



**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 Meeting**

**Tuesday, January 20, 2026, 7:00 PM**

Virtual Meetings are subject to internet and technical capabilities.

To join by computer, smart phone or tablet:

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

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

#### **PUBLIC HEARING**

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

#### **A. Consider a Special Events Liquor License Application from West Elk Trails for an Event to be Held on January 31, 2026**

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

#### **Items for Consideration**

#### **B. Presentation – Raising a Reader – Suzanne Wheeler-Del Piccolo**

#### **C. Consider Request from Coal Seam for Extension of Prelim/Final PUD**

#### **D. Consider 2026 Proclamations for Town Council**

## **Consent Agenda**

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.

[January 6, 2026, Minutes](#)

## **Staff Reports**

Town Administrator  
Town Clerk  
Town Treasurer  
Town Planner  
Public Works Director

## **Commission Reports**

Planning & Zoning Commission  
Historic Preservation Commission  
Climate and Environment Commission  
Senior Program  
RFTA  
AGNC  
GCE  
EAB  
POSTR

## **Council Comments**

**Items for Future Council Agenda**

**Adjourn**

# Memo

**To:** Local Liquor Authority  
**From:** Mindy Andis, Town Clerk  
**Date:** 1.20.2026  
**Re:** West Elk Trails

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**Request:** The West Elk Trails through its representative Mary Gervais requests a special events liquor license for the West Elk Trails Dinner.

**Recommendation:** West Elk Trails, Mary Gervais, informed staff that Rolling Fork will cater the dinner event and will serve wine that will be paired with the sit down dinner. If Rolling Fork is not able to provide the alcohol service, Mary Gervais will serve the wine.

Ms. Gervais also confirmed to staff that West Elk Trails is aware of their liability as related to alcohol service.

Last, the applicant lists the license time to be from 3:30 p.m. to 8:30 p.m. These times include several hours for set up and clean up.

If Council's consensus is to approve the attached application for a special event liquor permit for West Elk Trails dinner event, the Clerk's Office staff recommends that Council consider requiring a 100% I.D. check.

Council's approval of this special event license will mean that West Elk Trails shall have the authority to serve, sell or distribute malt, vinous and spirituous liquors for on-premises consumption at the January 31, 2026, Dinner event, from 6:00p.m to 8:00p.m.

Even though the applicant is a non-profit organization, it is required to collect and remit sales tax on alcohol sales.

The application is complete, all fees are paid.

Mindy Andis, CMC

Town Clerk

# Application for a Special Events Permit

Departmental Use Only

State Only Permit/State Property

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.)

- |                                    |   |   |
|------------------------------------|---|---|
| <input type="checkbox"/> Social    | <input type="checkbox"/> Athletic                           | <input checked="" type="checkbox"/> Philanthropic Institution |
| <input type="checkbox"/> Fraternal | <input type="checkbox"/> Chartered Branch, Lodge or Chapter | <input type="checkbox"/> Political Candidate                  |
| <input type="checkbox"/> Patriotic | <input type="checkbox"/> National Organization or Society   | <input type="checkbox"/> Municipality Owned Arts Facilities   |
| <input type="checkbox"/> Political | <input type="checkbox"/> Religious Institution              |   |

<b>LIAB</b> Type of Special Event Applicant is Applying for:	<b>DO NOT WRITE IN THIS SPACE</b>
2110 <input checked="" type="checkbox"/> Malt, Vinous And Spirituous Liquor \$25.00 Per Day	Liquor Permit Number
2170 <input type="checkbox"/> Fermented Malt Beverage \$10.00 Per Day	

1. Name of Applicant Organization or Political Candidate <b>West Elk Trails</b>	State Sales Tax Number (Required) <b>98366005</b>
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2. Mailing Address of Organization or Political Candidate (include street, city/town and ZIP) <b>West Elk Trails POB 129 Silt, Co 81652</b>	3. Address of Place to Have Special Event (include street, city/town and ZIP) <b>Lakota Canyon Ranch Rec Center 151 Clubhouse Dr.</b>
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4. Authorized Representative of Qualifying Organization or Political Candidate <b>Mary Gervais, Board of Directors</b>	Date of Birth [REDACTED]	Phone Number [REDACTED]
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Authorized Representative's Mailing Address (if different than address provided in Question 2.)  
**140 Lakota Dr New Castle 81647**

5. Event Manager <b>Mary Gervais, Marty Gervais</b>	Date of Birth [REDACTED]	Phone Number [REDACTED]
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Event Manager Home Address (Street, City, State, ZIP)	Email Address of Event Manager [REDACTED]
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6. Has Applicant Organization or Political Candidate been Issued a Special Event Permit this Calendar Year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes How many days? <u>1</u>	7. Is the premises for which your event is to be held currently licensed under the Colorado Liquor or Beer codes? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes License Number _____
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8. Does the Applicant Have Possession or Written Permission for the Use of The Premises to be Licensed?  Yes  No

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

Date	Hours From	To	Date	Hours From	To	Date	Hours From	To	Date	Hours From	To	Date	Hours From	To
<b>12/31/26</b>	<b>3:30 p.m.</b>	<b>8:30 p.m.</b>												

**Oath of Applicant**

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

Signature <i>Mary Gervais</i>	Title <i>West Elk BOD</i>	Date <i>12/31/25</i>
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**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.

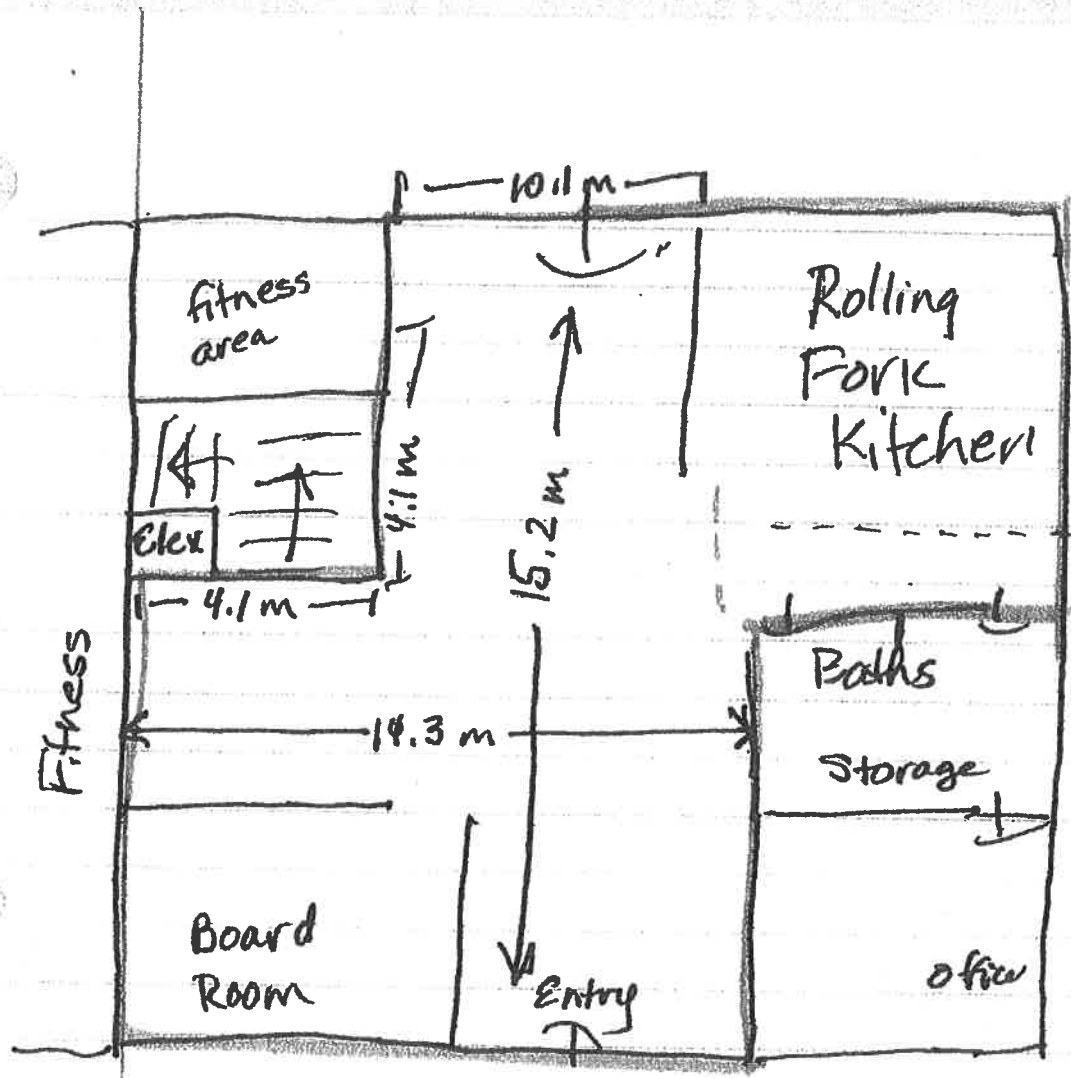
**THEREFORE, THIS APPLICATION IS APPROVED.**

Local Licensing Authority (City or County)	<input type="checkbox"/> City <input type="checkbox"/> County	Telephone Number of City/County Clerk
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Signature	Title	Date
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**DO NOT WRITE IN THIS SPACE - FOR DEPARTMENT OF REVENUE USE ONLY**

Liability Information			
License Account Number	Liability Date	State	Total
		-750 (999)	\$



### CERTIFICATE OF EXEMPTION FOR STATE SALES/USE TAX ONLY

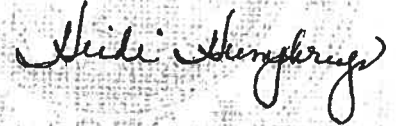
THIS LICENSE IS  
NOT TRANSFERABLE

USE ACCOUNT NUMBER for all references	LIABILITY INFORMATION	ISSUE DATE
98366005	N 110117	Nov 30 2020

439 ORCHARD AVE SILT CO 81652-9500



WEST ELK TRAILS INC  
439 ORCHARD AVE  
SILT CO 81652-9500



Interim Executive Director  
Department of Revenue



# Lakota Canyon Ranch Rec Center Reservation

Today's Date: 12/31/25

Resident Name: Mary Gervais / Aaron Shockley

Phone: [Redacted] Email: [Redacted]

Resident Address: 1402 Lakota Dr.

Date of Event: Saturday 1/31/26 Expected Attendance: \_\_\_\_\_ *by reservation*

Event Theme/Organization: Rolling Fork Truck / West Elk Trails

Start Time (no earlier than 8am): 4 PM (Include time for set-up)

End Time (no later than 10pm): 9 PM (Include time for clean-up)

Space Requested*:	Capacity:
<input checked="" type="checkbox"/> Dining Area	48
<input type="checkbox"/> Upstairs Balcony	36
<input type="checkbox"/> Board Room	18 <sup>2</sup>
<input type="checkbox"/> Lower Banquet Room	36
<input type="checkbox"/> Lower Exercise Room	12

\* Each event may only use the specific area of the Rec Center as reserved. The pool may not be reserved for events or used by event guests.

Food and Beverage provided by:

Resident  Rolling Fork  N/A

Outside Caterer \_\_\_\_\_

**Member Usage Fees & Deposits:** (for residents and their accompanying guests). **Please provide 2 checks**, one for the fee, and another for the deposit. You will also need to provide a **credit card** in the event of noncompliance. **The resident must always be present.** Usage fees are reviewed by the HOA Board annually.

- <25 people, \$0 fee (\$200 deposit)
- 26-50 people, \$250 fee (\$250 deposit)
- 51-75 people, \$500 fee (\$500 deposit)
- >76 people \$1000 fee (\$1000 deposit) with HOA board approval

**Member Commercial Services Fee:** (i.e. when fees are charged for admission).

This rate will depend on your event, the amount of time needed, and attendance. Please submit a reservation form for the HOA board to review. Usage fees are reviewed by the HOA Board annually.

**Additional Charges:** The above rates are for **up to 4 hours total** of space usage, this includes set-up and clean-up. Additional time needed is **\$100/hour** with a **maximum of 6 hours.**

*If you wish to have music at your event, a Xfinity Music Station can be made available to you during staffed business hours. You will need to provide your own music after hours.*

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**Please Initial, acknowledging that you have reviewed and received the following information:**

mg I acknowledge that I **take full responsibility** for my guests and release the Lakota Canyon Rec Center and Homeowners Association for any liability during my event.

mg I acknowledge the space is reserved and on the event calendar once the **reservation form has been filled out completely, approved and payment has been received.**

mg I acknowledge that reserving space at the Lakota Canyon Rec Center **DOES NOT include the use of the fitness room, pool, or lower patio space** for my guests.

mg I acknowledge that **adult supervision is REQUIRED** for all minor attendees.

mg I acknowledge that my space **DOES NOT include access to the kitchen area** or use of any appliances, equipment, or supplies.

Mary I acknowledge that any alcohol sales require a special license issued by the Town of New Castle.

West Elk Trails to obtain

Mary Absolutely NO cooking or grilling on the upstairs balcony.

Mary Absolutely NO glitter or confetti to be used inside or outside the Rec Center.

Mary I acknowledge that I am responsible for cleaning up the event area per the attached Event Cleaning Checklist, and if not completed, my deposit will not be returned.

Mary In the event my deposit does not cover the cost for all repairs, damages, and cleaning, these additional costs will be charged to my credit card on file.

Mary Any violations to this policy may result in loss of future use and reservations of the facility.

I have read and agree to comply with the above terms:

Mary Gervais

Marty Gervais

(print)

Mary Gervais

Marty Gervais

(sign)

12/31/25

12/31/25

(date)

**Credit Card Information:**

Name \_\_\_\_\_

CC# \_\_\_\_\_

CVV \_\_\_\_\_ Exp. \_\_\_\_\_



December 31, 2025

Dear New Castle Town Council,

Happy New Year. Again, this winter, please consider our application for a special event liquor license for a fundraiser dinner. The beneficiary of profits is West Elk Trails, a nonprofit group that grooms a set of trails at the top of Buford Road to be used specifically for cross country skiing and snowshoeing. These trails are widely used by winter enthusiasts in our area. The trails are dog friendly, like some trails at Aspen Nordic, but unlike the Spring Gulch Nordic Ski Area. We groom between Christmas and the end of March, weather permitting.

This event will be a sit-down dinner of chicken breast and pork, with potatoes, vegetable, salad, dessert and bread. The caterer is Rolling Fork Truck. We will serve red and white wine to accompany the meal.

Both of the coordinators are TIPS certified.

The actual event will last between 6:00 and 8:30 PM, but our application will allow time for set up and clean up.

This year, the event will be dedicated to Peggy Tibbitts, a long-p time Board Member and Secretary of West Elk Trails, who passed away suddenly last fall.

Thank you for your consideration.

Mary Gervais and Marty Gervais, West Elk Trails Board of Directors

## TRIBUTE TO PEGGY TIBBETTS



Peggy Tibbetts

May 23, 1953  
to  
August 21, 2025

Peggy and I started managing the West Elk Trails in the winter of 2009. As with many of you, we love the place and wanted to share it with others. Our joy was seeing young people enjoying the snow and beauty of the flat tops. You may have received a Thank You from her or enjoyed the blog posts she religiously constructed each week. Peggy was the "behind the scenes" person that kept things on track and made the hard tasks seem simple. She will be missed by many.  
~Tod Tibbetts

*Peggy loved this place—the rivers, the mountains, the quiet forests—and she knew they were worth fighting for. She reminded us that stewardship of the earth isn't a task for someone else, it's a responsibility we all share. She made advocacy personal and urgent, but also hopeful. Peggy leaves us with a challenge and a gift: to keep watch, to keep speaking, to keep caring as fiercely as she did. May we honor her not just in words, but in the work we carry forward. She was a fierce voice for truth, a friend to the earth, and a giver of light in darkness that will be missed beyond words. Rest in power, Peggy."*  
~Anita Sherman

## WHERE YOUR DONATION GOES:



- Grooming operations: maintenance, fuel, labor
- Grooming equipment
- Trail maps and trail signs
- Insurance
- Groomed back country trails
- Online grooming report
- Communication, newsletter



Suggested voluntary contributions are still only  
**\$50 per individual and \$95 per family**  
(includes couples).  
Donor card included. For the link to PayPal go to the  
blog.  
West Elk Trails Inc is a 501(c)(3) non-profit.  
Donations are tax deductible!  
**THANK YOU!**

Trail conditions are posted online:  
<http://wemuc.wordpress.com>

Find us on Facebook  
[facebook.com/WestElkTrails](https://www.facebook.com/WestElkTrails)



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### Memorandum

**To:** Mayor & Council  
**From:** David Reynolds  
**Re:** Agneda Item: Raising a Reader Presentation  
**Date:** 1/20/26

**Purpose:**

The purpose of this agenda item is to allow time for a presentation from the “Raising a Reader Aspen to Parachute” program. Members of the Raising a Reader Team will be on hand to explain the history, mission, and vision of the program along with how the program benefits children and parents in our community.

Please feel free to visit the Raising a Reader website for detailed information about this organization prior to their visit.

Raising a Reader: [rar4kids.org](http://rar4kids.org)



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**To:** Town Council  
**From:** Paul Smith  
**Re:** Extension request for Coal Seam PUD  
**Date:** 1/20/2026

**Purpose:**

On December 10<sup>th</sup>, 2025 the New Castle Planning Commission conditionally approved recommendation of a combined subdivision/preliminary/final application for Riverside Park Lot 1 (aka "Coal Seam") pursuant to section 17.124.010. The application contemplates a 71-room hotel, a restaurant, and four workforce housing units west of the River Park condominiums between CR 335 and the Colorado River.

As part of the final application phase, section 17.100.060 requires a Council decision within 60 days of the Planning Commissions recommendation, or within such time as is mutually agreed by the Town Council and the Applicant. The Applicant has been working diligently over the past month and a half to address the remaining conditions necessary for Council review, specifically conditions A, B, F, G, & H of the resolution (see packet), by the scheduled meeting date of February 3<sup>rd</sup>, 2026. Nevertheless, the Applicant feels more than 60 days will be required to attend to the numerous engineering insufficiencies noted by the Town engineer (see packet).

Therefore, the applicant is requesting an extension to meet with Town Council on March 3<sup>rd</sup>, 2026. Staff is confident the extension will be adequate for all revisions to be made and for Staff re-review

Thank you,

Paul Smith  
Town Planner

RE: Coal Seam Development town council meeting schedule.

From: Abdi Pirzadeh

To: Community Development and Planning, Paul Smith

Paul,

Thank you for your time and continued support.

We would like to request postponing the presentation meeting to **March 3rd**. Based on the revisions and additional information requested, we would appreciate a bit more time to ensure the materials are fully addressed and presented in their best form.

Please let me know if this revised date works and if we can confirm the meeting accordingly.

**(\*\*UNSIGNED\*\*)**

**TOWN OF NEW CASTLE, COLORADO  
RESOLUTION NO. PZ 2025-2**

**A RESOLUTION OF THE NEW CASTLE PLANNING AND ZONING  
COMMISSION RECOMMENDING CONDITIONAL APPROVAL OF A FINAL  
SUBDIVISIONPRELIMINARY/FINAL PUD DEVELOPMENT PLAN  
APPLICATION FOR RIVERSIDE PARK LOT 1**

WHEREAS, Coal Seam, LLC (“Applicant”) owns certain real property within the Town of New Castle, Colorado (the “Town”) described in the attached Exhibit A; and

WHEREAS, the Property is zoned Highway Business as part of the Riverside Park PUD as provided in Ordinance #99-5; and

WHEREAS, on September 27, 2023, pursuant to Section 17.100.050(A) of the Town Municipal Code (“Code”), the Planning Commission (P&Z) voted unanimously to allow Applicant to submit a combined Preliminary/Final PUD Plan application with the condition that the preliminary and final application steps be considered separately if P&Z finds the combined application to be insufficient for final approval; and

WHEREAS, Applicant submitted a combined Preliminary/Final PUD Plan application together with an application for a lot split and variances (collectively, the “Application” as further defined below), which Application was deemed complete on April 11, 2025; and

WHEREAS, the Applicant intends to develop the Property and the public improvements associated with the same in one phase; and

WHEREAS, the Town of New Castle Planning & Zoning Commission (“Commission”) held a duly noticed public hearing on May 28, 2025, which was continued to July 23, 2025, and again to December 10, 2025, all with Applicant’s consent, to consider the Application; and

WHEREAS, after the public hearing was continued on July 23, 2025, Applicant amended the Application; and

WHEREAS, as amended, the Application proposes the construction of a 71-room hotel, a restaurant, and 4 employee residences, on a 5.84-acre lot; and

WHEREAS, the Commission has considered the Application materials (as amended), testimony, and other evidence from Staff, the Applicant, and members of the public concerning the Application; and

WHEREAS, based on the Application, testimony, and other information presented, subject to compliance with the terms and conditions of this Resolution, the Commission

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finds that the Application complies with the following review criteria set forth in Sections 17.100.050(H) and .060(F) of the Code:

1. Consistency with the comprehensive plan;
2. Compliance with zoning and density requirements;
3. Compatibility to neighboring land uses;
4. Availability of town services from public works (including water and sewer services), fire, and police;
5. Adequacy of off-street parking and vehicle, bicycle, and pedestrian circulation;
6. Required open space or parks designed for active or passive use by residents of the subdivision and the public; and
7. Development consistent with the natural character, contours, and viewsheds of the land

WHEREAS, the Commission now desires to recommend that Town Council approve the Application as provided in this Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING AND ZONING COMMISSION OF THE TOWN OF NEW CASTLE, COLORADO:

1. Recitals. The foregoing recitals are incorporated by reference as findings and determinations of the Planning and Zoning Commission.
2. Definition of the Application. The “Application” consists of the documents and information identified on Exhibit B, plus all representations of and other documents presented by the Applicant reflected in the recordings and minutes of the Planning and Zoning Commission public hearing that was opened on May 28, 2025, continued to July 23, 2025, and again to and closed on December 10, 2025.
3. Recommendation regarding Final Plan: The Final Plan proposes:
  - a. The development of a 71-room hotel, a restaurant, and 4 employee residences, as depicted on the site plan prepared by RED dated October 30, 2025 (the “Site Plan”), and as otherwise described in the Application, including the most updated versions of all architectural renderings, elevations, and floorplans;
  - b. Use and other zoning standards including parking requirements, maximum height, and setbacks as described and depicted on the Site Plan;
  - c. The subdivision of the Property into two lots as shown on the subdivision plat included in the Application; and
  - d. Any amended final plats or condominium maps for the mixed-use spaces will be submitted for approval at the staff level, provided that the amended final plats or condominium maps and mixed-use buildings are in substantial conformance with the approved Application.

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The Commission hereby recommends approval of the Final Plan with the elements described in 3a – d, above, subject to compliance with all conditions set forth in Section 6 of this Resolution.

4. Zoning. If Town Council approves the Final Plan, the Commission recommends that the development and use of the Property be subject to the following restrictions and requirements:

- a. The restrictions and requirements of the Final Plan;
- b. Those restrictions and requirements of the Highway Business Zone District that are not covered by the Final Plan. In the event of a conflict between the Final Plan or Final Plat of the Property and the Highway Business Zone district regulations, the Final Plan and Plat shall control;
- c. All other applicable provisions of the Code; and
- d. All applicable Ordinances of the Town.

5. Subdivision. Applicant has submitted the Final Plat for the Property, which proposes to subdivide the Property into two lots, Lot 1A and Lot 2B. The Commission recommends approval of the Final Plat, subject to compliance with the applicable conditions set forth in Section 7 of this Resolution.

6. Conditions. Approval of the Application is subject to and contingent up on satisfaction of the following conditions:

- a. Prior to Council review, Applicant shall add the list of permitted and conditional uses and maximum building height to the Site Plan. The list of permitted uses shall include microbreweries. Gas station, tire shop, auto repair shop, and car wash will be listed as prohibited uses.
- b. Prior to Council review, the Applicant shall demonstrate compliance with all recommendations of the Town Engineer, Town Public Works Director, Town Attorney, and Fire Marshal provided in response to review of the Application.
- c. Prior to issuance of a building permit, final construction drawings shall demonstrate compliance with the building heights included in the approved application materials.
- d. Prior to issuance of a building permit, all construction drawings subject to the provisions of the International Fire Code or matters requiring fire alarms and/or fire suppression shall be submitted to the Fire Marshal for review and comment.
- e. Parking lot lighting should be on timers to reduce the light duration at night while maintaining security lighting as needed.

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- f. Prior to Council review, Applicant shall provide designs for all trash dumpsters/enclosures that extend six feet high and include a bear-resistant latching mechanism.
- g. The form of the declaration of covenants for the Property shall be finalized and address any Town Attorney comments before consideration of the Application by the Town Council. Recordation of the declaration of covenants shall be accomplished at or before recording of the final plat.
- h. A parking management plan shall be added to the covenants prior to consideration by Town Council with provisions for reserved parking for the residential units.
- i. The Town and Applicant shall enter into a subdivision improvements agreement (“SIA”) containing an engineer’s stamped cost estimate of public improvements approved by the Town Attorney. The form of the SIA shall be finalized before consideration of the Application by Town Council. Recordation of the SIA shall be accomplished at or before recording of the Final Plat.
- j. Provide a construction phasing plan for inclusion in the SIA as necessary that incorporates, at minimum, each of the following components:
  - i. A buildout phasing plan (if necessary);
  - ii. A schedule that identifies the sequencing of construction, sequencing of occupancy, traffic flow, and traffic control plans during construction;
  - iii. Storage and staging areas for construction equipment and materials;
  - iv. Drainage and erosion control best management practices (BMP's);
  - v. Applicant’s conformance with all requirements and specifications approved by the fire marshal concerning temporary access to the project; and
  - vi. A dust and weed management plan;
- k. Landscaping shall incorporate native grasses and plants that minimize maintenance, mowing, and irrigating. The final landscape plan shall be approved by Public Works prior to issuance of a building permit.
- l. As depicted in the Application, an unimproved, single-track trail system shall be made available for patrons of the development as well as to the general public. The Town may consider building a trail connector between the trail system on the Property and the current trail system at Grand River Park.
- m. All disturbed areas in the project shall be revegetated prior to the 1st growing season following the completion of the entire project and maintained in a predominantly weed free condition.
- n. All representations of the Applicant made verbally or in written submittals

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presented to the Town in conjunction with the Application before the Commission or Town Council shall be considered part of the Application and binding on the Applicant.

- o. 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.
  - p. The sale of individual lots, parcels, or units may not occur until a plat creating the lot, parcel, or unit is recorded with Garfield County and security for the public improvements has been received by the Town.
7. Severability. Each section of this Resolution is an independent section and a holding of any section or part thereof to be unconstitutional, void, or ineffective for any cause or reason shall not be deemed to affect the validity or constitutionality of any other section or part hereof, the intent being that the provisions of this Resolution are severable.
8. Effective Date. This Resolution shall be effective upon adoption.

SO RESOLVED this 10th day of December, 2025, by a vote of 7 to 0.

TOWN OF NEW CASTLE  
PLANNING & ZONING  
COMMISSION

\_\_\_\_\_  
Chuck Apostolik, Chairman

ATTEST:

\_\_\_\_\_  
Michelle Huster, Professional Assistant to the  
Town Clerk

Exhibits:

- Exhibit A: Legal Description
- Exhibit B: List of Application materials

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**EXHIBIT A**  
Legal Description

LOT 1  
Riverside Park Subdivision, according to the plat thereof filed July 12, 1999, as Reception  
No. 548663

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**EXHIBIT B**

Preliminary/Final PUD Application Materials

- a. Applicant Final Plan Application – March 21st, 2025 (original submission), plus amendments and supplements submitted through December 10, 2025
- b. CRFR Fire Marshal Referral, Orrin Moon – March 13th, 2025
- c. Town Engineer Comments, Jefferey Simonson – March 8th, 2025; updated December 2, 2025
- d. Civil plans redlined by Town Engineer – December 2, 2025
- e. Town Public Works Director Comments, John Wenzel – March 15th, 2025
- f. Public Hearing Notice, with Legal Description for Final Plan P&Z – April 25th, 2025
- g. Applicant written responses to Town Engineer comments – October 30, 2025

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May 8, 2025

Mr. Dave Reynolds, Town Administrator  
Town of New Castle  
P.O. Box 90  
New Castle, Colorado 81647

**RE: Lot 1 Highway PUD, 7051 County Road 335  
Preliminary Plat, Final Plat, Preliminary PUD, Final PUD Review**

Dear Dave,

The purpose of this letter serves to provide comments, concerns and questions regarding the proposed development of 7051 County Road 335, Lot 1 Riverside Subdivision. To conduct this review, we are in receipt of the Coal Seam Compiled Land Use Application, (354 pages) and have reviewed the following engineering submittal information from the application:

- Exhibit A - Legal Description
- Exhibit C - Geotechnical Subsoil Study (HP Geotech)
- Exhibit D - Traffic Impact Study (Kellar Engineering)
- Exhibit E - Water + Sewer Report
- Exhibit H - Rockfall Mitigation Report
- Exhibit M - Will Serve Letters
- Exhibit N - Drawing Package
  - Plat (Pinnacle Design Consulting Group)
  - Survey (Tuttle Surveying Services, Inc.)
  - Floodplain Maps (Schmueser Gordon Meyer Engineers & Surveyors)
  - Civil Plans (Pinnacle Design Consulting Group)
  - Civil Drainage Report (Pinnacle Design Consulting Group)
  - Landscape + Irrigation Plan (The Stevens Group, Inc.)
  - Rockfall Mitigation Plan (CTL Thompson)

The general engineering comments provided for the initial review in June 2024 were responded to by the Applicant in a letter dated January 17, 2025 and provided in the submittal package. The Applicant has submitted general information requested in the SGM email to the town dated 6/25/24 which has provided the ability to perform a more complete and specific final plat and construction review of the project.

Exhibit A – Legal Description

See attached survey review comments

Exhibit C - Geotechnical Subsoil Study (HP Geotech)

The subsoil study provided is for *Riverside Park Townhome Development* dated August 1999 completed on the previously developed property immediately east. The scope for the study does not include the Lot 1 Highway PUD project area.

Updated, RE: **Exhibit C - Geotechnical Subsoil Study**

RE: Comment Responses from CTL compiled at the end of

Exhibit D - Traffic Impact Study (Kellar Engineering) this document.

1. Since the development is immediately adjacent to the I-70 interchange and increases the design hourly volume on the “access” to I 70, the study should be prepared in accordance with section 2.3(5) of the State Highway Access Code for a Level Two analysis and coordinated with CDOT.
2. March 21, 2024, AM traffic data collected by ATD is missing from the appendix.
3. The project trip generation calculation appears to overestimate trip generation as it does not include the residential component and substitutes higher generating retail and restaurant uses in place of the planned 11 residential units. Pasted below is a comparison spreadsheet below based on interpretation of the submittal.

**Trip Generation**

**ITE Trip Generation, 11th Edition**

KELLAR TIS Land Use	Number of Units	ITE Code	Weekday Rate	AM Rate	Design Hour Rates					Weekday Design Hour Traffic				
					AM Entering	AM Exiting	PM Rate	PM Entering	PM Exiting	Weekday Traffic	AM IN	AM OUT	PM IN	PM OUT
Hotel	71	310	7.99	0.46	0.27	0.19	0.59	0.32	0.27	375	19	13	23	19
Strip Plaza (<40k)	16.47	822	54.45	2.36	1.42	0.94	6.59	3.30	3.30	925	23	16	54	54
Restaurant	8.85	932	107.20	9.57	5.26	4.31	9.05	5.52	3.53	949	47	38	49	31
<b>TOTAL TRIPS:</b>										<b>2,249</b>	<b>89</b>	<b>67</b>	<b>126</b>	<b>104</b>
										per access	45		63	

*PLANNED* LAND USE Land Use	Number of Units	ITE Code	Weekday Rate	AM Rate	Design Hour Rates					Weekday Design Hour Traffic				
					AM Entering	AM Exiting	PM Rate	PM Entering	PM Exiting	Weekday Traffic	AM IN	AM OUT	PM IN	PM OUT
Multi-Family (Low-rise)	11	220	13.27	2.39	0.57	1.81	2.30	1.45	0.85	146	6	20	16	9
Hotel	71	310	7.99	0.46	0.27	0.19	0.59	0.32	0.27	375	19	13	23	19
Strip Plaza (<40k)	5.666	822	54.45	2.36	1.42	0.94	6.59	3.30	3.30	469	8	5	19	19
Restaurant	4.73	932	107.20	9.57	5.26	4.31	9.05	5.52	3.53	507	25	20	26	17
<b>TOTAL TRIPS:</b>										<b>1,497</b>	<b>68</b>	<b>68</b>	<b>84</b>	<b>64</b>
										per access	29		42	

4. Provide an evaluation of the need for a State highway Access Permit based on comparison of project traffic versus 2024 traffic on Bruce Road. The development appears to require a State Highway Access Permit based on the 20% threshold.
5. Provide an Auxiliary Turn Lane analysis for the project accesses at CR 335. Auxiliary turn lane requirements for access to roadways are based on the projected DHVs, the speed limit and geometry of the highway adjacent to the access, and the classification of the roadway. CDOT SHAC are typically used by local agencies where local standards do not exist. The project traffic appears to warrant an eastbound left turn lane at each project access.
6. The operational analysis appears acceptable. The study should include a brief discussion of 95th percentile queue lengths at the study intersections.
7. Address the Garfield County LUDC Standards for a Major Collector standard at volumes greater than 2501 vpd.
8. Provide a sight distance analysis at the Bruce Road / CR 335 intersection and project intersections with CR 335.

Exhibit E - Water + Sewer Report Provided, RE: Exhibit E - Water + Sewer Report

1. Provide a PE stamp on the report.
2. Provide discussion of EQR Summary and Fee spreadsheet in the body of the narrative, include total EQR's, equivalent design flows for water and sewer, and calculated fee.
3. Provide final design information for the increased total flows for the shared Sewage Lift Station. Include pumping requirements, float locations, pipe size verification / confirmation.
4. Provide basis for WSFU count to GPM flows and/or Town EQR's and include discussion in the narrative.

Exhibit H - Rockfall Mitigation Report

No comments.

#### Exhibit M - Will Serve Letters

Final design coordination to be completed with Xcel for electric service connections.

Xcel needs final approved plat from the TONC before they will design. RE: Exhibit M - Xcel Email

#### Exhibit N - Drawing Package

Plat (Pinnacle Design Consulting Group)

Survey (Tuttle Surveying Services, Inc.)

See attached survey review comments

Survey dated May 2015 – prior to paved trail

#### Floodplain Maps (Schmueser Gordon Meyer Engineers & Surveyors)

No comments.

#### Civil Plans (Pinnacle Design Consulting Group, Stamped and dated 11/27/24)

1. Overall comments below, see marked up pdf plan comments for additional detail and clarification.  
Marked up pdf's were reviewed. RE:C1-C18
2. For the construction drawings, the engineer will need to provide all anticipated details for construction in the plan set to avoid any interpretation issues during construction between the contractor/engineer and Town. All work will need to be performed in accordance with the Town's Public Works Manual.  
Details are shown on the plan set. RE:C1-C18
3. We anticipate that the project is going to be constructed in a single phase, however, if it becomes necessary to phase the project, it will be necessary to provide phasing plans for the improvements to assure utility service, access and emergency services can be provided with future infrastructure improvements also being secured.  
Single phase.
4. Notes and Legend
  - a. Update per comments.  
These were updated. RE: C1
5. Grading, Drainage, and Erosion Control Plan
  - a. Show Rockfall Berm grading and details on civil plan.
    - i. Berm as designed is not maintainable and susceptible to erosion and will require a rounded or flat top area with consistent 3-foot height.  
Berm has been changed. RE:C5
    - ii. Berm currently encroaches into the existing asphalt trail.  
Proposed berm does not encroach onto asphalt trail. RE:C5
  - b. Provide multiple cross sections of CR 335, Trail, and proposed Rockfall Berm and Curb & Gutter to understand surface drainage impacts in CR 335 ROW. Provide adequate drainage solutions to protect asphalt trail edges from surface drainage ponding.  
3 sections have been provided and a french drain has been added. RE:C4
  - c. Provide plans and details for trail reconstruction as needed. Lack of a recent field survey results in uncertainty of trail location that needs to be resolved in the plans.  
Trail is shown as surveyed with reconstruction locations. RE:C2
  - d. Provide profile for each access to CR 335, with construction level detail for tie-in to the existing road and trail crossing.  
Construction level detail complete with spot elevations. RE:C3
  - e. Provide detailed spot elevation grading in areas between and adjacent to buildings to ensure adequate surface drainage away from buildings per geotechnical

recommendations.

Spot elevations have been updated. RE:C2

- f. Provide construction detailing (spot elevation and layout) for ADA Ramps at parking Interface.

Spot Elevations have been added. RE:C2

- g. Provide Storm Drain system profile of 15" piping and include invert elevations for area and trench drains (add details) and 6" piping connection to storm drain manholes and inlets.

Plans include profiles. 6" piping has been eliminated. RE:C2, C5

- h. For storm drain utility crossings, confirm adequate frost protection will exist or provide Insulation.

There is adequate frost protection based upon separation. RE:C2, C3

- i. Provide construction details for Stormtech Chambers, including detailed plan, cross section, inlet, outlet, volumes and design storm. Also noting the maintenance and access Route.  
**Storm Chambers have been deleted.**
  - j. Provide detail for French Drain, including minimum separation from building foundation.  
**French drain near building has been deleted.**
  - k. Retaining Wall types, materials, construction details are required to understand the impacts to existing and proposed utility easements and facilities.  
**The retaining wall in question has been eliminated.**
  - l. Provide typical section, profile, and easement of Emergency Access connection from River Park condos to CR 335.  
**We are no longer changing the access location it will remain as is.**
  - m. Provide clarity to Erosion Control Blanket locations with hatching.  
**Hatching has been added. RE:C2**
  - n. Provide clarity of use of SCL/SCF on plan and details.  
**This has been clarified. RE:C2**
  - o. Provide retaining wall profile that includes, top of wall, bottom of wall, footing, existing and finished grade.  
**This retaining wall has been eliminated.**
6. Parking Plot Centerline Profile
- a. Add Access and Storm Profiles  
**Storm profiles are shown the parking lot profile. Access profiles have been added. RE:C3**
7. Drainage Basins
- a. Provide a summary of Drainage Report notes on the Plan sheet as noted.  
**These have been added. RE: C5, Exhibit N - Drainage Report**
  - b. Construction drawings will need to identify the specific grades for storm drain (plan and profile) as well as all of the detailed design of WQVC, detention ponds and outfalls. **These are shown on the profile. We are providing 100% detention so the WQCV is not necessary. RE: C2, C5**
8. Intersection Signage and Striping
- a. Provide construction detailing (spot elevation and layout) for ADA Ramp at trail crossings at each access crossing.  
**This has been provided. RE: C5, C8**
  - b. Provide detail of crosswalk striping.  
**This has been provided. RE: C6**
  - c. Clarify the use of Bike/Pedestrian signs and Vehicular signage using MUTCD sign Designations.  
**Signage has been added per the MUTCD. RE: C6**
  - c. Parking and ADA parking striping.  
**This is shown on the Striping and Signage Plan. RE:C6**
9. Master Utility Plan
- a. Provide construction detailed notes for all water, sewer, and shallow utility connections. Provide clear direction for all utility removals, resets, and protection in place. Several items not addressed in Plans, shown in other comments and on Plans.  
**These have been added to the plan. RE: C2**
  - b. All water and sanitary sewer line alignments, including service locations to the buildings, will need access available for maintenance and repair with a minimum of 15' easements Provided.  
**Access has been provided. The easement is larger than 15 feet. RE:C2**

- c. Provide clarity depicting the existing and proposed utilities with text style, symbols, and Linetypes.  
**This has been clarified. RE: C2**
- d. For dry utilities, when preparing the final plan for construction and prior to construction, the drawings will need to be updated to ensure that the proposed dry utility designs (prepared by the utility provider) continue to integrate with all of the improvements and planning proposed by the developer's team. Providers will require easements for the electric and gas utility installations. These will be reflected on the plat and the representative signature blocks need to be provided.  
**Understood. Plat will accommodate accordingly.**
- e. Provide final construction details for the shared Sewage Lift Station. Include pumping requirements, float locations, pipe size verification / confirmation.  
**These details have been provided. RE: C18**
- f. Include profile views of the water line alignments, avoiding low and high points, if necessary, provide blow offs, air release/vacuum vaults or hydrants at high points or drains

at low points in the lines. Profiles should show the crossing of other utilities (existing and proposed) and storm drain; the proposed retaining wall should also be shown.

High point in water line is one of the fire hydrants. RE: C3

- g. Service lines will need to be shown for each building/unit complete with the locations of the curb stops and meter locations  
These are shown on the plans. RE: C2
- h. Proposed 8" water main tie-in to existing main will be completed by cutting in new tee and (3) 8" gate valves.  
Given that the existing line is HDPE it is not possible to cut in a tee and 3 gate valves. We have proposed a saddle tap as is customary in this case. RE: C2
- i. Valves on each side of each tee (including hydrants) will be required.  
Valves have been added as requested. RE: C2
- d. Show Concrete Reaction Block locations on the plans.  
These have been added. RE: C2
- k. Note that all water line fittings are to be polywrapped ductile iron pipe fittings and not PVC.  
This note has been added. RE: C1
- l. Assure that all water/sewer crossings can be provided with a minimum separation of 18", including all water/storm drain crossings. Assure that water/storm drain crossings provide adequate freeze protection at each crossing.  
There is more than 18" of separation. Adequate freeze protection is provided. RE: C3
- m. If water and sewer mains are constructed in areas of fill; a note shall be included on the profile stating the Contractor shall provide a minimum of 95% compaction 10 feet either side of the Sewer / Water main with compaction testing at 200 foot increments in fill areas under pipe, minimum two test locations required per area.  
The water and sewer lines are not in fill.
- n. Where water and sewer connections are to be provided to existing facilities, provide details as to the work required for the connection; existing conditions (size, material, depth), removals, fittings, thrust blocks, testing procedures, etc.  
This has been provided. RE: C2, C13
- o. Provide information on how pressure testing, sanitizing, flushing, air release and subsequent operation of the water, sanitary sewer, and storm sewer utilities are Performed.  
Testing specifications have been added. RE: C17
- p. Note that due of SB 18-167, all utilities will need to be installed to be electronically locatable. Details will need to be revised to provide instruction to the contractor that provide tracer wire, magnetic tape, etc... on all subsurface utilities including service lines. A note has been added to the plans and appropriate details have tracer wire shown. RE: C1
- q. Pothole all existing utility crossings prior to construction of new facilities.  
This will be facilitated during construction. RE: C1
- r. Proposed Retaining Wall generally paralleling east property line crosses and is in the impact area (construction and future maintenance) of several existing and proposed utilities. Provide retaining wall profile that includes, top of wall, bottom of wall, footing, existing and finished grade, and all utility crossings.  
This retaining wall has been removed.

- s.
- 10. Details
  - a. Provide construction details for maintainable, non-erodible berm. Contractor should be able to reference civil plan and construct berm without reference to CTL report.  
**See CTL Plans for berm. RE: C2 Exhibit N - Landscape Berm Plan and Profile**
  - e. Provide asphalt trail reconstruction typical section.  
**This has been added to the plan set. RE: C15**
  - ii. Provide Lift Station detail.  
**This has been added. RE: C18**
  - iii. Provide Bollard detail.  
**A bollard detail is in the plan set. RE: C8**

Civil Drainage Report (Pinnacle Design Consulting Group)

1. Provide a Professional Engineer stamp on the cover of the report.  
**This has been added. RE: Exhibit N - Drainage Report**
2. Provide discussion of WQCC design storm and sand filter material, including the on-site soil materials compatibility with the sand filter design.  
**Since we are providing 100% detention the WQCC is not required. Sand filter material is in the plan set. RE: C8**
3. Provide construction detail for the stormtech chambers and sand filter design.  
**These have been eliminated.**

4. Provide manufacturers documentation of inlet grate open area and discuss clogging factor used for site design.  
A manufactures cut sheet has been provided. The open area has been calculated based upon the cut sheet. A 50% clogging factor has been taken into account. RE: Exhibit N - Drainage Report
5. Discuss and include calculations for inlet control capacity for pipes with storm inlets to confirm adequate capacity.  
An inlet control calculation sheet has been added to the drainage report. RE: Exhibit N - Drainage Report

Landscape + Irrigation Plan (The Stevens Group, Inc.)

1. Provide seed mix and coordination of landscape plan and civil erosion control plan regarding erosion control blanket placement and reseeding areas.  
RE: Exhibit N - Landscape and Irrigation Plan
1. Incorporate CTL berm and structural wall design parameters into Civil and Structural plans sets with construction level detail.  
No structural retaining in relation to the berm. RE: C2

Subdivision Improvements Agreement

Not submitted.

RE: TOWN OF NEW CASTLE

Parking Requirements

1. Parking analysis based on ITE Parking Generation Manual 6th Edition and verified 123 spaces is acceptable, without consideration of shared parking.  
Parking has been updated to meet Town of New Castle standards. RE: Exhibit N - Architectural Site Plan

Upon your receipt and review, if you have any questions, please don't hesitate to call.

Respectfully,  
  
JSS

Jefferey S. Simonson, P.E.  
Principal



April 1, 2025

Town of New Castle

Re: Reviewing Surveyor Comments: **Provided, RE: Exhibit N - Survey, Exhibit N - Plat**

Land Use application for COAL SEAM Hotel, Mixed Use Development

7051 335 County Road, New Castle, Colorado 81647

**Regarding Coal Seam Subdivision Plat Table of contents items VIII and XII exhibit N items Plat and Survey**

I have reviewed the final subdivision plat that was submitted to me for compliance with: C.R.S. 38-51-105- Monumentation of Subdivisions C.R.S. 38-51-106 - Land Survey Plats, and have the following comments:

Regarding plat monumentation

- A. Address new monumentation per C.R.S. 38-51-105(1) (a) To be set and annotated upon plat approval
- B. Address existing monumentation per C.R.S. 38-51-105(1) (b) Done
- C. Address new monumentation per C.R.S. 38-51-105(3) (a) TBD
- D. Address new monumentation per C.R.S. 38-51-105(7) (a), (7)(b) (I)-(7)(c) TBD
- E. Address conflicting boundary evidence, if any. C.R.S. 38-51-106(1)(k) Done

Recommend bearing and distance ties to found monuments (such as those noted close to the westerly line) not along the boundary, show measured and record distances. Note sources of research board rule E2

Regarding boundary details

- A. Address conflicting boundary evidence, if any. C.R.S. 38-51-106(1)(b)(c)(e)(f)(i)(j)(k)(l):
  - (b) Provide complete reference of adjoining right of way (row) county road 335 stating width if known and nature of the public, private... Done
  - (c) recommend showing measured and record distances Done

(e) provide a basis of bearings statement and recommend using one of the four commonly accepted board methods (Board rule H), label basis of bearings on map view. **Done**

(f) provide complete description of monuments found and set to include cap type and accessories such as rebar or pipe (board rule M) **Done**

(i) the written description in the owner's acknowledgement does not match that of the existing conditions map nor the legal description on submittal sheet 47 Exhibit A – Legal Description **Legal description per warranty deed reception no. 983168**

(j) on final document please provide signature and seal and other required information for surveyor. **TBD**

(k) label ad joiners, suggest clarify lot names with record reference to Lot 1 and not lots 1a and 1b created by this plat. Plat name is confusing consider dropping word; **Lot 1 Highway PUD** updated to Coal Seam PUD, adjoiner parcels labeled.

(l) provide a statement regarding lineal units used to produce this survey **Done**

**Regarding Topographical Survey Map** does not conform to and was likely not intended to conform to C.R.S. 38-51-106

B. Address conflicting boundary evidence, if any. C.R.S. 38-51-106(1)(b)(c)(e)(f)(i)(j)(k)(l):

(b) Provide complete reference of adjoining right of way (row) county road 335 stating width if known and nature of the public, private... **Updated**

(c) recommend showing measured and record distances to survey monuments **Updated**

(e) provide a basis of bearings statement and recommend using one of the four commonly accepted board methods (Board rule H), label basis of bearings on map view. **Updated**

(f) provide complete description of monuments found and set to include cap type and accessories such as rebar or pipe (board rule M) **Updated**

(i) provide a written descriptions of the parcel being surveyed. The map name does not reflect the record parcel name nor the proposed PUD name. **Parcel desc. top left**

(j) on final document please provide signature and seal and other required information for surveyor. The certification on this document appears to not conform to board rule 2 **Updated**

(k) label ad joiners, suggest clarify map name relative to parcel legal description.  
Suggest name: *Topographical Survey Lot 1 Riverside Park Subdivision*. **Updated**

(l) provide a statement regarding elevation datum, site benchmark and contour intervals **Updated**

**Regarding Coal Seam Exhibit A** legal description does not match the legal description on either the plat of existing conditions map

Regards,

Scott A. Hemmen

Colorado P.L.S. #38182

For, and on behalf of SGM

May 29, 2025

Kellar Engineering response to Comments – Lot 1 Highway PUD TIS

Kellar Engineering (KE) comment responses in **blue** font.

- Since the development is immediately adjacent to the I-70 interchange and increases the design hourly volume on the “access” to I 70, the study should be prepared in accordance with section 2.3(5) of the State Highway Access Code for a Level Two analysis and coordinated with CDOT.  
**Response: It is the project team’s understanding based upon correspondence with the Town that the TIS will not need to be reviewed and approved by CDOT. Therefore, the TIS was done in accordance with the Town of New Castle’s requirements.**
- March 21, 2024, AM traffic data collected by ATD is missing from the appendix.  
**Response: The appendix in the TIS will be updated accordingly.**
- The project trip generation calculation appears to overestimate trip generation as it does not include the residential component and substitutes higher generating retail and restaurant uses in place of the planned 11 residential units.  
**Response: The trip generation in the TIS is conservative. This has been coordinated with the client and project team.**
- Provide an evaluation of the need for a State highway Access Permit based on comparison of project traffic versus 2024 traffic on Bruce Road. The development appears to require a State Highway Access Permit based on the 20% threshold.  
**Response: It is the project team’s understanding based upon correspondence with the Town that the TIS will not need to be reviewed and approved by CDOT. Therefore, a CDOT State Highway Access Permit is not anticipated for this project.**
- Provide an Auxiliary Turn Lane analysis for the project accesses at CR 335. Auxiliary turn lane requirements for access to roadways are based on the projected DHVs, the speed limit and geometry of the highway adjacent to the access, and the classification of the roadway. CDOT SHAC are typically used by local agencies where local standards do not exist. The project traffic appears to warrant an eastbound left turn lane at each project access.  
**Response: CDOT SHAC was not used since this is not a CDOT highway. CR 335 is a lower volume roadway with a posted speed of 35 mph. The Town’s criteria was used in the TIS to verify that an eastbound left-turn lane is not needed at the project access points. Tables 6 and 7 in the TIS verify that all approaches at the site access points operate at LOS A. This is a similar situation to the CR 335/Park Drive intersection to the east.**



- The operational analysis appears acceptable. The study should include a brief discussion of 95<sup>th</sup> percentile queue lengths at the study intersections.  
**Response: The TIS will be updated accordingly. As shown in the Synchro outputs, the 95<sup>th</sup> percentile queues are small and the intersection levels of service (LOS) operate acceptably.**
- Address the Garfield County LUDC Standards for a Major Collector standard at volumes greater than 2501 vpd.  
**Response: The TIS will be updated accordingly to include discussion on this criterion.**
- Provide a sight distance analysis at the Bruce Road / CR 335 intersection and project intersections with CR 335.  
**Response: The TIS will be updated accordingly. The sight distance at the Bruce Road/CR 335 intersection will be able to meet the Town's criteria.**

If you have any questions, please do not hesitate to contact me at (970) 219-1602 or [skellar@kellarengineering.com](mailto:skellar@kellarengineering.com).

Respectfully,

Kellar Engineering LLC

Sean K. Kellar, PE, PTOE  
Colorado PE #38650





**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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### Memorandum

**To:** Mayor & Council  
**From:** David Reynolds  
**Re:** Agneda Item: Consider 2026 Identified Proclamations  
**Date:** 1/20/26

#### **Purpose:**

The purpose of this agenda item is to review and consider previously identified Proclamations that may be presented to Town Council in 2026. As Council may recall, during the summer of 2025, Town Council considered and adopted a Town Proclamation Policy that establishes guidelines governing when and how Proclamations may come before Council.

Pursuant to the adopted policy, Town Council is responsible for reviewing proposed Proclamations prior to their placement on a Council agenda for formal recognition. In an effort to proactively plan for annually recurring Proclamations, as well as newly identified Proclamations for 2026, this agenda item provides Town Council with the opportunity to review the following list of potential Proclamations and provide direction on whether and how they wish to proceed with each item.

#### **Potential 2026 Proclamations:**

- Arbor Day (April)
- Parkinson's Awareness Month (April)
- Historic Preservation Month (May)
- Clerk's Week (May)
- Coal Ridge Sports Teams
- Coal Ridge Cheer Team
- 250th Anniversary of the United States of America
- 150th Anniversary of the State of Colorado

# **TOWN OF NEW CASTLE, COLORADO PROCLAMTION POLICY**

## **Purpose**

This policy outlines the criteria and process for the consideration and issuance of official proclamations by the Town Council. Proclamations are ceremonial recognitions of events, individuals, or issues that have community-wide significance.

## **Who May Submit a Proclamation Request**

Proclamation requests may be submitted by:

- Community organizations or civic groups
- The Mayor
- Members of the Town Council
- Individual community members
- Regional, state, or national organizations with a connection to the local community

## **Acceptable Reasons for a Proclamation**

Proclamations may be considered if they:

- Recognize a local event or activity
- Honor a person, group, or organization that has had a meaningful impact on the Town
- Bring attention to an issue or opportunity of interest or benefit to the overall community
- Declare a local policy stance on a non-political and non-controversial topic

Acknowledge regional, statewide, or nationally recognized events or activities that have local relevance

## **Proclamation Request Submission Requirements**

All proclamation requests must include the following:

- Contact name
- Mailing address
- Phone number
- Email address
- Proclamation title
- Name of individual who will present or receive the proclamation
- All relevant background information, important points, and significance of the proclamation

## **Review and Approval Process**

## **1. Submission and Review**

Requests must be formally submitted to the Town Clerk. The Town Clerk will present all proposals to the Town Council at the next available Town Council meeting. Council members may provide feedback or raise concerns during the Council comment period.

## **2. Determining Consensus**

If there is a clear consensus from the Council, the proclamation will be placed on the agenda for formal recognition at the next regular Council meeting. If no consensus is reached, the proclamation will not move forward.

## **Proclamation Timeline**

- Proclamation requests must be submitted at least one (1) month prior to the proposed proclamation date.

Every effort will be made to ensure proclamations are issued just before or at the beginning of the time period being recognized.

## **Additional Notes**

- All proclamations are ceremonial in nature and do not carry the force of law.

The Town Council reserves the right to decline any proclamation request for any reason, consistent with this policy.



Town of New Castle, State of Colorado

# Proclamation

WHEREAS, in 1872, Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, Arbor Day is now observed throughout the nation and the world; and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen, and provide habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and beautifying our community; and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal; and

WHEREAS, the Town of New Castle is a Tree City and celebrates Arbor Day each year; and

NOW, THEREFORE, I, Art Riddile, Mayor of New Castle, do hereby proclaim April 26, 2025 as Arbor Day in the Town of New Castle, and order that it be so designated and celebrated.

FURTHERMORE, all citizens are urged to celebrate Arbor Day, to support efforts to protect our trees and woodlands, and to plant trees to gladden the heart and promote the well-being of this and future generations.

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

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

ATTEST:

\_\_\_\_\_  
Mindy Andis, Town Clerk

# Proclamation

56th ANNUAL PROFESSIONAL MUNICIPAL CLERKS WEEK

May 4 - 10, 2025

*Whereas, The Office of the Professional Municipal Clerk stands as a cornerstone of local governance worldwide, embodying tradition and essential service, and*

*Whereas, Professional Municipal Clerks, uphold principles of impartiality and equality in their dedication to serving all citizens, and*

*Whereas, The Clerk's role as a bridge between the community, local governing bodies, and other governmental agencies fosters transparency and effective governance, and*

*Whereas, Professional Municipal Clerks, through ongoing education and engagement, continuously enhance their capacity to serve, staying abreast of evolving practices and standards, and*

*Whereas, More specifically the Municipal Clerks of New Castle Colorado display an unwavering commitment to excellence and public service, and*

*Whereas, The Municipal Clerks of New Castle Colorado have earned recognition for their outstanding commitment to serving our community,*

*Now, Therefore, I, Art Riddile, Mayor of New Castle Colorado, do hereby proclaim the week of May 5 through 11, 2024, as Professional Municipal Clerks Week. Let us extend our profound gratitude to our Professional Municipal Clerks Mindy Andis and Michelle Huster, and to all Professional Municipal Clerks for their indispensable contributions and steadfast dedication to the communities they serve.*

*Dated this 6<sup>th</sup> day of May, 2025*

*Mayor: \_\_\_\_\_ Attest: \_\_\_\_\_*



Town of New Castle, State of Colorado

# Proclamation

WHEREAS, Coal Ridge High School serves the students of the Town of New Castle;  
and

WHEREAS on May 31, 2025, the Coal Ridge Titan baseball team won the school's first  
ever state baseball championship; and

WHEREAS, the 3A championship in Greeley was a marathon lasting 21 innings over six  
hours and two games; and

WHEREAS, Coal Ridge needed to win just one of their two games against the  
University Bulldogs; and

WHEREAS, after losing the fourteen-inning first game, the Titans came back and won  
the second game and the championship; and

WHEREAS, pitcher Ben Simons was named Colorado 3A Player of the Year, and  
Coach Dan Larsen was named 3A Coach of the Year; and

WHEREAS, the team ended the season with a 27-3-1 record; and

WHEREAS, Coach Larsen called 2025 "clearly the greatest season in the history of  
Coal Ridge Baseball."

NOW, THEREFORE, the Town Council of the Town of New Castle concurs with  
Coach Larsen and congratulates the state's newest 3A baseball champions; and

FURTHERMORE, on behalf of the residents of the town, the Council thanks the  
students and their coaches, teachers and parents for the honor have brought to the RE-2  
School District and to the Town.

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

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

ATTEST:

\_\_\_\_\_  
Mindy Andis, Town Clerk



Town of New Castle  
**Proclamation**

WHEREAS, Parkinson's disease is a chronic, progressive, neurological disease and the second most common neurodegenerative disease in the United States; and

WHEREAS, Parkinson's disease is estimated to affect approximately one million people in the United States, where it is the 14<sup>th</sup> leading cause of death; and

WHEREAS, it is estimated that the economic burden of Parkinson's disease is at least \$52 billion annually, including both direct and indirect costs; and

WHEREAS, research suggests that the cause of Parkinson's disease is a combination of genetic and environmental factors, though its exact cause is unknown; there is currently no test, biomarker or cure; and

WHEREAS, the symptoms of Parkinson's disease vary from person to person and can include tremors; slowness of movement and rigidity; difficulty with balance, swallowing, chewing, and speaking; cognitive impairment and dementia; mood disorders; and a variety of other non-motor symptoms; and

WHEREAS, volunteers, researchers, caregivers, and medical professionals are working to improve the quality of life of persons living with Parkinson's disease and their families; and

WHEREAS, increased research, education, and community support services, such as those provided by the Parkinson's Foundation and other organizations, are needed to advance treatments and access to quality care;

**NOW, THEREFORE, I, Art Riddile, Mayor of the Town of New Castle, Colorado, do hereby proclaim the month of April, 2025 as**

**PARKINSON'S AWARENESS MONTH**

Let this proclamation be entered into the records of the Town.

ATTEST:

\_\_\_\_\_  
Mindy Andis, Town Clerk

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



*Town of New Castle, State of Colorado*

## **Proclamation**

*WHEREAS, Coal Ridge High School serves the students of the Town of New Castle; and*

*WHEREAS, on December 14, 2024, the Coal Ridge Titans Co-Ed Cheer Team competed for the Colorado High School Activities Association Four A Cheer Spirit championship; and*

*WHEREAS, having won the 2A/3A championship in 2016, 2018, 2019, 2020, 2021, 2022 and 2023, the Titans in 2024 moved up to the Four A level; and*

*WHEREAS, in the face of skepticism about their move, they continued their winning streak and were named Four A State Champions; and*

*WHEREAS, Alyssa Thurmon has again coached the Titan team to victory, with essential support from Assistant Coach Jacelyn Krueger and the assistance of many others; and*

*WHEREAS, in addition to their championship skills, the Co-Ed Cheer Team is noteworthy for their enthusiasm, positivity and spirit—in short for their teamwork; and*

*WHEREAS, in order to develop the precision of their routine, these athletes came to practice at 5:30 am;*

*NOW, THEREFORE, the Town Council of the Town of New Castle congratulates the state's newest Four A Co-Ed Cheer Team;*

*FURTHERMORE, on behalf of the residents of the town, the Council thanks the students, coaches, teachers and parents for the honor they have brought to the RE-2 School District and to the Town.*

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

-----  
*Art Riddile, Mayor*

*ATTEST:*

-----  
*Mindy Andis, Town Clerk*



Town of New Castle, State of Colorado

# Proclamation

WHEREAS parks and recreation programs are an integral part of communities throughout this country, including New Castle; and

WHEREAS our parks and recreation are vitally important to establishing and maintaining the quality of life in our communities, ensuring the health of all citizens, and contributing to the economic and environmental well-being of a community and region; and

WHEREAS parks and recreation programs build healthy, active communities that aid in the prevention of chronic disease, provide therapeutic recreation services for those who are mentally or physically disabled, and also improve the mental and emotional health of all citizens; and

WHEREAS parks and recreation programs increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS parks and recreation areas are fundamental to the environmental well-being of our community; and

WHEREAS parks and natural recreation areas improve water quality, protect groundwater, prevent flooding, improve the quality of the air we breathe, provide vegetative buffers to development, and produce habitat for wildlife; and

WHEREAS our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

WHEREAS the U.S. House of Representatives has designated July as Parks and Recreation Month; and

WHEREAS New Castle recognizes the benefits derived from parks and recreation resources

NOW THEREFORE, I, Art Riddile, Mayor of New Castle do hereby proclaim that July is recognized as Park and Recreation Month in the Town of New Castle.

Let this Proclamation be entered into the officials of the Town.

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

ATTEST:

\_\_\_\_\_  
Mindy Andis, Town Clerk

1 **New Castle Town Council Regular Meeting**  
2 **Tuesday, January 6, 2026, 7:00 PM**  
3

4 **Call to Order**

5 Mayor Art Riddile called the meeting to order at 7:00 p.m.

6 **Pledge of Allegiance**

7 **Roll Call**

8 Councilor Mariscal  
9 Councilor Carey  
10 Councilor Hazelton  
11 Mayor A. Riddile  
12 Councilor Copeland  
13 Councilor Leland  
14 Councilor G Riddile

15  
16 Absent None

17  
18 Also present at the meeting were Town Clerk Mindy Andis, Administrator Dave Reynolds,  
19 and members of the public.  
20

21 **Meeting Notice**

22 Clerk Andis verified that her office gave notice of the meeting in accordance with  
23 Resolution TC 2025-1.

24 **Conflicts of Interest**

25 There were no conflicts of interest  
26

27 **Agenda Changes**

28 There were no agenda changes

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

30 There were no Citizen Comments

31 **Consultant Reports**

32 Consultant Attorney – not present  
33 Consultant Engineer – not present  
34

35 **Items for Consideration**

36  
37 **Discussion of Town Hall Safety**

38 Police Chief Stu Curry and Lieutenant Mick Vasquez review safety protocols for town  
39 council meetings and suggested ideas. Lieutenant Vasquez said the first and most  
40 important is to try to defuse and calm the person down if possible. Remember you can  
41 always call 911 and leave the line open.

1 **Discussion of E-Bike Usage**

2 Administrator Reynolds said Chief Curry will inform the council about current laws and  
3 regulations related to e-bike and e-scooter use by young people. As electric two-wheeled  
4 vehicles, including bicycles, scooters, and dirt bikes have become more affordable and  
5 increasingly marketed to younger riders. While e-bikes and e-scooters can encourage  
6 outdoor activity and provide convenient transportation for young people, rider safety and  
7 compliance with existing laws have become growing concerns. As an initial step in  
8 understanding how these vehicles fit within our community, Chief Curry will provide an  
9 overview of where these types of vehicles currently fall under existing law. The discussion  
10 was intended to serve as a starting point for future discussion, should the council  
11 determine that additional consideration of policies, education, or regulations is warranted.  
12 Chief Curry said the state law does not restrict where the e-bikes can go which allows for  
13 municipalities to create their own rules. He said most municipalities allow class 1 e-bikes  
14 which are pedal assist and class 2 and 3 e-bikes have not only pedal assist but also have  
15 throttles. The speeds of class 1,2 and 3 are limited. Chief Curry recommends being  
16 consistent with other mountain municipalities to restrict trails to class 1 e-bike. It  
17 becomes more of a challenge when the path is a multi-use path. He said Colorado laws do  
18 restrict people under the age of 16 to operate a class 3 e-bike and helmets are required.  
19 Chief Curry said starting January 1, 2027, Colorado law will require the manufacturer to  
20 have labels on e-bikes showing what class the bike is and what the top speed the bike can  
21 go. Once that happens it will be much easier to identify the class of the e-bike. Chief  
22 Curry said most municipalities restrict no use of sidewalk. Chief Curry said when creating  
23 restrictions for e-bikes the restrictions also need to apply to scooters. Councilor Carey said  
24 the most important issue is keeping the kids safe but also need to educate the parents  
25 and the kids. Chief Curry said there might be an opportunity to go to the schools and  
26 there also might be a grant program for e-bike education for the schools. He said CDOT  
27 already has information on their website both in English and Spanish regarding e-bikes.  
28 Councilor Leland suggested registering the bikes with the police department. When the  
29 bike is registered, they get a registration sticker for the bike and a packet of information  
30 with rules and regulations. Councilor Hazelton asked if the police department had  
31 considered getting an e-bike for the department. Chief Curry said they have talked about  
32 it and apply for a grant to purchase a couple of e-bikes. He said having an officer on a  
33 bike makes it easier for them to be able to do community policing. Chief Curry said he  
34 create a draft policy and will bring it back to council for their review.

35  
36 **Climate and Environment Commission Update**

37 Administrator Reynolds introduced Climate and Environment Commission (CEC) Chair  
38 Sharon Morris to council. Chair Morris will provide and update on CEC accomplishments in  
39 2025 as well as CEC direction for 2026.  
40 Chair Morris reviewed CEC 2025 Annual Report with council (**Exhibit A**). Chair Morris said  
41 in 2024 CEC had three new commissioners and in 2025 two new commissioners. She said

1 when she became chair a report was done after each event. The purpose for the report  
2 was to review what went well and not so well and what can be done better for next year.  
3 Also, putting together a year-end report and procedures for the next board. The purpose  
4 of the end of year report is to give the commission accountability to the council and to the  
5 residents of New Castle. Chair Morris said the commission did create a grant program for  
6 the bag fees. In the fall of 2025, they awarded two grants and will open the grant cycle  
7 again the Spring.

8 Chair Morris reviewed the Strategic Plan for 2026-2028 (**Exhibit B**).

9 Chair Morris briefly reviewed the calendar of events and project (**Exhibit C**).

10 Chair Morris said the commission has been discussing a mural to bring awareness to  
11 pollinators. She said there is an artist who paints murals of bees. The artist painted a  
12 mural in Rifle of the library building. The commission would like to fund raise in order to  
13 have a mural done in 2027 or 2028. The council reviewed the proposal (**Exhibit D**). Chair  
14 Morris said the library is interested in having the mural on the building and she has also  
15 spoken with the Garden Club for support. Councilor Hazleton asked what does the money  
16 go for a cause. Chair Morris said the money goes to the artist. The council agreed it's a  
17 good cause however they need more information.

18  
19 **Consider Ordinance 2025-4, An Ordinance of the New Castle Town Council**  
20 **Recommending the Amendment of Provisions of Title 17 of the Town Municipal**  
21 **Code Concerning Food Trucks (2<sup>nd</sup> reading)**

22 Administrator Renyolds said the State of Colorado passed a law for food trucks. Food  
23 Trucks would only need to be inspected once and receive a state food license which would  
24 be good anywhere in Colorado. He said there were not changes between the first and  
25 second reading.

26  
27 **MOTION: Mayor A. Riddile made a motion to approve Ordinance 2025-4, An**  
28 **Ordinance of the New Castle Town Council Recommending the Amendment of**  
29 **Provisions of Title 17 of the Town Municipal Code Concerning Food Trucks (2<sup>ndt</sup>**  
30 **reading) Councilor Carey seconded the motion, and it passed on a roll call vote.**  
31 **Councilor A. Riddile: yes; Councilor Mariscal: yes; Councilor Leland: yes;**  
32 **Councilor Carey: yes; Councilor Hazelton: yes; Councilor Copeland: yes; Mayor A.**  
33 **Riddile: yes.**

34  
35 **Consider Approving Resolution TC 2026-04 – Authorizing a Mail Ballot Election**  
36 **on April 7, 2026, and Setting Forth Other Details Relating Thereto**

37 Clerk Andis said the resolution authorizes for a Mail Ballot Election on April 7, 2026. The  
38 resolution also appoints the Town Clerk as the Election Official and to authorize and direct  
39 the clerk to appoint election judges. Clark Andis said New Castle has been conducting  
40 their elections by mail ballot since 2000.

1 **MOTION: Mayor A. Riddile made a motion to approve Consider Approving**  
2 **Resolution TC 2026-04 – Authorizing a Mail Ballot Election on April 7, 2026, and**  
3 **Setting Forth Other Details Relating Thereto. Councilor Mariscal seconded the**  
4 **motion, and it passed unanimously.**

5  
6 **Consent Agenda**

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

10  
11 December 16, 2025, Minutes

12 December Bills \$627,349.76

13 Resolution TC2026-01 – Designating Public Notice Posting Places

14 Resolution TC2026-02 – Waiving the Requirement for Posting Bonds by Certain Town  
15 Officers

16 Resolution TC2026-03 – Authorizing Bank Accounts and Signers on Bank Accounts

17 Liquor License Renewal - Hacienda San Miguel Corp

18 Liquor License Renewal – Spirits

19  
20 **MOTION: Mayor A. Riddile made a motion to approve the Consent Agenda.**  
21 **Councilor G. Riddile seconded the motion, and it passed unanimously.**

22  
23 **Staff Reports**

24 **Town Administrator** – (Staff report was given during the work session) Administrator  
25 Reynolds said council retreat has tentatively scheduled for Saturday, September 19, 2026,  
26 location for the retreat has not been determined yet. Administrator Reynolds said The  
27 oath of office for Police Chief and Lieutenant will be at 4pm on Friday, January 9, 2026, at  
28 the Community Center. Administrator Reynolds informed the council the CML Conference  
29 will be June 23 – June 26, 2026. Administrator Reynolds said the Energy Symposium is in  
30 April at New Hope Church registration maybe open or will be soon. He said the symposium  
31 maybe be a good meeting for a couple of the CEC Commissioners to attend. Administrator  
32 Reynolds said he has been in contact with the organizer for Genesis Adventure Race. They  
33 would like to come back but the race would be scaled back to only biking and hiking.  
34 Administrator Reynolds said there is a new state law that affects how the recycling is  
35 done. He said there is a tax put onto products that are shipped such plastic bottles. The  
36 state has been collecting the new tax and now they have to decide how to disperse the  
37 money to the municipalities. The goal is to have the money be able to offset what the  
38 residents pay for recycling portion of the trash. Administrator Reynolds and Assistant  
39 Rochelle Firth will be meeting with the organizer from the state to help come up with a  
40 plan and submit an application to the state.

41 **Town Clerk** – Clerk Andis said she Assistant Huster will be out for rest of the week for a

1 family emergency. Clerk Andis said the April Election process started today. Candidate  
2 packets are available in her office. She reminded the council that Councilor Leland,  
3 Councilor Copeland, Councilor Carey and Mayor A. Riddile are up for election. Candidate  
4 packets must be turned in into her office by 5pm Monday, January 26, 2026.

- 5 **Town Treasurer** – not present
- 6 **Town Planner** – not present
- 7 **Public Works Director** – not present

8 **Commission Reports**

- 9 **Planning & Zoning Commission** – have not met
- 10 **Historic Preservation Commission** – have not met
- 11 **Climate and Environment Commission** – update was given during the agenda item.
- 12 **Senior Program** –have not met
- 13 **RFTA** – have not met
- 14 **AGNC** – have not met
- 15 **GCE** – have not met
- 16 **EAB** – have not met
- 17 **POSTR** – have not met

18 **Council Comments**

19 Councilor Leland said several years ago the council approved a water emergency policy  
20 and would be a good idea to look at it since we are in a drought and very little snow this  
21 year.  
22 Councilor Copeland said the speed limit sign on Castle Valley Boulevard seems to be  
23 broken, it is stuck on Speed 27.

24  
25 **Items for Future Council Agenda**

26 Councilor Leland said with 250 America Anniversary people are going to want fireworks.  
27 We need to discuss how we are going to handle fireworks.

28 **Adjourn**

29 **MOTION: Mayor A. Riddile made a motion to adjourn.**

30 The meeting adjourned at 8:13 p.m.

31  
32 Respectfully submitted,

33  
34  
35  
36 \_\_\_\_\_  
37 Mayor A. Riddile

38 \_\_\_\_\_  
39 Town Clerk Mindy Andis, CMC