

Posted: \_\_\_\_\_

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**Town of New Castle**  
450 W. Main Street  
PO Box 90  
New Castle, CO 81647

**Administration Department**  
**Phone:** (970) 984-2311  
**Fax:** (970) 984-2716  
[www.newcastlecolorado.org](http://www.newcastlecolorado.org)

## **Agenda**

### **New Castle Town Council Regular Virtual Meeting Tuesday, September 15, 2020, 7:00 PM**

Starting times on the agenda are approximate and intended as a guide for Council. The starting times are subject to change by Council, as is the order of items on the agenda.

**Due to concerns related to COVID-19, this meeting will be open to the public as a virtual meeting only.**

**[To join by computer, smart phone or tablet click HERE](#)**

**If you prefer to telephone in:  
Please call: 1-346-248-7799  
Meeting ID: 709 658 8400**

**Follow the prompts as directed. Be sure to set your phone to mute until called on.**

**Call to Order**

**Pledge of Allegiance**

**Roll Call**

**Meeting Notice**

**Conflicts of Interest**

**Agenda Changes**

**Citizen Comments on Items not on the Agenda**

-Comments are limited to three minutes-

**Consultant Reports**

Consultant Attorney

Consultant Engineer

**Items for Consideration**

**A. Proclamation Supporting Library Card Sign-Up Month (7:05 p.m.)**

**B. Consider Resolution TC 2020-28 - Approving a Conditional Use Permit for a Quilting Studio on Property Located in the Commercial-1 Zone District (7:15 p.m.)**

**C. Review Updated Strategic Plan (7:40 p.m.)**

**D. Executive Session for discussion of a personnel matter under C.R.S. Section 24-6-402 (f)(I) regarding an evaluation of the Town Treasurer and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body of any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees (8:00 p.m.)**

**Consent Agenda (8:30 p.m.)**

Items on the consent agenda are routine and non-controversial and will be approved by one motion. There will be no separate discussion of these items unless a council member or citizen requests it, in which case the item will be removed from the consent agenda.

[August](#) 4, 2020 minutes

[2](#) Coronas Hotel & Restaurant Liquor License Renewal

**Staff Reports (8:35 p.m.)**

Town Administrator

Town Clerk

Town Treasurer

Town Planner

Public Works Director

[Administrative](#) Assistant Debbie Nichols - Update: Business Assistance Grants

**Commission Reports (8:45 p.m.)**

Planning & Zoning Commission

Historic Preservation Commission

Climate and Environment Committee

Senior Program

RFTA

AGNC

GCE

EAB

**Council Comments (8:55 p.m.)**

**Adjourn (9:15 p.m.)**



## Town of New Castle, State of Colorado

# Proclamation

WHEREAS, a library card is the most essential school supply of all;

WHEREAS, libraries and librarians play a crucial role in the education and development of children;

WHEREAS, libraries offer a variety of programs to stimulate an interest in reading and learning;

WHEREAS, library resources serve students of all ages, from early literacy to STEAM programs to research databases;

WHEREAS, signing up for a library card is the first step on the path towards academic achievement and lifelong learning;

WHEREAS, a library card gives students the tools that foster success in the classroom and beyond;

WHEREAS, librarians create welcoming and inclusive spaces for students of all backgrounds to learn together and engage with one another;

WHEREAS, a library card empowers all people to pursue their dreams and explore new passions and interests;

WHEREAS, libraries are constantly transforming and expanding services to meet the evolving needs of their communities;

NOW, THEREFORE, the Town Council of the Town of New Castle proclaim September Library Card Sign-up Month in New Castle, Colorado and encourage everyone to sign up for their own library card.

Let this Proclamation be entered into the official records of the Town.

\_\_\_\_\_  
Art Riddile, Mayor

ATTEST:

\_\_\_\_\_  
Melody Harrison, Town Clerk



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**Staff Report**  
**Conditional Use Permit – Quilting Studio**  
**Town Council – Meeting**  
**September 15, 2020**

**Project Information**

**Name of Applicant:** Dara Marquardt

**Applicant’s Mailing Address:** PO Box 398

**Property Address:** 333 W Main St. New Castle CO

**Property Owner:** Same

**Owner Address/Phone:** (970) 355-0595

**Proposed Use:** Studio

**Legal Description:** Section: 31 Township: 5 Range: 90 Subdivision: Original Town New Castle Lots: 3 and 4, Town of New Castle, According to the plat thereof recorded;

**Size of Lot:** 5,000 sq ft

**Street Frontage:** W Main St

**Existing Zoning:** C-1

**Surrounding Zoning:** C-1

### **I Application:**

The application proposes a quilting studio workspace in the C-1 zoning district along the alleyway south of Main St. The studio will consist of a 280 square foot structure which will accommodate assembly area and a large quilting machine used to service quilts for clients. Currently the property is occupied by a single-family home, built in 1909, and accessory structures. The use is currently non-conforming according to code section 17.36.050. In the event that the property should transition from a residential to conforming commercial use, this studio can be readily converted to a single car garage or storage shed. The applicant maintains that the versatility of the structure will be an asset to the community regardless of the proposed use or future use of the property.

Whereas chapter 17.36 of the municipal code does permit analogous uses such as printing shops and photography studios, provisions for quilting studios are neither specified permitted nor not-permitted. Therefore per section 17.36.040 (D), "any use not specifically defined in the permitted, conditional, or non-permitted use categories shall be a conditional use." Consequently the Planning and Zoning Commission held a public hearing on August 26, 2020 in which it voted unanimously to approve Resolution PZ 2020-08 in favor of the studio. As a result, the Town Council has sixty (60) days from the date of the Planning Commission's written decision, or within such time as is mutually agreed by the Town Council and the Applicant, to make one of three decisions on the application:

- 1) Approve the CUP unconditionally;
- 2) Approve the CUP with conditions;
- 3) Deny the CUP.

### **II Development Application Exhibits:**

- A. Development application
- B. Application narrative
- C. Public notice
- D. Affidavit as to notice of public hearing
- E. Certified mail receipts
- F. Property owners within 250'
- G. Signed performance standards
- H. Agreement to pay consulting fees
- I. Warranty deed
- J. Policy title insurance
- K. Property photos
- L. Adjacent land uses & structures
- M. Site plan
- N. 2D renderings

### **III Application Requirements:**

The purpose of a conditional use permit is to determine if the nature of the proposed use is appropriate to the location, character of the surrounding development, vehicle capacity on adjacent streets, and potential environmental effects, among other factors, that the Town may deem relevant to the type of land use.

Site Plan:

- (1) Adjacent land uses and location of adjacent structures:

**Staff Comment** – The existing building is adjacent to a residential lot to the west, and the Ringer commercial building to the East. The Ringer building is a live/work establishment. The house fronts Main St. to the north, and an alleyway to the south.

- (2) Boundary and size of lot:  
**Staff Comment** – Exhibit M illustrates the boundary and size of lots 3 & 4. In C-1 the minimum lot area for a single-family detached unit is 2,500 square feet per dwelling unit. The current lot size is 5,000 square feet. The minimum floor area is 800 square feet per dwelling unit. The existing floor area is 1,638 square feet. The quilting studio will add 280 square feet of lot coverage.
- (3) Boundary location, height and setbacks:  
**Staff Comment** – The maximum building height in C-1 for residential is 32 feet. The proposed building height is 13' as identified in Exhibit . Setbacks are noted on the drawings and comply with the C-1 minimum setbacks mentioned in section 17.36.080.
- (4) Off-street parking and loading areas:  
**Staff Comment** – Exhibit M depicts the anticipated off-street parking areas. For residential dwelling units in the C-1 zone there must be one and one-half parking spaces per dwelling unit. (MC 17.76.120§B). A minimum of fifty (50) percent of the required parking spaces in the C-1 zone district shall be provided onsite behind the building and with access from the alley. Currently there are 2.5 off-street parking spaces located entirely in the rear of the lot.
- (5) Points of ingress and egress:  
**Staff comment** – The studio design shows a service door planned at the northern side of the structure and a 7' barn door to the east. Parking for the studio will be accessed by the alleyway from either the east or west.
- (6) Service and refuse areas:  
**Staff Comment** – Shown on Exhibit M & N, there is access for meter readings and ample space beyond the fence for any trash collection services. In the event that the land were to transition to commercial use, the proposed garage would not impede on the function of these areas.
- (7) Signs and exterior lighting:  
**Staff Comment** – There are currently no proposed exterior signs and/or lighting. Should this change, the applicant will be required to comply with lighting and sign code provisions in the municipal code. Any added exterior lighting will need to be dark-sky compliant per the comprehensive plan.
- (8) Fencing, landscaping and screening:  
**Staff Comment** – Landscaping and screening is shown on Exhibit N. The garage will run parallel to the existing fence and contribute to the screening at the rear of the lot. Fencing will remain compliant with R-1 zone standards.
- (9) Compliance with performance standards:  
**Staff Comment** – The Applicant has submitted a signed document stating they will comply with all performance standards.
- (10) Location and size of easements, power poles, fire hydrants, gas lines, water and sewer lines; anticipated utility requirements:  
**Staff Comment** – The garage will not be connected to Town water and sewer. Electrical service is anticipated on the west wall of the structure. The garage does not impede on any easement.

#### **IV Commercial District Design Requirements:**

Section 17.36.030 of the municipal code states that the Town's goals within the C-1 district are to retain historical characteristics of the downtown business area by preserving existing structures constructed prior to the year 1930. Remodeling and construction is encouraged: to reflect the goals of the zone district; to enhance the town's attraction to residents, tourists, and visitors; to serve as a support and stimulus to business and industry; to reflect a pedestrian orientation; and to enhance property values. Section 17.36.100 states that design and construction in C-1 shall be consistent with the following provisions:

- A. Remodeling and restoration improvements to preexisting and/or nonconforming structures are encouraged and shall not affect their existing uses as described above. Exterior remodeling and improvements shall blend with the existing structure and surrounding neighborhood with the effect to retain and restore the district's historical characteristics.
- B. New additions to existing structures shall meet the setback requirements of this district. The exterior shall blend with the existing structure.
- C. New construction within this C-1 district shall be designed in relation to the historical characteristics of the district, so that the exterior features of such construction shall blend with the historical characteristics as established in this chapter.
- D. Exterior finish materials such as logs, exposed metals or materials of gloss finish, or vinyl-finish siding on nonresidential buildings are not permitted.

Staff anticipates that the design and construction of the quilting studio will not violate these provisions nor conflict with the overall design of the existing house.

#### **V 17.84.050 – CUP Approval Criteria and Comments:**

A conditional use application shall be approved only if the town council finds that the application:

1. Is eligible for conditional review under Section 17.35.050;

**Comment: Sections 17.36.050, 17.36.050, and 17.36.060 of the municipal code identify the list of permitted uses, conditional uses, and non-permitted uses, respectively. By virtue of its exclusion from all of these lists, a quilting studio is thereby subject to the conditional use process. A complete application with all CUP requirements was confirmed on July 1, 2020. A public hearing with the Planning Commission was scheduled for the first available meeting after 45 days.**

2. Is generally compatible with adjacent land uses;

**Comment: Although the current land use of this lot is non-conforming in C-1, it is staff's opinion that the proposed addition of the garage will not inhibit the transition of land use from residential to commercial. Moreover the presence of a studio structure will likely enhance the function of the property with any use.**

3. Meets all requirements of Section 17.84.020, is in compliance with this title and minimizes potential adverse impact of the conditional use on adjacent properties and traffic flow;

**Comment: The proposal anticipates little negative impact on the community and**

**adjacent properties. Furthermore, the Applicant will satisfy the requirements of all adopted building codes and Town codes as described in the conditions of approval.**

4. Is consistent with the comprehensive plan

**Comment: The New Castle Comprehensive Plan Policy H-1G maintains that New Castle will encourage new businesses in historic downtown that will create a destination/stop for tourism. New Castle will favor retail and service for its downtown buildings. The proposed quilting studio is consistent with these policies.**

5. The town has the capacity to serve the proposed use with water, sewer, fire, and police protection.

**Comment: The studio will not be serviced by the Town's water or sewer. Impacts on the Town's infrastructure, including police and fire protection are slight.**

### **VI Staff Recommendations**

The staff recommends Town Council **approve Resolution No. TC 2020-28** with the following conditions:

- A. The use approved in the Application shall not be conducted until the Town Planner has issued a conditional use certificate. That certificate shall be issued only after Applicant has entered into an agreement with the Town specifying that all conditions imposed by the Town council will be completed and that the use and improvements will be in accordance with the approved Application site plan and development schedule. The conditional use certificate must be issued within one year of the date of final approval by Town Council, or the Application is deemed withdrawn by the Applicant and is of no further force and effect.
- B. No approved conditional use may be altered, structurally enlarged, expanded in parking area or expanded in ground area unless the site plan is amended and approved in accordance with the procedures applicable to approval of a conditional use as set out in chapter 17.84.070.
- C. In the event the Town receives any complaints about the use of the site or observes or becomes aware of any violations of the conditional use approval, the Applicant and/or owner may be summoned before the Town Council in a public meeting to show cause why the permit should not be revoked, suspended, or additional conditions imposed. Such show-cause hearing shall be open to the public and the Applicant or owner may present testimony or offer other evidence on its behalf.
- D. The applicant shall comply with all applicable building, residential, electrical and municipal code requirements including all sign code regulations.
- E. Added exterior lighting will be dark sky compliant pursuant to the Comprehensive Plan Goal EN-4.
- F. All representations of the applicant in written and verbal presentations submitted to the Town or made at public hearings before the planning commission or Town Council shall be considered part of the application and binding on the applicant.
- G. The applicant shall reimburse the Town for any and all expenses incurred by the Town regarding this approval, including without limitation all costs incurred by the Town's outside consultants such as legal and engineering costs.

**TOWN OF NEW CASTLE, COLORADO**  
**RESOLUTION NO. TC 2020-28**

A RESOLUTION OF THE NEW CASTLE TOWN COUNCIL APPROVING A  
CONDITIONAL USE PERMIT FOR A QUILTING STUDIO ON PROPERTY  
LOCATED IN THE COMMERCIAL-1 ZONE DISTRICT.

WHEREAS, on June 18, 2020, Dara Marquardt (“Applicant”) submitted a Conditional Use Permit Application (“Application”) for the property owned by Applicant located at 333 W. Main Street, New Castle, Colorado, and legally described in Exhibit A hereto (“Property”); and

WHEREAS, the Property is zoned Commercial-1 (C-1); and

WHEREAS, the Property is currently improved with a single family dwelling used for residential purposes; and

WHEREAS, Applicant seeks to construct a 280 square-foot workshop on the Property to be used as a quilting studio; and

WHEREAS, Chapter 17.36 of the New Castle Municipal Code (the “Code”) establishes the permitted, conditional, and nonpermitted uses for the C-1 zone district; and

WHEREAS, pursuant to §17.36.040(D) of the Code, any use not specifically defined in the permitted, conditional, or non-permitted use categories for the C-1 zone district shall be a conditional use requiring the issuance of a conditional use permit pursuant to Chapter 17.84 of the Code; and

WHEREAS, the use Applicant proposes for the Property is not listed as a permitted, condition, or non-permitted use within the C-1 district, making it a conditional use; and

WHEREAS, as required under Code §17.84.040(B), the New Castle Planning and Zoning Commission held a duly-noticed public hearing on August 26, 2020, to consider the Application and has recommended approval thereof; and

WHEREAS, the Town of New Castle Town Council considered the Application at a duly-noticed public meeting held on September 15, 2020; and

WHEREAS, pursuant to Code §17.84.050, Town Council hereby finds that the Application:

1. is eligible for conditional review under Code §17.84.040;
2. is generally compatible with adjacent land uses;
3. meets all requirements of §17.84.020 of the Code, is in compliance with Title 17 of the Code, and minimizes potential adverse impact of the conditional use on adjacent properties and traffic flow;
4. is consistent with the comprehensive plan; and

5. the Town has the capacity to serve the proposed use with fire and police protection and is not required to provide water or sewer service.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN OF NEW CASTLE TOWN COUNCIL AS FOLLOWS:

1. Recitals Incorporated by Reference. The foregoing recitals are incorporated by reference herein as findings and determinations of the Town Council.

2. Listing of Approved Uses. The following constitute the uses for the Property approved under the Application. The existing residential use of the Property may continue in addition to the use set forth below.

- A. the operation of a quilting studio

3. Approval. The Town Council hereby approves the Application and use proposed therein pursuant to § 17.84.050 of the Code, subject to the following conditions:

- A. All representations of the Applicant in written Application materials and in verbal presentations submitted to the Town or made at public hearings before the Planning Commission or Town Council and reflected in the minutes thereof shall be considered part of the Application and binding on the Applicant;

- B. Applicant shall comply with all applicable building, electrical and other municipal code requirements, including all sign code regulations;

- C. Any new exterior lighting will be dark-sky compliant pursuant to the Comprehensive Plan Goal EN-4;

- D. In the event the Town receives any complaints about the use of the site or observes or becomes aware of any violations of the conditional use approval, Applicant and/or owner may be summoned before the Town Council in a public meeting to show cause why the permit should not be revoked, suspended, or additional conditions imposed, with such show-cause hearing open to the public and the Applicant or owner being able to present testimony or offer other evidence on their behalf;

- E. Applicant shall reimburse the Town for any and all expenses incurred by the Town regarding this approval, including without limitation all costs incurred by the Town's outside consultants such as legal and engineering costs;

- F. No approved conditional use may be altered, structurally enlarged, expanded in parking area, or expanded in ground area unless the site plan is amended and approved in accordance with the procedures applicable to approval of a conditional use as set out in Section 17.84.070 of the Code; and

G. The use approved in the Application shall not be conducted until the Town Planner has issued a conditional use certificate. That certificate shall be issued only after Applicant has entered into an agreement with the Town specifying that all conditions imposed by the Town Council will be completed and that the use and improvements will be in accordance with the approved Application site plan and development schedule. The conditional use certificate must be issued within one year of the date of final approval by Town Council, or the Application is deemed withdrawn by the Applicant and is of no further force and effect.

THIS RESOLUTION TC 2020-28 was adopted by the New Castle Town Council by a vote of \_\_ to \_\_ on the 15th day of September, 2020.

TOWN OF NEW CASTLE TOWN COUNCIL

By: \_\_\_\_\_  
Art Riddile, Mayor

ATTEST:

\_\_\_\_\_  
Melody Harrison, Town Clerk

Agreement

By signing below, Applicant hereby agrees to complete and comply with all conditions imposed by the Town Council in this Resolution No. TC 2020-28. Applicant further agrees that the use and improvements approved in said Resolution will be conducted and constructed in accordance with the approved Application site plan and development schedule.

DATED this \_\_ day of \_\_\_\_\_, 2020.

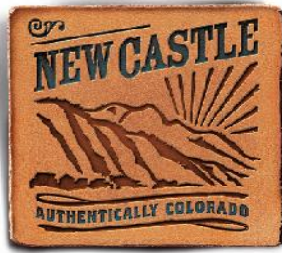
\_\_\_\_\_  
Dara Marquardt

**EXHIBIT A**  
Legal Description

The property that is the subject of the Application described in Resolution TC 2020-28 is legally described as follows:

Lots 3 and 4, Block 7, Town of New Castle, County of Garfield, State of Colorado,

commonly known as 333 W. Main Street, New Castle, Colorado 81647



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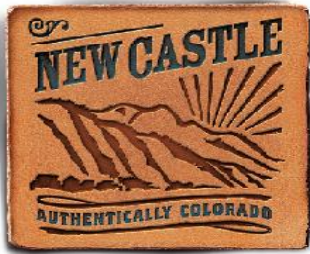
## Memorandum

**To:** Mayor & Council  
**From:** David Reynolds  
**Re:** Agenda Item: Review of Updated Strategic Plan  
**Date:** 9-15-20

**Purpose:**

The purpose of this agenda item is to review updates that will be applied to the most current Town of New Castle Strategic Plan. During the recent Annual Council Retreat, held on Aug. 29, 2020, Council had the opportunity to comment on existing Strategic Plan items, remove outdated items, and add new items as needed. Staff has added notes to the Strategic Plan based on comments during the Retreat. Council is asked to review these notes and make changes if needed. Based on this review, staff will create a final updated Strategic Plan. *Please note that the newest notes on the attached Strategic Plan are shown in red.*

Also, during the 2020 Annual Council Retreat, Council and staff created a list of projects and assignments that, for the most part, are designed to be addressed during the upcoming year. Staff wishes to use a portion of this agenda item time to review the notes related to this list.



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## **New Castle Town Council Strategic Plan**

**Revised and Updated Nov. 19, 2019**

### **1. Encourage and Facilitate Economic Activity in Downtown and throughout the Community.**

- 1.1. Utilize the existing Town-owned land as an incentive to encourage mixed use development in the downtown and near the mall – public/private partnerships.
- 1.2. Promote the “LiveWell” goals and programs of healthy eating and active living as the New Castle Brand “*LiveWell New Castle*”. Staff Wellness Program continues.
- 1.3. Develop and implement a community wide Wayfinding program. The Town may wish to coordinate this project with the timing of future traffic circles and the expansion of the Rt. 70 interchange. No status change as of 8.28.20
- 1.4. Discuss advantages and disadvantages of managing the rate of growth to protect the quality of life in New Castle. Council may wish to consider a maximum number of new building permits which may be issued in any given year if this becomes a serious issue. Remains an outstanding item 8.28.20
- 1.5. Consider the benefits to selling (3) Town owned properties. Staff shall direct a study in order to determine the value and marketability of the properties at 6<sup>th</sup> Street, the Kamm Lot and the lot on Castle Valley Blvd near the Shibui Condominiums. Realtor was consulted in March of 2020. Project put on temporary hold due to pandemic.
- 1.6. Staff shall monitor the progress of developments concerning the “Old Schoolhouse Property” at 151 West Main Street. Staff and consultant currently working with the owners rep. 8.28.20
- 1.7. Staff shall monitor the progress and developing ideas related to the sale of the Lakota Golf Course and associated properties. New owners are communicating with the Town 8.28.20

### **2. Infrastructure Improvements and Planning as the Basis of Good Economic Development**

- 2.1. Develop a *Capital Improvement Committee* consisting of Department Heads and two Council Members. The Committee shall review *Capital Improvement* needs and assess costs, timelines, finance methods, and priority levels for each *Capital Improvement* need. Completed for budget year 2020. Staff would like to repeat this for budget year 2021.
- 2.2. Traffic control (Intersection of Hwy 6/Castle Valley Blvd Roundabout or traffic signal). Plans for the new roundabout and interchange are being developed by CDOT. Town Staff and the Town Engineer will continue to monitor the progress. Staff understands that CDOT drawings are nearing shovel ready status.
- 2.3. Raw Water System Improvements (first priority is to build a storage pond, pump house and distribution lines to allow increased watering window for parks). Town Engineer was commissioned to work on this design.

- 2.4. Southside wastewater interceptor (not needed until substantial buildout of Lakota and/or development east of town). No Change 8.28.20
- 2.5. Collaborative with all regional entities to pursue LOVA trail. Continued strategic work on a limited basis, based on staff time and funding, toward the planning and eventual construction of the LoVa Trail. Successfully obtained a Joint FMLD Grant for a small eastern portion. Permitting issues have delayed the construction on the west end.
- 2.6. Improve C Avenue trail as key link between downtown and CVR/Lakota (lighting, switchbacks, hard surface, and picnic table at top of C Avenue). This area will need to be further addressed as development in the Castle Valley area is considered. The ability to create switchbacks along C Avenue may be cost prohibitive based on the topography. The outcome Filing #11 will help determine a timeline for work in this area.
- 2.7. Continue working with New Castle Trails on Bike Park improvements and on construction of soft trails throughout town and BLM area. In Progress 8.28.20
- 2.8. Create a Place Making Opportunities on top of Mt. Medaris in order to activate this mountain as a community amenity. Ideas may include signage and maps which point out historically significant sites. Ideas may also include resting spots and benches. No Progress to date 8.28.20.
- 2.9. Redesign Burning Mountain Park so it functions better as a music/event venue. Council will make a field trip to the park and consider proposed design changes. Staff will work toward development of a budget for a redeveloped park design. Design work is contracted out and is underway. Pandemic has slowed the progress related to an open house public comment event.
- 2.10. Study and consider improvements to *Riverfront Park and the Boat Ramp Area*. Staff will develop an improvement plan to upgrade the Boat Ramp, Parking, and Disc Golf Areas of the park. Staff will work toward estimating the costs for improvements and possible grant opportunities. Staff has obtained a design grant through DOLA. Design work is underway.
- 2.11. Town Hall upgrades. Staff will explore the option of long-term financing of a new Town Hall. Staff will explore having Clear Energy survey the current building for potential energy savings. Staff will explore the idea of a minor remodel and the possibility of moving Council Chambers to the Town Community Center Building. Staff has applied for an FMLD Grant to replace Town Hall windows. No consideration as of 8.28.20 of major renovation or new Town Hall.
- 2.12. Work with RFTA to understand how New Castle can implement a town shuttle using RFTA as a contract entity to operate and maintain shuttle. The Town's goal is to evolve this shuttle from internal combustion, to electric and driverless over time. Current Pandemic has caused mayor issues for RFTA in 2020. No new consideration of this item at this point.
- 2.13. Add more bike parking in downtown and throughout town. Staff has received a grant which will allow for the purchase of additional Bike Racks in Downtown.

### **3. Environmental Issues (air quality, weed/pest management, energy saving measures)**

- 3.1. Continue to work with GCE and Clear Energy to understand local environmental issues and energy saving measures. Our Energy Advisory Board has been reestablished in 2020 and can assist in this work.

### **4. Address Connectivity, Traffic, Parking and Business Access Issues (downtown parking, parking enforcement, traffic control, alley use).**

- 4.1. Improve alley and side street conditions and organization to provide more downtown parking. Note: Sixth Street was reorganized in 2019 to hold diagonal parking. Lease for the Garcia Parking Lot was extended through July 2023.

- 4.2. Complete sidewalk system on east end of Main Street. Funding for this project remains to be identified. No progress as of 8.28.20
- 4.3. Study Downtown Parking concerns. Possible solutions to explore might be the purchase of private properties that are convenient to Main Street, the use of currently held Town properties as expanded parking areas, and the continued or future lease of properties that may serve as additional parking spaces. The Kamm lot was formalized with signage fencing, parking lot lines, and an electric vehicle charging station.

## **5. Development of Human and Social Capital and a Diverse Workforce**

- 5.1. Retain employees through training/cross training, quality equipment, challenging/rewarding tasks, and access to housing opportunities. The 2020 Pandemic has stopped most training and travel. Housing opportunities remain unchanged.
- 5.2. Address Employee Housing Concerns by studying funding programs by which the Town may assist staff in obtaining required funding for deposits, down payments, or other required upfront funding for housing rentals or purchases. No progress to date.
- 5.3. When possible, consider giving weight to the hiring of bi-lingual staff. In progress.
- 5.4. Council and Staff will promote and implement a high level of Customer Service (this includes Community Policing), as well as Civic Engagement in community governance and operations - all for the purpose of building Social Capital in the Town of New Castle. Staff works to continue on improving this culture.
- 5.5. Implement ICS training/planning for the purposes of community events, emergency planning and general operations of town projects. No changes
- 5.6. Increase Civic Engagement and Hospitality for all New Castle communities: Castle Valley Ranch, Lakota Canyon Ranch, Downtown, Grand River Park Condominiums, Apple Tree Park, Mountain Shadows, River Bend, Peach Valley, Elk Creek (communicate through HOA's when possible). Efforts are underway to create smaller family friendly community events and activities. Our Town Planner has also made headway in involving the Developers in community outreach during the Land Use Application Process. Grant partnerships have been responsible for a new park in the Apple Tree Development. Notes remain the same 8.28.20

## **6. Fleet/Equipment Replacement**

- 6.1. Work to fully implement a Fleet Rotation Program for all Town fleet vehicles. The Use of our Capital Projects Spreadsheet, use of saving which are above our targeted reserves, and coming out of deficit spending is beginning to make this possible.

## **7. Street Maintenance**

- 7.1 Continuously look for ways to augment Town street maintenance budget to bring streets, alleys, sidewalks, trails, curb and gutter to appropriate standard. The Streets Budget has been given a \$30,000 increase for the 2020 budget. Council may consider a Vehicle Use Tax as a ballot issue in 2020 which would be dedicated toward the Streets budget if successful. Staff successfully obtained a \$200,000 FMLD Grant in 2020 to help wit this work.

## **8. Development of Revenue Sources**

- 8.1. Vehicle Use Tax. The Town will look toward hiring a Political Consultant in 2020 to assist with a community survey effort regarding a possible *Use Tax Ballot Issue*. Pending results of the survey the Town Council may consider adding this issue as a November 2020 ballot item. The

current Pandemic forced a decision to hold on this issue. We need to consider the viability of this item in 2021.

## **9. Code Development and Amendments related to Area Development**

- 9.1. Staff will review current Land Use Code and develop updates and amendments where needed. In Progress.
- 9.2. Staff will propose changes to the Development Application Process which will require developers of larger developments to increase their interaction with local residents by providing *Open House Events* during the review stages of the application. In progress 8.28.20

## **10. Cemetery Improvements**

- 10.1. The Town Cemetery has benefited greatly over the years from huge efforts by volunteers who have taken on the task of cemetery management, maintenance and oversight. As the cemetery expands in future years, the Town should prepare a program designed to further assist with this work as needed.

(Strategic Plan Nov 2019 Final) (Strategic Plan Nov 2019 with notes)



**Town of New Castle**  
450 W. Main Street  
PO Box 90  
New Castle, CO 81647

**Administration Department**  
**Phone:** (970) 984-2311  
**Fax:** (970) 984-2716  
[www.newcastlecolorado.org](http://www.newcastlecolorado.org)

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Based on various conversations prior to the 2020 Council Retreat, below is a partial list of items which Council has expressed an interest in reviewing.

**Review of these items may provide the following opportunities:**

- A. Provide updates to the most recent Strategic Plan
- B. Provide update the most recent Capital Projects list
- C. Provide opportunities to explore future projects
- D. Provide opportunities for further budget consideration

**Items for Review and Assignment:**

1. Gain feedback from staff regarding accomplishments and needs. **Accomplished – See attached sheets.**
2. Gain feedback from area leaders (Pastors, River Center, Youth Zone, Food Bank) to determine how our community is doing and if there is more that we can do to help. **Heather Paulson reported to Council in June. We can reach out to pastors and see if they would care to share at an upcoming workshop. Heather report no additional needs at this time. Schedule this for perhaps Oct. or Nov..**
3. Further explore opportunities for Frank Breslin Park, including guide services running out of New Castle. **Currently in progress. This item is Strategic Plan Item 2.10.**
4. Formalize a running list of things that we'd like to do. Perhaps have the Clerk's office keep a running list. **Staff to implement this request.**
5. Using a Commercial Realtor, further explore the sale of the 6<sup>th</sup> St lot and the Kamm Lot. **Staff made initial progress on this item prior to COVID. Based on discussing at the 2020 Council Retreat, this item needs to be workshopped by Council in the near future. It may be good to look at having a Council Committee review this item.**
6. Refine an estimate for the Cigarette Tax. **Reach out to Bill Ray and discuss options for April or Nov. 2021.**
7. Assist in the sale of Mr. T's. **Staff is prepared to help potential buyers in any way possible. Staff has already worked with a handful of interested parties, but nothing has developed to date.**
8. Explore an FMLD Grant to renovate the Community Center kitchen. **This will be a 2021 Mini Grant Application.**

9. Continue to pursue improvements Burning Mtn. Park. Drawings and design work have been contracted out and are now underway. COVID has temporarily blocked the idea of an open house.
10. Pursue Museum repairs. Staff has reviewed this with SGM. This item needs to be accomplished, but is not an urgent matter. For this to occur it would mean that the museum would have to be relocated or that all items must go into storage. The building is not in risk of failure at this time.
11. Pursue Town Hall updates. Fall FMLD grant for new windows has been submitted. Staff will look at additional funding to paint and carpet after a determination is made on the FMLD grant.
12. Pursue East Main Street sidewalks. Consider a Safe Routes to Schools Grant.
13. Consider adding a Dog Park to town (perhaps Filing 11?). This idea was not widely embraced at the Retreat. Perhaps bring back as a workshop item and determine the need.
14. Continue to work toward a healthy relationship with the Atkinsons. Relations with all developers can be tricky at times as it is possible for each party may have differing motivations of various elements of a project. Staff will continue to work toward mutually beneficial relations with all builders and developers.
15. Revive the Downtown Group committee. This is a great idea, but to date we do not have anyone who has expressed a desire to reorganize and lead this group. Staff suggests that once we establish a 2021 budget for the related line-item, we may better be able to solicit interested parties.
16. Look at our 2016 *Hill Avieum Co.* marketing plan, and consider ways to implement Town marketing. Staff will review this marketing plan, as well as continue to partner with Silt, Rifle, and Parachute related to the CRAFT 101 Grant from the Colorado Department of Tourism.
17. Further explore improvements to E. 1<sup>st</sup> and Midland area – curb, gutter, sidewalk. Staff will explore the costs and benefits of pursuing this idea.
18. Work to implement more of the Downtown Plan. Signage on Mt. Medaris Trail with historical pictures, geological features. Perhaps go for a grant. Bruce and Grady have agreed to meet and begin the planning for this project. Funds for this project will need to be identified once the scope of work is determined.
19. Pursue City Market expansion discussions. Dave will have an initial conversation with Ray, the Manager.
20. Extend trails agreement to include Ramero Group property in Lakota. Staff will work with the Romero Group as they are prepared to do so. At this point they have had initial conversations with Adam and Scott. Staff can prepare an initial agreement staff based on information known to date.
21. Clubhouse as central feature for bikers, trail users, and events. (grand opening this fall) No action needed by staff or Council at this time.
22. Pursue purchase of Police Vehicles. Staff has confirmed that three vehicles are now on order.
23. Pursue obtainable housing in New Castle via the Romaro Group properties in Lakota. This item will evolve over the next year or two as we meet to learn more. The Romero Group has expressed an initial understanding of this need.
24. Pursue the Vehicle Use Tax. Staff will contact Bill Ray to determine viability for April or Nov 2021.
25. Spend some funds on Town Marketing and Tourism attraction. This item goes along with item # 16.

26. Discuss limited, tasteful and controlled Food Truck vendors in the Kamm Lot and 6<sup>th</sup> St. lot. This needs to come back to a workshop in late fall of 2020 or winter of 2021 to determine a Council conclusion. This item may also tie to item #5 for determining the disposition of the Kamm and 6<sup>th</sup> Street properties.
27. Explore the idea of a Town gun range. This item may need further explanation at a Council Workshop.
28. Further explore golf cart use on streets in Lakota. Council Member Scott Owens is currently seeking an opinion from the Lakota HOA Board, prior to further discussion at the Council level.
29. Explore a fire mitigation plan for the land between Downtown and Castle Valley Ranch. Work on this with CRFR. Staff shall reach out to Fire Marshall Orrin Moon for further understanding of the scope of work involved.
30. Continue expansion of soft trails. This is an ongoing conversation.
31. Continue the idea of an annual creation of a Capital Projects Spreadsheet. Council Members Scott Owens and Graham Riddile have been assigned to this task along with appropriate Department Heads.
32. Authorize an engineering study of Castle Valley Blvd to determine the need, or lack of need, for it to eventually become a four-lane road from east to west. Staff will review the costs of this study with SGM, and report back to Council. Funding for this item will need to be determined.
33. Work through the fall to refine budget goals. In Progress. Staff and Council will hold several work sessions to refine the 2021 budget.
34. Explore the need for formalized crosswalks to include active crosswalk signs at North Wild Horse, Shibui Condos, the Fire House, and Senior Housing. This item will tie into Item #33.
35. Work toward a solution for the appearance and use of the old School House. Staff is working with Michael Watts, the owners rep. Staff will continue to update and involve Council as the owners continue to refine their plans.
36. Work with developers toward smart growth and livable communities. This is currently being accomplished by targeted updates to Town Development Codes, and by work that is being done at the Planning and Zoning level.
37. Continue a conversation in Council related to Food Trucks in New Castle. See Items #5 and #26.
38. Consider moving the dates and times of the annual Council Retreat to be more convenient for staff and Council schedules. Council decided on September 25, 2021 as the date for our 2021 Annual Retreat.
39. Discuss Bus Stops on Castle Valley Blvd with the RE-2 School District. Staff to explore this project. (Reach out to Mrs. Pierce)
40. Staff to be certain of proper staffing needs for 2021. Staff assignment
41. Confirm that Staff is preparing for SB-217. Staff assignment
42. Explore the idea of a Police Outreach program for youth. Foster the idea of homegrown officers. Council member Crystal Mariscal to assist in further discussions.

1 **New Castle Town Council Regular Meeting**

2 **Tuesday, August 04, 2020, 7:00 PM**

3 **Due to concerns related to COVID-19, this meeting was held as a virtual meeting**  
4 **only. The public was invited to attend.**

5  
6 **To join by computer, smart phone or tablet:**

7 **<https://us02web.zoom.us/j/7096588400>**

8  
9 **If you prefer to telephone in:**

10 **Please call: 1-346-248-7799**

11 **Meeting ID: 709 658 8400**

12  
13  
14  
15 **Call to Order**

16 Mayor A Riddile called the meeting to order at 7:00 p.m.

17  
18 **Pledge of Allegiance**

19  
20 **Roll Call**

21 Present	Councilor Hazelton
	Mayor A Riddile
	Councilor Copeland
	Councilor Leland
	Councilor G Riddile
26 Absent	Councilor Mariscal
	Councilor Owens

28  
29 Also present at the meeting were Town Administrator Dave Reynolds, Town Clerk Melody  
30 Harrison,

31  
32 **MOTION: Mayor A Riddile made a motion to excuse Councilor Owens' absence.**  
33 **Councilor Copeland seconded the motion and it passed unanimously.**

34  
35 **MOTION: Mayor A Riddile made a motion to excuse Councilor Mariscal's absence.**  
36 **Councilor Copeland seconded the motion and it passed unanimously.**

37  
38  
39 **Meeting Notice**

40 Town Clerk Melody Harrison verified that her office gave notice of the meeting in  
41 accordance with Resolution TC 2020-1.

42  
43 **Conflicts of Interest**

44 There were no conflicts of interest.

45  
46 **Agenda Changes**

1 There were no agenda changes.

2  
3 **Citizen Comments on Items not on the Agenda**

4 There were no citizen comments.

5  
6 **Consultant Reports**

7 Consultant Attorney – not present.

8 Consultant Engineer – not present.

9  
10 **Items for Consideration**

11  
12 **Consider Resolution TC 2020-21 - a Resolution of the New Castle Town Council**  
13 **Supporting the Work and Dedication of the New Castle Police Department Along**  
14 **with Neighboring Law Enforcement Agencies**

15 Town Administrator Dave Reynolds explained that the resolution was the town's  
16 opportunity to thank the New Castle Police Department (NCPD) and neighboring law  
17 enforcement agencies. He said that police forces had been in the news a lot lately with  
18 protests, senate bill 217 and defunding efforts in larger communities. Administrator  
19 Reynolds said that the staff and council had been hearing from New Castle citizens who  
20 were very much in support of the NCPD and what they do and wanted to thank them.  
21 Mayor A Riddile said that the Town of New Castle would be helping the officers with the  
22 costs associated with purchasing liability insurance as well as with membership to the  
23 Colorado Police Protective Association.

24 Mayor A Riddile read the resolution into the record.

25 **MOTION: Councilor Leland made a motion to approve Resolution TC 2020-21 - a**  
26 **Resolution of the New Castle Town Council Supporting the Work and Dedication**  
27 **of the New Castle Police Department Along with Neighboring Law Enforcement**  
28 **Agencies. Councilor Hazelton seconded the motion and it passed unanimously.**

29  
30 Recess the Town Council Meeting, Convene as the Local Liquor Licensing Authority

31 **MOTION: Mayor A Riddile made a motion to recess the town council meeting and**  
32 **convene as the local liquor licensing authority. Councilor Leland seconded the**  
33 **motion and it passed unanimously.**

34  
35 **Consider Resolution TC 2020-22 - a Resolution of the New Castle Town Council**  
36 **Approving an Application from the Lakota Master Association d/b/a Lakota Grill**  
37 **& Bakery for a Hotel and Restaurant Liquor License**

38 Town Clerk Melody Harrison introduced Mark McDonald, president of the Lakota Canyon  
39 Ranch Homeowners Association. She said that Mr. McDonald was also the person running  
40 the restaurant called Lakota Grill & Bakery at the Lakota Recreation Center.

41 Clerk Harrison said that Lakota Grill & Bakery had received a transfer from the prior  
42 restaurant, Capital Deli, and were currently operating on a temporary liquor license  
43 pending approval of their application for a permanent hotel & restaurant liquor license.

44 Clerk Harrison said that the application was complete, however, there was one small  
45 complication. She said that in the beginning of 2019 the Colorado Bureau of Investigations  
46 had stopped processing fingerprints for liquor licenses. A third-party vendor now did  
47 background investigations for liquor licensing. Mr. McDonald had submitted evidence that  
48 fingerprinting had been done, but no results had been received by the New Castle Police

1 Department or by Liquor Enforcement. Clerk Harrison said that Mr. McDonald and his  
2 manager had both had their fingerprints done a second time, and that staff would not  
3 issue either that state or town liquor licenses until such time that the background  
4 investigation results were received. Clerk Harrison said that there was another month left  
5 on the temporary license that Lakota Grill was operating on, and that the temporary  
6 license could be extended another sixty days if necessary.

7 Mayor A Riddile opened the public hearing at 7:11.

8 There were no public comments.

9 Mayor A Riddile closed the public hearing at 7:12 p.m.

10 **MOTION: Councilor Leland made a motion to approve Resolution TC 2020-22, a**  
11 **Resolution of the New Castle Town Council Approving an Application from the**  
12 **Lakota Master Association d/b/a Lakota Grill & Bakery for a Hotel and**  
13 **Restaurant Liquor License. Councilor Copeland seconded the motion and it**  
14 **passed unanimously.**

15  
16 **Consider Resolution TC 2020-23 - a Resolution of the New Castle Town Council**  
17 **Approving an Application from RG Lakota Golf Ops, LLC for an Optional Premises**  
18 **Liquor License**

19 Clerk Harrison introduced Dwayne Romero, Chief Executive Officer of RG Golf Ops to the  
20 council. She also introduced Shawn Gleason who was the Chief Financial Officer of RG Golf  
21 Ops., and Brian Pemberton, Lakota Canyon Ranch Golf Course Manager.

22 Clerk Harrison explained that the Romero Group was the new owners of the Lakota Golf  
23 Course and other Lakota properties. The application they were applying for was an  
24 optional premises, which was typical for a golf course, particularly because golf courses  
25 were often bisected by public rights of way, creating individual sections or premises. In  
26 the case of Lakota, there were four optional premises areas. Optional premises liquor  
27 licenses were not required to serve food or have food available like other licenses, but  
28 they could if they wished. She said that the restaurant in the clubhouse was not yet  
29 licensed, but that was not necessary for the purposes of approving the liquor license  
30 application.

31 Clerk Harrison said that the application was very straightforward, and asked if the council  
32 had any questions.

33 Mayor A Riddile opened the public hearing at 7:15 p.m.

34 There were no public comments.

35 Mayor A Riddile closed the public hearing at 7:16 p.m.

36 **MOTION: Councilor Leland made a motion to approve Resolution TC 2020-23, a**  
37 **Resolution of the New Castle Town Council Approving an Application from RG**  
38 **Lakota Golf Ops, LLC for an Optional Premises Liquor License. Councilor G Riddile**  
39 **seconded the motion and it passed unanimously.**

40  
41 Mayor A Riddile asked the applicant when they planned to open the restaurant and bar in  
42 the clubhouse. Mr. Dwayne Romero said that they were focused on August 22 which was  
43 the date of the Coal Ridge High School Booster Club Charity Golf Tournament. Mr. Romero  
44 said that they wanted to make the event the best fundraiser they had ever had, and it  
45 would be the soft opening for both food and alcohol. He noted that because it was a  
46 Booster Club event, they would be mindful of the children attending and provide some  
47 separation. Mr. Romero said that they were very excited to be able to provide support of  
48 Coal Ridge High School, and hoped to make it the best event.

1 The council thanked Mr. Romero, and said that they were happy that he was a local owner  
2 as it would make it easier for the town to keep in touch with what was happening at the  
3 golf course. Mr. Romero said his team was also excited and that they had received a lot of  
4 support; that the town staff had been great to work with as well as the HOA. Mr. Romero  
5 said that they wanted to build trust, confidence and a good relationship with the  
6 community.  
7  
8

9 Adjourn the Local Liquor Licensing Authority, Reconvene the Town Council Meeting

10 **MOTION: Mayor A Riddile made a motion to adjourn the local liquor licensing**  
11 **authority and to reconvene the town council meeting. Councilor Copeland**  
12 **seconded the motion and it passed unanimously.**  
13  
14

15 **Councilor Leland made a motion at 7:21 p.m. to go into Executive Session (1) for**  
16 **the purpose of determining positions relative to matters that may be subject to**  
17 **negotiations, developing strategy for negotiations, and/or instructing**  
18 **negotiators under C.R.S. Section 24-6-402(4)(e) regarding the town lease of the**  
19 **Garcia parking lot. Councilor Hazelton seconded the motion and it passed**  
20 **unanimously.**  
21

22 Executive session concluded.  
23

24 At the end of the executive session, Mayor A Riddile made the following statement:  
25

26 "The time is now 7:25 p.m. and the executive session has been concluded. The participants  
27 in the executive session were: Councilor Hazelton; Mayor A Riddile; Councilors Copeland,  
28 Leland and G Riddile; Town Administrator Dave Reynolds, Town Attorney David  
29 McConaughy, Town Planner Paul Smith and Town Clerk Melody Harrison. For the record, if  
30 any person who participated in the executive session believes that any substantial  
31 discussion of any matters not included in the motion to go into the executive session  
32 occurred during the executive session, or that any improper action occurred during the  
33 executive session in violation of the Open Meetings Law, I would ask that you state your  
34 concerns for the record."  
35  
36

### 37 **Discussion: Council Retreat**

38 Administrator Reynolds told the council that he was preparing for the retreat on August  
39 29, and wanted input from the council. He said that the plan was to hold the retreat in the  
40 community center unless the COVID guidelines became more restrictive. In that case, he  
41 wanted to know if the council would be okay with a Zoom meeting or if they wanted to  
42 cancel it or push it back to a later date.

43 Administrator Reynolds said that the department heads were working on their reports of  
44 their accomplishments for the year as well as what they were looking forward to in the  
45 coming year. He said that all the departments were working on their 2021 budget and he  
46 expected to have a preliminary 2021 budget at the retreat.

1 Administrator Reynolds told the council that he wanted to know if there was anything from  
2 last year's council retreat agenda that the council wanted to add to, or if they wanted any  
3 guest speakers. Administrator Reynolds said that in the past few years, the council had  
4 completed questionnaires but that process was not as effective as hoped. Instead,  
5 Administrator Reynolds said that he would like to meet with each council member  
6 individually before the retreat and work through the questionnaire. He said it had been  
7 tough the past few months not being able to see anyone and he felt that individual  
8 meetings would be great.

9 Mayor A Riddile asked that last year's retreat agenda be sent to the council and  
10 Administrator Reynolds agreed to do that.

11 Councilor G Riddile said that he would prefer to see the retreat postponed rather than  
12 holding a zoom meeting because he felt an intensive strategic planning session via Zoom  
13 would not be ideal. Councilor Leland suggested that perhaps half the council could be in-  
14 person and half in other conference room, but agreed Zoom was not the proper venue for  
15 retreat.

16 Councilor G Riddile liked the idea of meeting individually in advance, and asked that staff  
17 make a list of three or five big issues they saw coming. Administrator Reynolds agreed  
18 that he would do that.

### 21 **Discussion: Telecommunication Code Update**

22 Planner Smith said that as council knew, most things done around the world were  
23 connected through the internet, and the use high-speed wireless caused there to be more  
24 and more bandwidth needed. He said that the infrastructure in the area was adequate but  
25 in time will become more of a challenge.

26 Planner Smith said that the newest iteration of wireless was 5G which used a higher  
27 frequency that put out a shorter signal. That meant the wireless providers would need to  
28 install more facilities to be able to provide consistent wireless service to the community.  
29 He explained that the state of Colorado had passed law that gave use by right to  
30 telecommunications companies that allowed them to install facilities on municipal  
31 buildings and public rights-of-way.

32 Planner Smith said that municipalities to some extent could regulate what the facilities  
33 looked like and where they were placed. He said that the purpose of the ordinance he was  
34 writing was to provide those regulations whether it was at a staff level approval or at  
35 Planning & Zoning.

36 Planner Smith said that the ordinance was modeled after those adopted by Aspen and  
37 Glenwood Springs. He said that Town Engineer Jeff Simonson was reviewing it along with  
38 Town Attorney David McConaughy.

39 Councilor Leland suggested that Planner Smith also work with the county regarding  
40 telecommunication regulations so that the rules remain consistent.

41 The council thanked Planner Smith for the work he was doing to create the ordinance.

### 43 **Consent Agenda**

44 July Bills of \$789,164.94

45 Resolution TC 2020-24 - Changing the Name of CAAC and Approving an Updated and  
46 Amended Climate Action Plan

47 **Mayor A Riddile made a motion to approve the consent agenda. Councilor G**  
48 **Riddile seconded the motion and it passed unanimously.**

1  
2 **Staff Reports**

3 Town Administrator – Administrator Reynolds said that he and Treasurer Burk had been  
4 working with DOLA to understand how CARES Act money could be used. He said that New  
5 Castle had been allotted just over \$430k to put towards COVID expenses. He said that it  
6 was not clear what expenses were eligible. Administrator Reynolds said he and Treasurer  
7 Burk were also working with American Fidelity who would manage the town’s additional  
8 insurances such as health savings accounts and AFLAC. Administrator Reynolds asked the  
9 council what their comfort level was with the in-person meetings, if the council was happy  
10 and if they would like to continue in the same manner until new COVID guidelines were  
11 put in place. The council agreed it was great and they wished to continue. Administrator  
12 Reynolds said that it did not appear that things would go back to ‘normal’ for a while.  
13 Administrator Reynolds said that the recreation department was having a difficult time  
14 because the COVID guidelines were very difficult to decipher and they were not getting  
15 much in the way of answers.

16 Town Clerk – Clerk Harrison said she had been working on budget as well as reports for  
17 the council retreat. She said she had been working with the applicants on the two liquor  
18 licenses that the council had approved earlier in the evening, and hoped to have the  
19 application from Tapatios very soon. Clerk Harrison said she spent quite a bit of time  
20 orchestrating all the technology pieces for the in-person meetings. Clerk Harrison said she  
21 had been working with the IT company, ProVelocity, to migrate files from the old server to  
22 the new one. Clerk Harrison said she had received the codification for the code books and  
23 asked the council members to bring their code books to her for updating.

24 Town Planner – Planner Smith thanked the council for allowing Abby Hutchinson to work  
25 as an intern for him. He said she was a great addition to the department and extremely  
26 helpful. Planner Smith said they had been working on updating the zoning map. He also  
27 said he had been working with a resident who wanted to put in a small garage-type  
28 structure that would be used as a quilting studio. That will be a conditional use permit and  
29 council would likely see that application the following month. Planner Smith said that he  
30 had been working on the conditions list for the CVR Filing 11 application that will be sent  
31 to Attorneys McConaughy and Carmer to review. Planner Smith said that the code  
32 amendment for preliminary and final applications would go to P&Z the next week.

33 Treasurer – Treasurer Loni Burk said that she was working on the budget. She said she  
34 was also working on the DOLA grant for CARES Act reimbursements. Treasurer Burk said  
35 that she had been studying alternatives for the bulk water station payment process that  
36 customers would use.

37 Public Works Director – not present.

38  
39 **Commission Reports**

40 Planning & Zoning Commission – nothing to report.

41 Historic Preservation Commission – nothing to report.

42 Climate Action Advisory Committee – nothing to report.

43 Senior Program – nothing to report.

44 RFTA – Mayor A Riddile said that there had been a few RFTA employees who contracted  
45 COVID, but nothing serious. A few had been quarantined but there had been no  
46 hospitalizations.

47 AGNC – nothing to report.

1 GCE – nothing to report.  
2 EAB – nothing to report.

3

4 **Council Comments**

5 Councilor G Riddile said that he felt that staff should pursue any upgrades in equipment  
6 that were needed. He also said that he understood that the City of Rifle had purchased  
7 laptops for their staff to be able to work from home. Councilor G Riddile said that he knew  
8 the town’s IT infrastructure was not well equipped for the situation everyone was  
9 currently in.

10 Councilor Hazelton asked if the staff was using council chambers for anything, and if not,  
11 he thought the space should be utilized by staff.

12 Councilor Leland said that the Glenwood Springs council had taken to sniping at one  
13 another in the newspaper. He said that the New Castle council should congratulate  
14 themselves for not having similar issues.

15 Councilor Leland asked that outdoor heaters be added to the list of CARES  
16 reimbursements because he believed that several more months of outdoor seating could  
17 accomplished with heaters. Administrator Reynolds said that outdoor heaters were part of  
18 the CDOT grant application, but whatever they did not received in the CDOT grant might  
19 be done with the CARES Act reimbursements.

20 Councilor Leland said that his next concern was about the Breslin Park Survey. He felt that  
21 the students working on that project might not know much about disk golf because twice  
22 in the survey they called it Frisbee golf. The teams that used the course might be  
23 offended by the improper term.

24 Councilor Leland also thought that it might be a good idea to consult with the teams that  
25 used the course to understand what they felt were the best features of the course so that  
26 those were not removed with the redesign. Councilor Hazelton said that when he had  
27 spoken to Public Works Director John Wenzel, that was something they were already  
28 considering.

29 Councilor Leland offered thanks to Bart Mendoza and Colton Odykirk for moving to parks  
30 for the summer, and although it was reported that they enjoy the work, it was still a big  
31 change and they were doing everyone a big favor by being so flexible.

32 Councilor Leland thanked Clerk Harrison for the meeting room setup.

33 Councilor Copeland also thanked staff for the great room set-up.

34 Mayor A Riddile said that at the last council meeting he had mentioned that he wanted to  
35 thank Hogback Pizza for the remodel done on the neighboring house they had purchased.  
36 Since then, he said there had been conversation about three other businesses in the  
37 downtown that had also made wonderful improvements. Mayor A Riddile said that the idea  
38 now was to give each a \$100 gift certificate to the Vaudeville, and the New Castle  
39 Chamber would give each one a plaque. He said that they would like to thank them at one  
40 of the next two council meetings. He asked the council if they had any thoughts about it.  
41 The council briefly discussed it, and decided they would thank the four most recent  
42 businesses that had upgraded because it would be otherwise difficult to decide how far  
43 back they should go.

44 Councilor Hazelton asked why they had selected the Vaudeville, and Administrator  
45 Reynolds said they had chosen that because the restaurant owners in New Castle  
46 frequented one another’s businesses, and staff felt that Vaudeville, while not in New  
47 Castle, would give the owners a chance to go out for a fun evening. He added that John  
48 Goss, who owned the Vaudeville, lived in New Castle.

1 Mayor A Riddile said that it was time to do annual reviews. He asked that Clerk Harrison  
2 send the review forms to the council members.  
3 Mayor A Riddile thanked the staff for all their hard work.

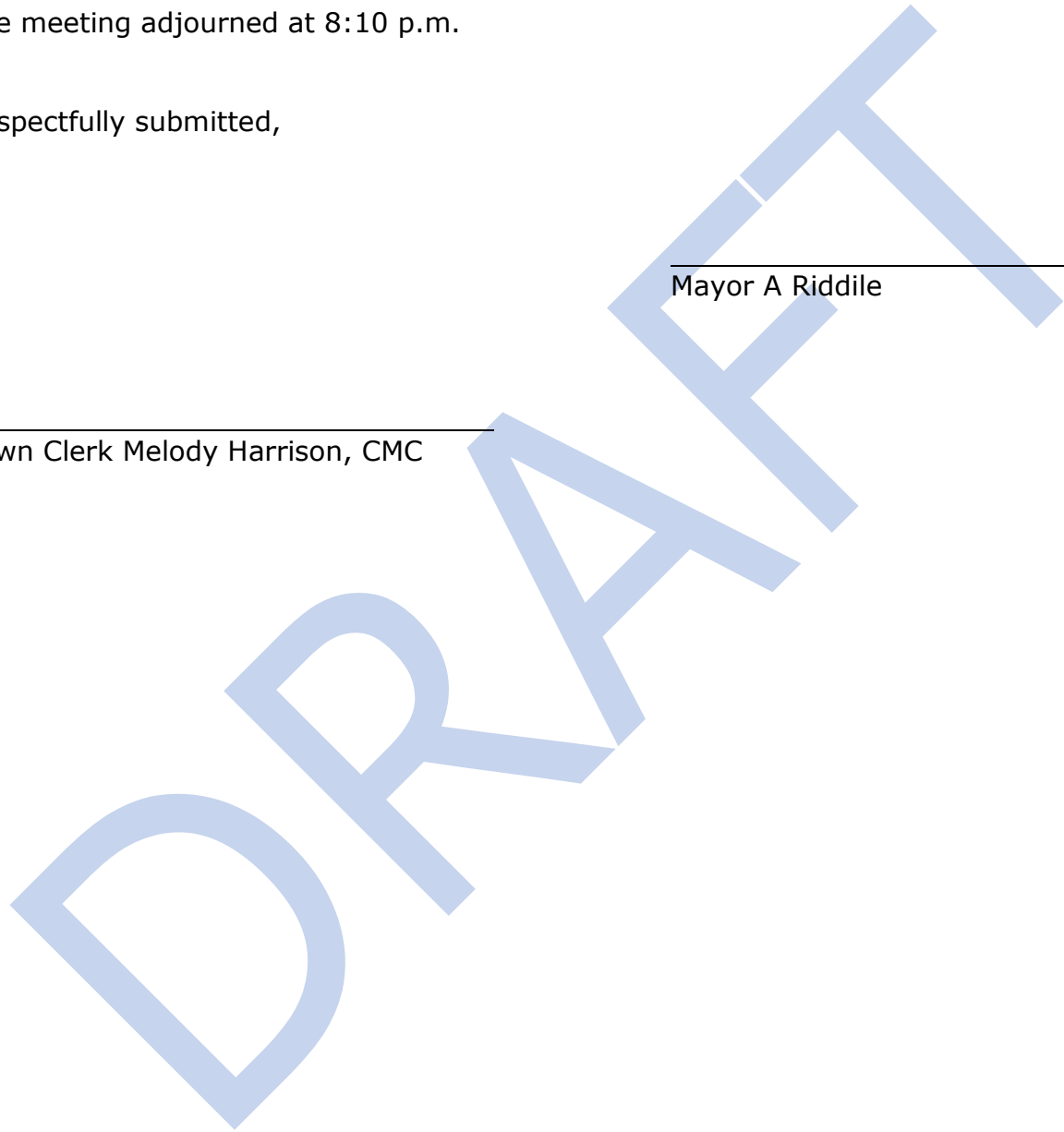
4  
5 **MOTION: Mayor A Riddile made a motion to adjourn. Councilor Copeland**  
6 **seconded the motion and it passed unanimously.**

7  
8 The meeting adjourned at 8:10 p.m.

9  
10  
11 Respectfully submitted,

12  
13  
14  
15  
16 \_\_\_\_\_  
17 Mayor A Riddile

18  
19  
20 \_\_\_\_\_  
21 Town Clerk Melody Harrison, CMC



**Submit to Local Licensing Authority**

**2 CORONAS  
5033 COUNTY ROAD 335 TRLR 147  
New Castle CO 81647**

Fees Due	
Renewal Fee	500.00
Storage Permit \$100 X _____	\$
Sidewalk Service Area \$75.00	\$
Additional Optional Premise Hotel & Restaurant \$100 X _____	\$
Related Facility - Campus Liquor Complex \$160.00 per facility	\$
<b>Amount Due/Paid</b>	<b>\$</b>

Make check payable to: Colorado Department of Revenue. 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 may collect the payment amount directly from your banking account electronically.

**Retail Liquor or Fermented Malt Beverage License Renewal Application**

Please verify & update all information below

Return to city or county licensing authority by due date

Licensee Name <b>2 CORONAS INC.</b>		Doing Business As Name (DBA) <b>2 CORONAS</b>		
Liquor License # <b>03-01962</b>	License Type <b>Hotel &amp; Restaurant</b>	Sales Tax License # <b>391746930000</b>	Expiration Date <b>09/29/2020</b>	Due Date <b>08/15/2020</b>
Business Address <b>201 W MAIN ST New Castle CO 81647</b>			Phone Number <b>9703198378</b>	
Mailing Address <b>5033 COUNTY ROAD 335 TRLR 147 New Castle CO 81647</b>			Email <b>chavacoronazi@gmail.com</b>	
Operating Manager <b>Salvador Corona</b>	Date of Birth <b>10-31-1977</b>	Home Address <b>5033 County Rd 335 TRLR 147 New Castle CO 81647</b>		Phone Number <b>9703192160</b>
1. Do you have legal possession of the premises at the street address above? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Are the premises owned or rented? <input type="checkbox"/> Owned <input checked="" type="checkbox"/> Rented* *If rented, expiration date of lease <b>May 2021</b>				
2. Are you renewing a storage permit, additional optional premises, sidewalk service area, or related facility? If yes please see the table in upper right hand corner and include all fees due. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
3a. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant, been found in final order of a tax agency to be delinquent in the payment of any state or local taxes, penalties, or interest related to a business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
3b. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant failed to pay any fees or surcharges imposed pursuant to section 44-3-503, C.R.S.? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
4. Since the date of filing of the last application, has there been any change in financial interest (new notes, loans, owners, etc.) or organizational structure (addition or deletion of officers, directors, managing members or general partners)? If yes, explain in detail and attach a listing of all liquor businesses in which these new lenders, owners (other than licensed financial institutions), officers, directors, managing members, or general partners are materially interested. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
5. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been convicted of a crime? If yes, attach a detailed explanation. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
6. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been denied an alcohol beverage license, had an alcohol beverage license suspended or revoked, or had interest in any entity that had an alcohol beverage license denied, suspended or revoked? If yes, attach a detailed explanation. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
7. Does the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) have a direct or indirect interest in any other Colorado liquor license, including loans to or from any licensee or interest in a loan to any licensee? If yes, attach a detailed explanation. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				

**Affirmation & Consent**

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

Type or Print Name of Applicant/Authorized Agent of Business <i>Salvador Corona S.</i>	Title <i>owner.</i>
Signature <i>[Handwritten Signature]</i>	Date <i>08-29-2020</i>

**Report & Approval of City or County Licensing Authority**

The foregoing application has been examined and the premises, business conducted and character of the applicant are satisfactory, and we do hereby report that such license, if granted, will comply with the provisions of Title 44, Articles 4 and 3, C.R.S., and Liquor Rules.

**Therefore this application is approved.**

Local Licensing Authority For	Date	
Signature	Title	Attest

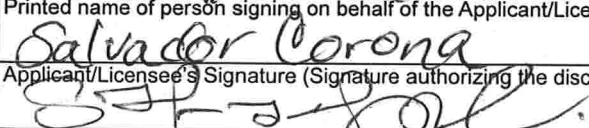
## Tax Check Authorization, Waiver, and Request to Release Information

I, Salvador Corona am signing this Tax Check Authorization, Waiver and Request to Release Information (hereinafter "Waiver") on behalf of 2 Coronas (the "Applicant/Licensee") to permit the Colorado Department of Revenue and any other state or local taxing authority to release information and documentation that may otherwise be confidential, as provided below. If I am signing this Waiver for someone other than myself, including on behalf of a business entity, I certify that I have the authority to execute this Waiver on behalf of the Applicant/Licensee.

The Executive Director of the Colorado Department of Revenue is the State Licensing Authority, and oversees the Colorado Liquor Enforcement Division as his or her agents, clerks, and employees. The information and documentation obtained pursuant to this Waiver may be used in connection with the Applicant/Licensee's liquor license application and ongoing licensure by the state and local licensing authorities. The Colorado Liquor Code, section 44-3-101. et seq. ("Liquor Code"), and the Colorado Liquor Rules, 1 CCR 203-2 ("Liquor Rules"), require compliance with certain tax obligations, and set forth the investigative, disciplinary and licensure actions the state and local licensing authorities may take for violations of the Liquor Code and Liquor Rules, including failure to meet tax reporting and payment obligations.

The Waiver is made pursuant to section 39-21-113(4), C.R.S., and any other law, regulation, resolution or ordinance concerning the confidentiality of tax information, or any document, report or return filed in connection with state or local taxes. This Waiver shall be valid until the expiration or revocation of a license, or until both the state and local licensing authorities take final action to approve or deny any application(s) for the renewal of the license, whichever is later. Applicant/Licensee agrees to execute a new waiver for each subsequent licensing period in connection with the renewal of any license, if requested.

By signing below, Applicant/Licensee requests that the Colorado Department of Revenue and any other state or local taxing authority or agency in the possession of tax documents or information, release information and documentation to the Colorado Liquor Enforcement Division, and its duly authorized employees, to act as the Applicant's/Licensee's duly authorized representative under section 39-21-113(4), C.R.S., solely to allow the state and local licensing authorities, and their duly authorized employees, to investigate compliance with the Liquor Code and Liquor Rules. Applicant/Licensee authorizes the state and local licensing authorities, their duly authorized employees, and their legal representatives, to use the information and documentation obtained using this Waiver in any administrative or judicial action regarding the application or license.

Name (Individual/Business) <u>2 Coronas inc</u>		Social Security Number/Tax Identification Number <u>391746930000</u>	
Address <u>201 W main Street</u>			
City <u>New Castle</u>		State <u>CO</u>	Zip <u>81647</u>
Home Phone Number <u>970 379 2160</u>		Business/Work Phone Number <u>970 984 0351</u>	
Printed name of person signing on behalf of the Applicant/Licensee <u>Salvador Corona</u>			
Applicant/Licensee's Signature (Signature authorizing the disclosure of confidential tax information) 			Date signed <u>09-09-2020</u>

**Privacy Act Statement**

Providing your Social Security Number is voluntary and no right, benefit or privilege provided by law will be denied as a result of refusal to disclose it. § 7 of Privacy Act, 5 USCS § 552a (note).

~~but it won't automatically close your account. in order to close your account and cease any future liability, you must~~

DR 0140 (02/16/11)  
DEPARTMENT OF REVENUE  
DENVER CO 80261-0013

STATE  
COLORADO

COUNTY  
GARFIELD

RTA

CITY  
New Castle

**Must collect  
taxes for:  
SALES TAX  
LICENSE**

USE ACCOUNT NUMBER for all references	LIABILITY INFORMATION					ISSUE DATE			LICENSE VALID TO DECEMBER 31
	county	city	industry	type	liability date	month	day	year	
39174693-0000	24	0031	005	C	031418	Dec	20	19	2021

THIS LICENSE MUST BE POSTED AT THE FOLLOWING LOCATION  
IN A CONSPICUOUS PLACE: 201 W MAIN ST NEW CASTLE CO 81647-6401

**THIS LICENSE IS NOT  
TRANSFERABLE**



2 CORONAS INC  
ATTN: SALVADOR CORONA SAUZA  
5033 COUNTY ROAD 335 TRLR 147  
NEW CASTLE CO 81647-8625

Executive Director  
Department of Revenue

# Memo

**To:** Town Council

**From:** Debbie Nichols

**Date:** September 11, 2020

**Re:** Follow-up report for the Business Assistance Grants

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Earlier in May, the Council decided to help local businesses that were affected by the COVID-19 pandemic by offering a grant program to help with their mortgage/rent and utilities. Out of the 36 brick and mortar businesses, 19 applied for the Business Assistance Grant.

## **2 Coronas**

Awarded \$1,500

I do greatly appreciate the Council thinking of the New Castle businesses during this COVID-19 pandemic. With grant funds I received, I was able to bring my rent monies current with my landlord.

## **88 Grill & Ore House**

Awarded: \$2,000 and \$1,000 (respectively)

For 88 Grill: We kept 35 employees employed from the beginning of COVID-19 and although we did get some PPP money that is long gone and our biggest issue right now is payroll cost. However, what we did is paying off; we were actually slightly busier in July at 50 percent capacity than last year. We also added another electric delivery vehicle to our fleet and delivery still accounts for a substantial amount of our business. The grant money also allowed us to continue our charitable endeavors which between the above businesses, myself and my wife probably numbers well into the mid-teens of thousands of dollars that was well spent propping up our community during these crazy times.

For Ore House: Used the grant money spruce up the hotel while it was empty, deep cleaning, touch up painting and staining the outside of the building. This paid huge dividends once the economy opened up and before the forest fire put a wrench in our operations.

## **An Exquisite Design**

Awarded: \$1,050

Due to COVID 19 we were closed for two weeks and saw a significant drop in business. We were able to use the grant money to pay for June rent and utilities.

## **Colorado Fitness**

Awarded: \$1,300

They haven't received their check due to the previous owner, Loni is in the process of replacing the check.

**Creekside Salon Spa**

Awarded: \$1,800

She did not receive any rent from her renters for 8 weeks, so the check helped pay for her mortgage on the space for the month of June.

**Defiance West**

Awarded: \$1,300

We were granted \$1300 and this money is going to the bills that have continued to occur for the 70 days we were not able to operate our business in person. We run a very small gym and had a lot of loyal members continue to support us through this challenging time. But the reality is many also faced financial hardship and were not able to pay for our temporary online services. This money allows us to cover a portion of our rent and be able to open up in our limited capacity with a little more confidence that even if things are slower right now we will be able to survive through this and continue to support our amazing community in achieving their health and wellness goals

**Dr Kent Albrecht**

Awarded: \$1,000

We were closed for 5+ weeks with the after affects still damaging our finances as we attempt to rebuild a lost active patient base. The grant money paid for June rent and utilities.

**EAT Bistro**

Awarded: \$2,000

We used the business assistance grant to pay for EAT Bistro & Drinks' utilities and help with mortgage for the month of June. Thanks!

**Lazy Bear Restaurant**

Awarded: \$1,500

Thank you for the Business Assistance grant. I was able to pay my rent during July because of your assistance. It is a good feeling to be apart of the New Castle community.

**LulaMay's**

Awarded: \$1,000

We couldn't be more grateful for our Business Assistance grant during such a hard time. We used our Grant to cover our mortgage for Lula Mays, to actually pay the Town Of New Castle, and Excel Energy.

Without the Grant we would have been behind on all of our bills. We appreciate it so much!

What a strange time is has been and we very much realize what a great community we live in with awesome support from the city!

**Making New Waves**

Awarded: \$1,200

It's a very grateful feeling to know our little town is able to help the businesses that were here for so long. I paid one and a half month's rent (900) to catch up the rent and the remaining went to utilities.

**Rocky Mountain Martial Arts**

Awarded: \$1,850

We appreciate this assistance during these challenging times! We paid rent (\$1,560), telephone (\$150) and electric/gas (\$145).

**Rustic Furniture/Me & My House**

Awarded: \$750

Thank you so much for the grant money for our business. The \$750 was very helpful to us, as we used to pay a full month's rent and utilities. It definitely helped us in a time where we were our sales were way down. We appreciate your help so much.

**Sassy Cutz**

Awarded: \$1,000

The monies received paid for 2 months of rent on the salon. Once again Thank you for thinking of the New Castle local businesses.

**Simply Blessings Photo**

Awarded: \$750

The grant money was used for rent (\$480), utilities (\$30), Adobe monthly subscription (\$10) and the remainder went towards a refund for a newborn session unable to do due to COVID-19.

**Speckled Feather Mercantile**

Awarded: \$2,000

I've used the funds at Speckled Feather to help pay rent as well as purchase a few social distancing items such as plexiglass dividers to help make in-person classes available again. I'm working hard to keep customers safe while I do my best to keep SFM alive!

**The Garage Lodge**

Awarded: \$1,000

I have a few projects I've been wanting to do in the Garage Lodge, but I decided to rip out the carpet and replace it with waterproof vinyl wood planks. This would make the cleaning and sanitizing a lot easier and would look much nicer.

**The Lodge at New Castle**

Awarded: \$2,000