicant:** Town of Grand Lake
- **Applicant’s Representative:** Town Manager Kudron
- **Consultant:** n/a - Town of Grand Lake Staff
- **Project Location:** 1128 Park Avenue
- **Current Zoning:** Public (PUB)
- **Proposed Zoning:** Commercial (C)
- **Attachments:**
 - Rezoning Petition





The Town of Grand Lake is initiating a rezoning request for Town-owned property located at 1128 Park Avenue, specifically Lots 1, 2, 3, and 4, Block 3, Town of Grand Lake. The total area of the subject property is approximately 0.463 acres or 20,184.08 square feet, based on the latest survey.

The purpose of this rezoning is to accommodate the proposed Space to Create project. The request is to rezone the property from Public (PUB) to Commercial (C). The surrounding zoning context includes Commercial Transition (CT) zoning to the north (across Park Avenue) and to the east (across Hancock Street), and Commercial (C) zoning to the west and south (across the public alleyway). The property is also included within the Central Business District Design Area.



Staff Analysis and Rezoning Procedure

The proposed rezoning is necessary to support the Space to Create development project, which aligns with the Town’s goals for economic development, creative industry support, and adaptive reuse of underutilized public property. Under the current zoning of Public (PUB), the Space to Create project would require a Conditional Use Grant and Variances from the Municipal Code to construct the proposed facilities. Rezoning the property will allow future development to align more closely with adjacent properties and maintain consistency in site design, form, and overall layout as seen within the Central Business District Design Area.

Rezonings shall only be allowed if the applicant (Town) demonstrates by clear and convincing evidence that rezoning is necessary because of one (1) or more of the following reasons (Sec. 12-2-34(A)):

1. *The land to be rezoned was zoned in error and as presently zoned is inconsistent with the policies and goals of the Town's Comprehensive Plan.*
2. *The area for which rezoning is requested has changed or is changing to such a degree that it is in the public interest to encourage a redevelopment of the area or new approach to development.*
3. *The proposed rezoning is necessary to provide land for a community-related use, which was not anticipated at the time of the adoption of the Town's Comprehensive Plan and that such rezoning will be consistent with the policies and goals of the Comprehensive Plan. This Declaration of Standards*



for Rezoning shall not control a rezoning which occurs incidental to a comprehensive revision of the Town's Zoning Map.

The rezoning process will follow the procedures outlined in Section 12-2-34 of the Town’s Municipal Code, including:

1. Acceptance of the petition and direction to staff by the Board of Trustees as this is a Town-owned property and initiated action.
2. Staff review and preparation of a zoning map amendment.
3. Public notice a five-hundred-foot (500’) buffer and minimum of fifteen (15) days prior to the first public hearing.
 - a. Such notice will include both the Planning Commission and Board of Trustees Public Hearing dates on the rezoning request.
4. Planning Commission Public Hearing and Recommendation to the Board of Trustees.
5. Board of Trustees Public Hearing and Final Consideration.
6. If approved, staff will record the revised zoning for 1128 Park Avenue (Lots 1-4, Block 3, Town of Grand Lake) with the Grand County Clerk and Recorder.

Staff Recommendation

Staff recommends the Board of Trustees accept the rezoning petition for Lots 1 through 4, Block 3 Town of Grand Lake, more commonly known as 1128 Park Avenue, and direct staff to complete the process for an amendment to the official zoning map of the Town of Grand Lake for the subject Town-owned property.

Planning Commission Recommendation

The Planning Commission will review the full zoning application materials at a future public hearing if the Board directs staff to proceed with the amendment to the official zoning map process.

Sample Board of Trustees Motions

Accept with or without conditions

I move to accept the rezoning petition as presented for Lots 1 through 4, Block 3 Town of Grand Lake, more commonly known as 1128 Park Avenue, and direct staff to complete the appropriate application procedures for an amendment to the official zoning map of the Town of Grand Lake.

... with the following conditions:

-

Reject

I move to reject the rezoning petition as presented for Lots 1 through 4, Block 3 Town of Grand Lake, more commonly known as 1128 Park Avenue, and direct staff to maintain the current Public District zoning designation, based on the following:

-



TOWN OF GRAND LAKE REZONING PETITION

Petitioner:

Steve Kudron, Town Manager *(on behalf of the Town of Grand Lake)*

Name and Entity

1026 Park Avenue, Grand Lake, CO, 80447

Address (Street, City, State, Zipcode)

Owner:

Steve Kudron, Town Manager *(on behalf of the Town of Grand Lake)*

Name and Entity

1026 Park Avenue, Grand Lake, CO, 80447

Address (Street, City, State, Zipcode)

Petition Request

To the Board of Trustees of the Town of Grand Lake, Colorado.

I (We), the undersigned, do hereby respectfully petition and request that the Board of Trustees amend the zoning ordinance of the Town of Grand Lake by changing the zoning of the hereinafter described parcel, containing 0.463 acres more or less, from Public zoning district to Commercial zoning district:

LEGAL DESCRIPTION: Lots 1, 2, 3, and 4, of Block 3, Town of Grand Lake

Reason for Request:

This rezoning request is intended to facilitate the development of the Space to Create initiative, a project envisioned to bring creative industry and mixed-use opportunities to the heart of Grand Lake. The subject property, Town-owned Lots 1 through 4, Block 3, located at 1128 Park Avenue, is currently zoned Public. The proposed amendment would reclassify the site to Commercial to better align with the intended use.

The site is situated within the Central Business District Design Area and is surrounded by a mix of zoning districts: Commercial Transition to the north and to the east, and Commercial to the west and south. The proposed zoning change would create consistency with adjacent land uses and support the Town's goals for downtown revitalization and economic development.



MEMORANDUM

Meeting Date: 7/14/2025

To: Town of Grand Lake Board of Trustees
From: Steve Kudron, Town Manager

Re: Mary Drive Parking Use

Trustees:

During the winter season, the Town made improvements to the Mary Drive lot to allow for overflow parking of trailers in town. Staff believes the trial resulted in success for the first year. Some weekends had many trailers parked there instead of the Towns ROWs. Public Works has not removed the signs, and we have witnessed some parking occurring during these summer months.

Would the Board like to continue the program through the summer season, or should public works remove all signage and enforce a no parking policy?