



# CITY COUNCIL REGULAR MEETING

448 E. 1st Street, Room 190 Salida, Colorado 81201

August 02, 2022 - 6:00 PM

## AGENDA

Please register for Regular City Council Meeting

<https://attendee.gotowebinar.com/register/6382995264411204366>

After registering, you will receive a confirmation email containing information about joining the webinar.

To watch live

meetings: [https://c.streamhoster.com/embed/media/W6sdC9/xAllQfSsmmO/vpfQhcsApYv\\_5?preview=1](https://c.streamhoster.com/embed/media/W6sdC9/xAllQfSsmmO/vpfQhcsApYv_5?preview=1)

### CALL TO ORDER

**Pledge of Allegiance**

**Roll Call**

**Civility Invocation**

1. Civility Invocation

### CONSENT AGENDA

2. Approve Agenda

3. Approve July 19, 2022 Minutes

4. Approve Salida 76 Event

5. Approve Crest Crank Event

6. Approve Peak to Peak Pickleball Tournament

7. Approve Salida Sunrise Rotary Lucky Duck Race

8. Approve Angel of Shavano Car Show

9. Approve Special Event Permit- Arts and Culture

10. Approval of Design Contract – Harriet Alexander Field – Terminal and Executive Hangar Design

11. Out-of-Cycle Community Grant Request Policy

### CITIZEN COMMENT—Three (3) Minute Time Limit

### UNFINISHED BUSINESS / ACTION ITEMS

12. **Ordinance 2022-11** AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF SALIDA, COLORADO SUBMITTING ORDINANCE No. 2022-06 TO A SPECIAL REFERENDUM ELECTION, AND CALLING A SPECIAL CITY ELECTION FOR NOVEMBER 8, 2022, **FINAL READING AND PUBLIC HEARING**

### NEW BUSINESS / ACTION ITEMS

13. **PROST Board Member Removal**

*Individuals with disabilities needing auxiliary aid(s) may request assistance by contacting the City Clerk at 448 E. 1st Street, Ste. 112, Salida, CO 81201, Ph.719-530-2630 at least 48 hours in advance.*

14. **Resolution 2022-37** A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF SALIDA, COLORADO TO ALLOW OVERNIGHT CAMPING IN MARVIN PARK ON SEPTEMBER 16 & 17 FOR THE 2022 SALIDA 76 AND CREST CRANK EVENT
15. **Resolution 2022-38** APPROVING A COORDINATED MAIL BALLOT ELECTION AND ADOPTING THE UNIFORM ELECTION CODE
16. **Ordinance 2022-12** AN ORDINANCE OF THE CITY OF SALIDA, COLORADO ANNEXING TO THE CITY OF SALIDA A CERTAIN TRACT OF LAND IN UNINCORPORATED CHAFFEE COUNTY KNOWN AS SALIDA FIRE STATION ANNEXATION, **FIRST READING AND SETTING A PUBLIC HEARING**
17. **Ordinance 2022-13** AN ORDINANCE OF THE CITY OF SALIDA, COLORADO, ZONING CERTAIN REAL PROPERTY KNOWN AS SALIDA FIRE STATION ANNEXATION AS COMMERCIAL (C-1) ZONE DISTRICT, **FIRST READING AND SETTING A PUBLIC HEARING**
18. **Ordinance 2022-14** AN ORDINANCE OF THE CITY OF SALIDA, COLORADO, REZONING CERTAIN REAL PROPERTY KNOWN AS LOT 15, WEST END MAJOR SUBDIVISION FROM MEDIUM DENSITY RESIDENTIAL DISTRICT (R-2) TO HIGH DENSITY RESIDENTIAL DISTRICT (R-3), **FIRST READING AND SETING A PUBLIC HEARING**

## **COUNCILORS, MAYOR AND CITY TREASURER REPORTS**

### **Council Reports**

- Critelli, Kasper, Naccarato, Pappenfort, Pollock, Templeton

### **Mayor Report**

### **Treasurer Report**

### **Attorney Report**

### **Staff Reports**

### **BOCC Report**

## **ADJOURN**



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City Clerk | Deputy City Clerk

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Mayor Dan Shore



## CIVILITY INVOCATION

We are here working together to create a thriving community. It is the intention of the Salida City Council to promote civil communication by adopting the following guidelines for speaking to the public in the City Council Chambers. It is our hope that by acting in this manner we can help create a safe space for people to share their perspectives and opinions:

- We honor the opportunity to be engaged in the process of governance for the benefit of our community.
- We acknowledge that each of us brings a unique perspective to this conversation and that our perspectives may differ.
- We challenge ourselves to value varying points of view and hold all contributions as equally important.
- We understand and accept that while we may sometimes disagree, we can always be courteous and kind.
- We commit to respectful language, avoiding rumor, harsh criticism or personal accusation, even when feeling emotionally charged.
- We will, to best of our ability, speak thoughtfully and listen with attention, respect, and curiosity.
- We are confident that there may be even better solutions than any of us have thought of, which may be discovered through civil conversations.
- We commit to the City of Salida being a hate-free zone and declare and affirm a policy of non-discrimination on the basis of a person's race, color, religion, ancestry, national origin, age, sexual orientation, gender, gender identity, marital status, military or veteran status, socio-economic class, medical condition, or physical or mental disability.



# CITY COUNCIL REGULAR MEETING

448 E. 1st Street, Room 190 Salida, Colorado 81201  
July 19, 2022 - 6:00 PM

## MINUTES

### CALL TO ORDER

#### Pledge of Allegiance

#### Roll Call

#### PRESENT

Council Member Justin Critelli  
Council Member Harald Kasper  
Council Member Dominique Naccarato  
Council Member Alisa Pappenfort  
Council Member Mike Pollock  
Council Member Jane Templeton  
Mayor Dan Shore  
Treasurer Merrell Bergin

#### Civility Invocation

### CONSENT AGENDA

Council Member Kasper moved to combine and approve the items on the Consent Agenda, Seconded by Council Member Pappenfort.

Voting Yea: Council Member Critelli, Council Member Kasper, Council Member Naccarato, Council Member Pappenfort, Council Member Pollock, Council Member Templeton

#### THE MOTION PASSED.

Approve Agenda

Approve July 5, 2022 Minutes

Approve Contract with Dibble Engineering for Installation of New Weather Reporting Equipment at Harriet Alexander Field

Approve Contract with Dibble Engineering for On-Call Engineering Services at Harriet Alexander Field

Approve Entering Into a Contract with Lowry Contracting Inc. upon Legal Review

### CITIZEN COMMENT—Three (3) Minute Time Limit

Jim Miller, Cassie Strid, and Cory Riggs spoke during Public Comment.

### UNFINISHED BUSINESS / ACTION ITEMS

**Ordinance 2022-10** AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF SALIDA, COLORADO SUBMITTING THE QUESTION TO ELECTORS OF WHETHER TO CONVEY THE REAL PROPERTY KNOWN AS THE SALIDA COMMUNITY CENTER TO SALIDA SENIOR CITIZENS, INC. FOR USE AS THE SALIDA COMMUNITY CENTER OR OTHER SIMILAR NON-PROFIT PURPOSES,  
**SECOND READING AND PUBLIC HEARING**

*Individuals with disabilities needing auxiliary aid(s) may request assistance by contacting the City Clerk at 448 E. 1st Street, Ste. 112, Salida, CO 81201, Ph.719-530-2630 at least 48 hours in advance.*



Mayor Shore opened the Public Hearing. City Administrator Drew Nelson presented the Ordinance.

Jim Miller spoke regarding the Ordinance.

Council discussed the Ordinance.

Shore closed the Public Hearing.

Council Member Kasper moved to approve the Ordinance, Seconded by Council Member Pappenfort.

Voting Yea: Council Member Critelli, Council Member Kasper, Council Member Naccarato, Council Member Pappenfort, Council Member Pollock, Council Member Templeton

THE MOTION PASSED.

## **NEW BUSINESS / ACTION ITEMS**

### **Reconsideration of Ordinance 2022-06 (Salida Bottling Co.) pursuant to C.R.S. 31-11-105(3).**

Council Member Templeton moved to approve Ordinance 2022-06, to affirm, and not repeal the Ordinance, Seconded by Council Member Pappenfort.

Voting Yea: Council Member Critelli, Council Member Kasper, Council Member Naccarato, Council Member Pappenfort, Council Member Pollock, Council Member Templeton

THE MOTION PASSED.

### **Ordinance 2022-11 AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF SALIDA, COLORADO SUBMITTING ORDINANCE No. 2022-06 TO A SPECIAL REFERENDUM ELECTION, AND CALLING A SPECIAL CITY ELECTION FOR NOVEMBER 8, 2022, **FIRST READING AND SETTING A PUBLIC HEARING****

Council Member Naccarato moved to approve the Ordinance on first reading and set a Public Hearing for August 2, 2022, Seconded by Council Member Templeton.

Voting Yea: Council Member Critelli, Council Member Kasper, Council Member Naccarato, Council Member Pappenfort, Council Member Pollock, Council Member Templeton

THE MOTION PASSED.

### **Resolution 2022-31 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SALIDA, COLORADO, FINDING THE NEWMAN ANNEXATION PETITION TO BE IN SUBSTANTIAL COMPLIANCE WITH STATE STATUTES AND SETTING A PUBLIC HEARING ON SAID PETITION.**

Council Member Critelli moved to approve the Resolution, Seconded by Council Member Pappenfort.

Voting Yea: Council Member Critelli, Council Member Kasper, Council Member Naccarato, Council Member Pappenfort, Council Member Pollock, Council Member Templeton

THE MOTION PASSED.

### **Resolution 2022-32 A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF SALIDA, COLORADO, CONSENTING TO THE CHAFFEE HOUSING AUTHORITY SEEKING VOTER APPROVAL FOR AN INCREASE IN AD VALOREM PROPERTY TAXES.**

Council Member Pappenfort moved to approve the Resolution, Seconded by Council Member Critelli.

Voting Yea: Council Member Critelli, Council Member Kasper, Council Member Naccarato, Council Member Pappenfort, Council Member Pollock, Council Member Templeton

THE MOTION PASSED.

**Resolution 2022-33** A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SALIDA, COLORADO AUTHORIZING THE PURCHASE OF REAL PROPERTY AND APPROVING A PURCHASE AND SALE AGREEMENT

Council Member Pappenfort moved to approve the Resolution, Seconded by Council Member Critelli.

Voting Yea: Council Member Critelli, Council Member Kasper, Council Member Naccarato, Council Member Pappenfort, Council Member Pollock, Council Member Templeton

THE MOTION PASSED.

**Resolution 2022- 34** A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SALIDA, COLORADO, APPROVING CITIZEN APPOINTMENTS TO THE PARKS, RECREATION, OPEN SPACE AND TRAIL ADVISORY BOARD PURSUANT TO SECTION 2-14-10 OF THE SALIDA MUNICIPAL CODE.

Council Member Templeton moved to reappoint Kristy Falcon, a regular member of the PROST Board, term to expire in June 2024, Seconded by Council Member Kasper.

Voting Yea: Council Member Critelli, Council Member Kasper, Council Member Naccarato, Council Member Pappenfort, Council Member Pollock, Council Member Templeton

THE MOTION PASSED.

**Resolution 2022-35** – A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF SALIDA, COLORADO, APPROVING THE COLORADO REGIONAL OPIOID INTERGOVERNMENTAL AGREEMENT BETWEEN THE TOWN OF PONCHA APRINGS, THE TOWN OF BUENA VISTA, CHAFFEE COUNTY, AND THE CITY OF SALIDA.

Council Member Kasper moved to approve the Resolution, Seconded by Council Member Templeton.

Voting Yea: Council Member Critelli, Council Member Kasper, Council Member Naccarato, Council Member Pappenfort, Council Member Pollock, Council Member Templeton

THE MOTION PASSED.

## **COUNCILORS, MAYOR AND CITY TREASURER REPORTS**

Reports were given.

## **ADJOURN**

Adjourned at 7:41 p.m.



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City Clerk | Deputy City Clerk

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Mayor Dan Shore

## 2022 Salida 76 Overview

September 17, 2022

### Event Description:

The Salida 76 is a 76-mile gravel race leaving and returning from Riverside Park in Salida, CO. In conjunction with the Banana Belt mountain bike race and adjacent on the calendar to the Crest Crank, Salida 76 will be included in the weekend activities of the Salida Bike Fest.

Anticipated time for the event within County and Federal property will be between 7am and 2pm.

### Event Contacts:

Team Evergreen Executive Director: Jennifer Barbour, 303.503.4616

Ride Director: Kim Nordquist, 303.249.6168

Ride Director: Elizabeth Schmidtman, 408.410.7973

Medical: Chris Wentz, 720.244.8364

### Rider Safety:

- Local law enforcement will be present during the event (as necessary), assisting riders onto CR 175 from Riverside Park
  - No road closures during the event
- Marshals and directional signage placed along the entirety of the route.
- 3 aid stations on course
- A complete course overview, map, aid station locations and safety protocols will be distributed prior to the event and available online. Rider location will be monitored throughout the event through the timing system and check points. Evacuation vehicles and medical personnel will provide on course support.

### Communication Plan:

- Two mobile medical teams with radios and cell phone coverage
- Mobile vehicles will be on course to monitor rider progress and provide communication with event staff

### Medical, First Aid & Emergency Response

- Please see attached medical plan from Event Medical Special Specialists
- All local emergency agencies will be notified prior to the event for emergency response.

### On Course Directional

- On-course flaggers will be at road/trail intersections
- Directional arrows and signs will be present throughout the course (removed the day of the event)
- Aid stations with first aid kits, radios, and basic food and water supplies located at mile 18, 32 and 45.

### Rider Evacuation Plan

- Rider cut-off times will be determined based on course conditions and weather 7 days before the event.
- Vehicles will be staged along course and at aid stations to retrieve riders after cut-off.
- Riders are required to submit their number to a course official if they voluntarily abandon. This information is sent forward by radio and recorded at all subsequent aid stations and at venue.

### Support Crew/Spectators

- Each roving crew vehicle will be provided with a detailed map of allowed roads and directional requirements.
- Spectators are prohibited along any part of course, except the intersection of CR 88 and 107. Spectators must enter and leave the area from CR88 and are not allowed on course.

### Venue and details:

#### Riverside Park

Race headquarters and the neutral start/finish will be located at Riverside Park in Salida. Race start and finish timing mat will be located on CR 177 and all riders will be neutralized before returning to the park. We will have a local food truck onsite and we will be serving beer from our sponsor with water and soda available. The park will be fenced off with one only one entrance/ exit. This single entry / exit point will be monitored by volunteers who will make sure alcohol does not leave the area. ID's are checked at the beer tent, by official servers.

#### Parking

Parking will be at available town public parking, as directed by the City of Salida. Designated lots and parking areas will be determined prior to the event.

### Aid Station Locations and Rider Check Points:

1. Intersection of Ute Trail and CR 53 in Fremont County
2. .5 mil east of intersection of CR 108 and CR 53 in Fremont County
3. CR 88 in Park County

#### Tents:

9 10x10 tents will be stationary weighted with 100lbs minimum- 3 per aid station

### Weather:

In the event the weather or lightning becomes a threat, cancelation of the race will be determined by the race director, medical lead and local law enforcement. All information will be relayed by cell phone and radio communication.

### COVID Plan:

We will follow local county and state health orders relevant at the time of our event and will supply a COVID mitigation plan upon request.

### Sanitation and Septic:

Twenty total portable toilets, including 1 ADA accessible unit. 10 portables will be delivered to the start/finish venue and Aid station #2 & 3 will have 3 portables and 2 waste receptacles, with Aid station #1/4 will have 4 portables and 2 waste receptacles. Trash receptacles will be provided by a local vendor, following Town of Salida requirements for recycling and composting.

Post event cleanup will be executed by S76 staff and volunteers. Final inspection of the property will be done in conjunction with race organizers and Salida staff.

**Water:**

Water supply is to be determined, a minimum of 4 5-gallon coolers of water and 2 5-gallon coolers of hydration mix will be distributed at each of the 3 aid stations. Refill and supply TBD.

**Insurance:**

Team Evergreen will provide Certificates of Insurance for all agencies, as requested - \$3M Aggregate, \$1M per occurrence.

**Venue Map:**

## Salida 76 Riverside Park Start/Finish

September 17, 2022 7 am – 5 pm



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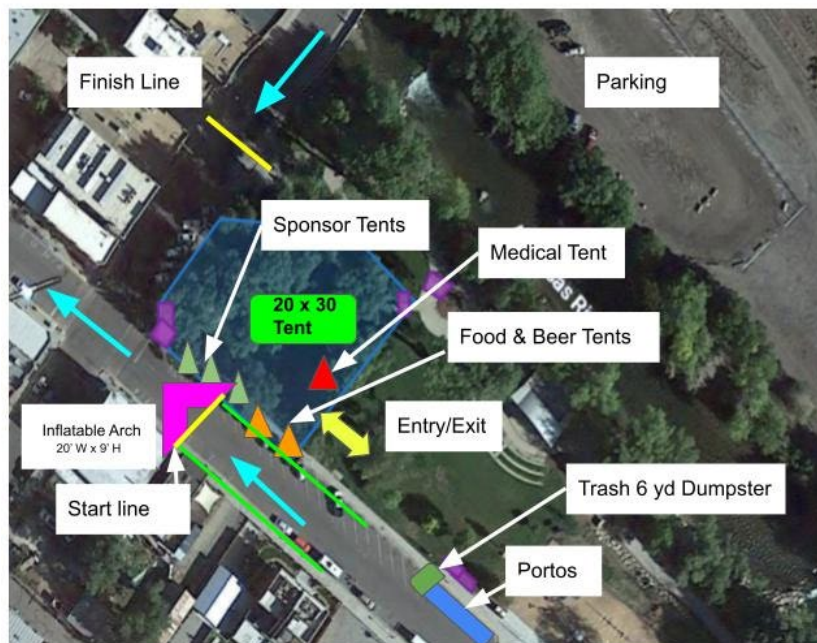
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- Riders are required to submit their number to a course official if they voluntarily abandon. This information is sent forward by radio and recorded at all subsequent aid stations and at venue.

## Request for Temporary Closure of E Sackett Ave between N F Street and N E Street

### Rider Safety:

- Local law enforcement will be present during the event, assisting riders onto CR 175 from Riverside Park and leading out the neutral start from Riverside Park.
- Temporary road closure is requested on E. Sackett Ave between N F Street and N E Street, from 6:30 am – 7:30 am for rider staging and neutral roll out. 20' wide x 9' tall Inflatable arch will be installed at 6:30 am and removed by 7:30 am on the start line on E. Sackett Ave. Officers are requested to be onsite to assist with the temporary closure.
- Event Organizers plan to set up an arch (see picture and diagram below)



### Salida 76

September 17, 2022

#### Friday

4 pm Setup

#### Saturday

5:30 am Setup

7:00 am Start time

7:00 pm Finish

8:00 pm Clean up

Fencing around  
Perimeter

Fencing along  
start chute

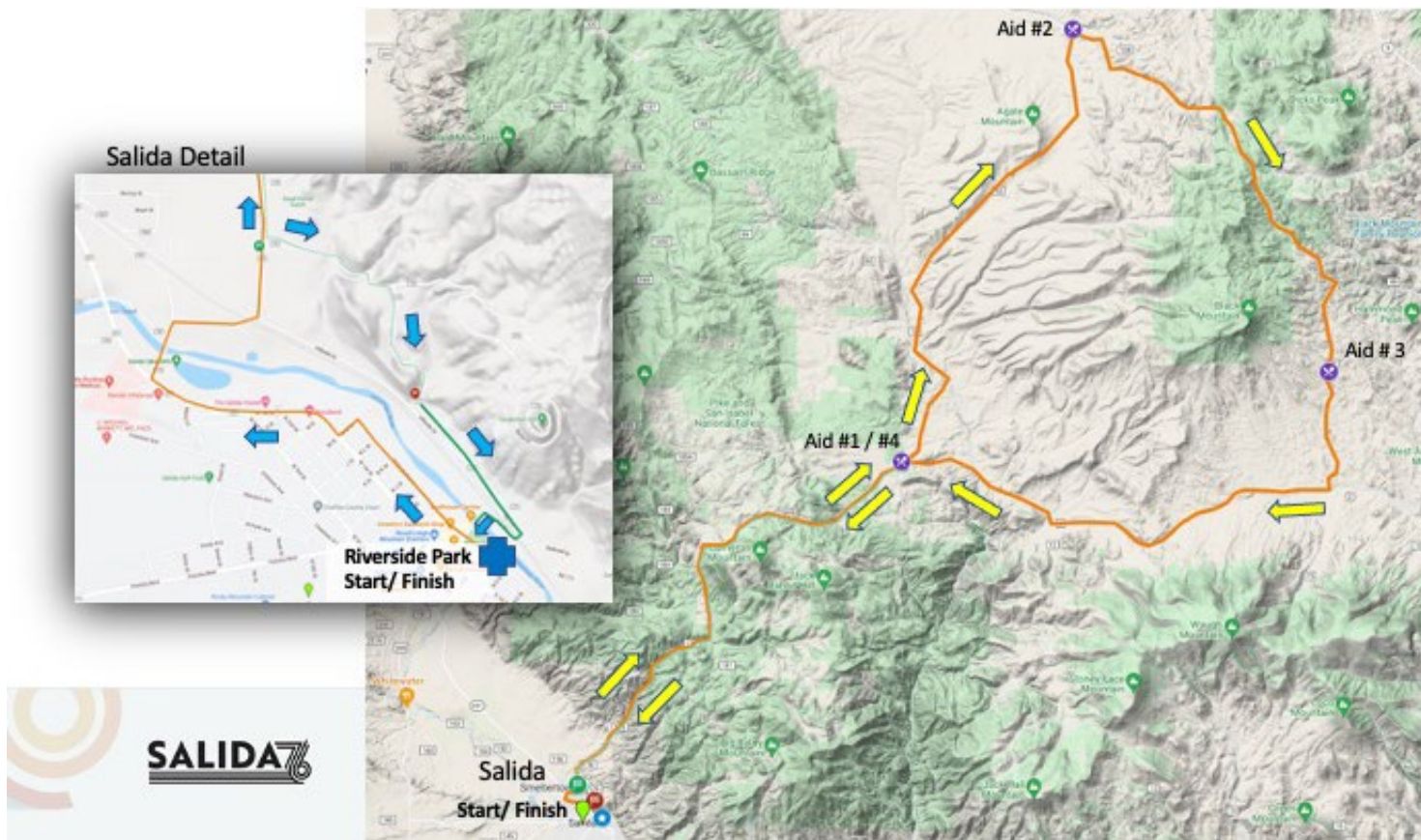






## Course Map

<https://ridewithgps.com/routes/38495510>





# Salida Gravel Race Medical Plan

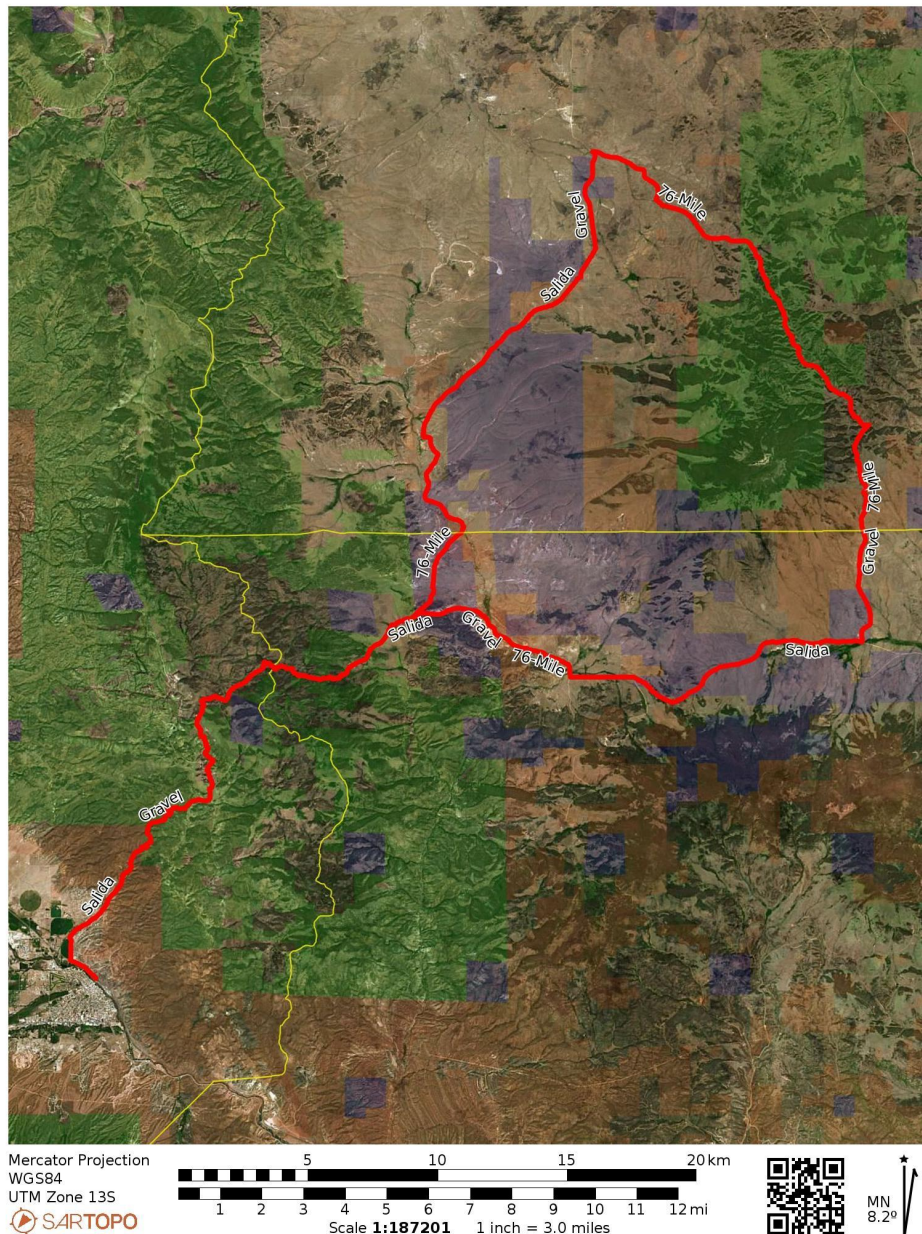
## September 17th, 2022

Item 4.

Event Medical Specialists, LLC, is a private medical service operating since 2010, specializing in athletic event medical staffing. We practice under Denver Metro protocols with appropriate physician direction. We have medical evacuation training and equipment. We do not provide ambulance transport capabilities.

Team Evergreen and Event Medical Specialists have worked successfully together for many years to facilitate races with similar technical requirements and logistical scope as the Salida Gravel Race. SGR is a 76 mile cycling race over dirt roads throughout Chaffee, Park, and Fremont Counties.

### Course Overview Map



Please use the QR code or link below to access a detailed map of the race course route.

SARTopo Map



0EDQM - Read

<https://sartopo.com/m/0EDQM>

**Salida Gravel Race Medical Plan**  
**September 17th, 2022**

Item 4.

**Logistical Overview**

Standard coverage model includes a central base of operations, designated posting locations, mobile response units, VHF radio communications network, and designated evacuation routes. Event Medical Specialists will set up repeaters at appropriate points to maximize radio communication over difficult terrain.

**Event Medical Specialists Field Resources**

See maps on page 3 & 4 for corresponding positions

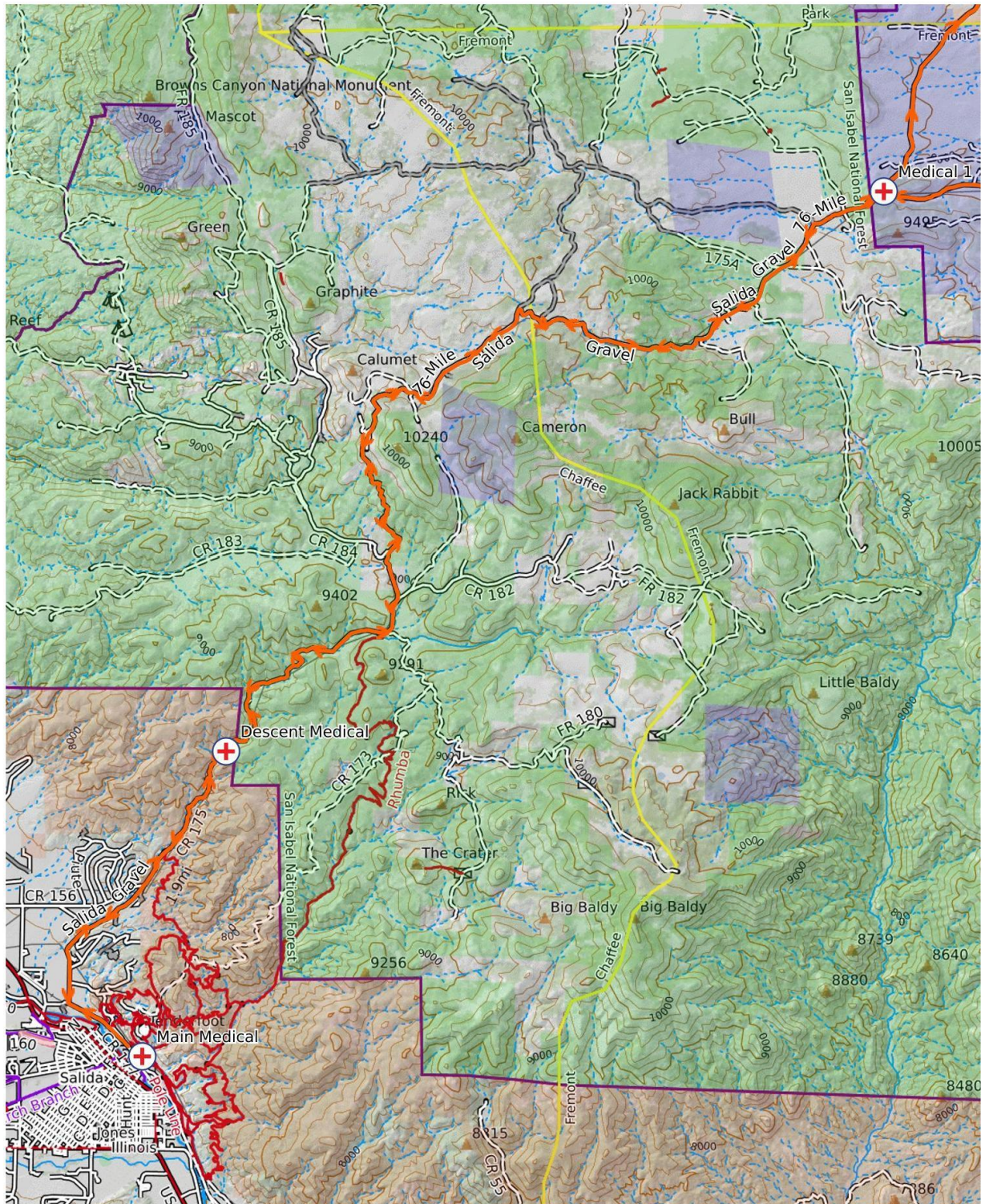
Resource Type "Callsign"	Provider Name Phone Number	In Service Time	Positioning	Equipment
Medical Tent & Trailer "Main Medical"	Main Medical	0600-1600	Start/Finish Expo area	ALS Medical Kit, BLS Medical Kit, Oxygen, Medications, Extremity Splints, Enclosed patient treatment area, Communications center
eBike "Descent Medical"	Paramedic 1	0600-1600	Descent Medical Position on Ute Trail	ALS Medical Kit, Oxygen, Medications, Extremity Splints
eBike "Medical 1"	EMT 1	06-1600	Medical 1 Position on Ute Trail east of Herring Park Rd	BLS Medical Kit, Oxygen, Medications, Extremity Splints
QRV response vehicle "Medical 2"	EMT 2	0600-1600	Medical 2 Position near Beniha Trail and Co Rd 53	ALS Medical Kit, BLS Medical Kit, Oxygen, Medications, Extremity Splints, Vacuum Spine Board, Evacuation Litter
QRV response vehicle "Medical 3"	EMT 3	0600-1600	Medical 3 Position near Co Rd 2 and Cty Rd 2a	BLS Medical Kit, Oxygen, Extremity Splints
QRV response vehicle "Medical 4"	Paramedic 2	0600-1600	Mobile on course	ALS Medical Kit, BLS Medical Kit, Oxygen, Medications, Extremity Splints, Vacuum Spine Board, Evacuation Litter



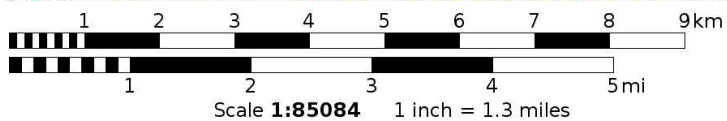
# Salida Gravel Race Medical Plan September 17th, 2022

Item 4.

## Southwest portion of course



Mercator Projection  
WGS84  
UTM Zone 13S

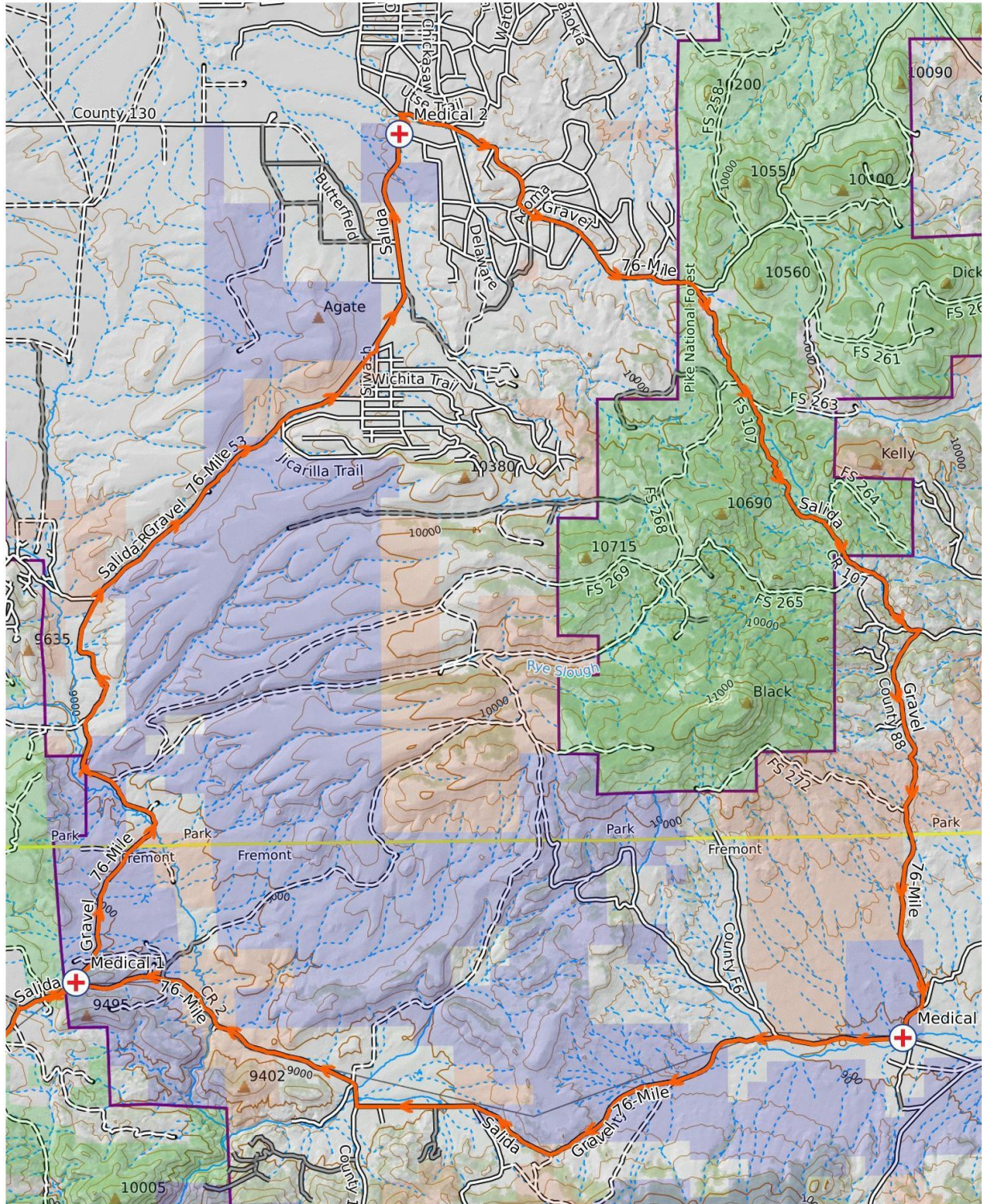




# Salida Gravel Race Medical Plan September 17th, 2022

Item 4.

Northeast portion of course (clockwise direction of travel)



Mercator Projection  
WGS84  
UTM Zone 13S





## Salida Gravel Race Medical Plan September 17th, 2022

Item 4.

### Patient Transport

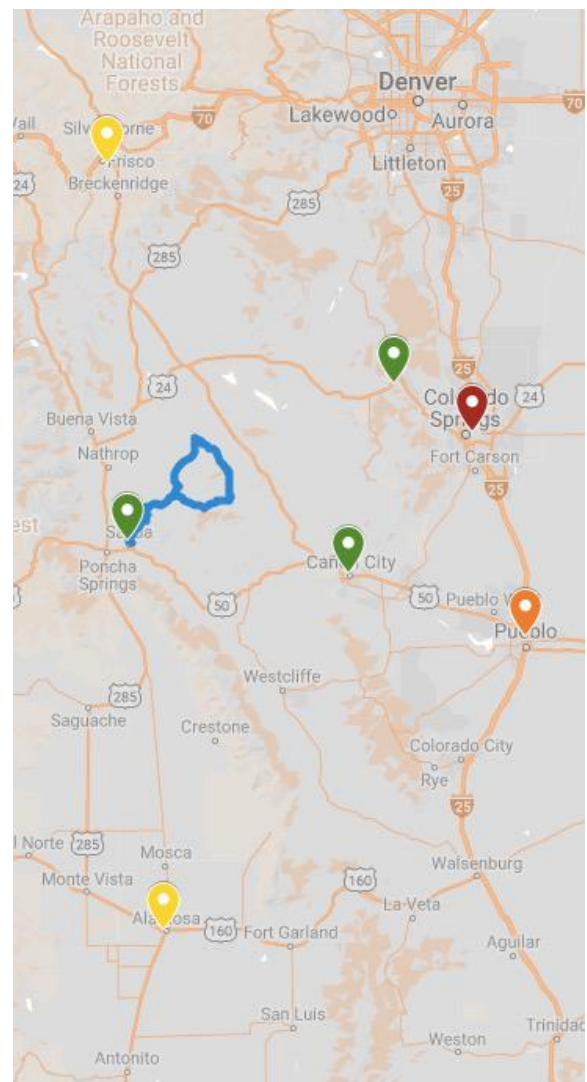
Ambulance service for patients needing transport will be performed by Chaffee EMS, Southern Park County EMS, & Fremont EMS, in partnership with Flight for Life Colorado. Those agencies will provide transport services for the event. Discussions are in progress to determine areas of coverage for each area of the course. Onsite medical provider Event Medical Specialists will, when appropriate, move any patient needing ambulance transport to a ground or air ambulance accessible rendezvous point.

### Ambulance Access Points

A majority of the event course is drivable by 4x4 vehicle. Multiple ground ambulance rendezvous points in each county have been identified. Event Medical Specialists is working with county EMS to determine their ability to access and respond to each point of the course. Areas inaccessible to ground ambulance will have the nearest 100'x100' landing zone identified for air ambulance access.

### Trauma Designated Facilities

- 📍 Heart of the Rockies Regional Medical Center  
100 Rush Drive, Salida CO 81201  
Level IV - 1.4 miles from Start/Finish Medical tent
- 📍 St. Thomas More Hospital Centura Health  
1338 Phay Ave, Cañon City CO 81212  
Level IV - 57 miles from Medical 3 Post
- 📍 Pikes Peak Regional Hospital UCHealth  
16240 US-24, Woodland Park CO 80863  
Level IV - 60 miles from Medical 2 Post↓
- 📍 San Luis Valley Health  
106 Blanca Ave, Alamosa CO 81101  
Level III - 83 miles from Start/Finish Medical Tent
- 📍 St. Anthony Summit Medical Center  
340 Peak One Dr, Frisco CO 80443  
Level III - 84 miles from Medical 2 Post
- 📍 Parkview Medical Center  
400 W 16th St, CO Pueblo 81003  
Level II - 74 miles from Medical 3 Post
- 📍 Memorial Hospital UC Health  
1400 E Boulder St, Colorado Springs CO 80909  
Level I - 75 miles from Medical 3 Post



## City of Salida Special Event Application

This guide is designed to help you through the special event process. If you have any questions or concerns after reading this, please contact the City staff at [diesel.post@cityofsalida.com](mailto:diesel.post@cityofsalida.com).

### What classifies as a Special Event in the City of Salida?

A special event permit is required for all planned and promoted public activities conducted on public property that meet any of the following criteria:

- When the expected number of participants and spectators totals **50 or more people**; and/or
- When using **tents, structures and/or sound amplification, multiple vendors**; and/or
- When **providing, selling or distributing alcohol and/or food to the public**; and/or
- When holding a **parade or using public right of ways** (e.g., city streets, multi-use paths and sidewalks, boatramps, etc), and/or impacting vehicle, bike or bus traffic.
- The event **goes against an existing City ordinance**.

In order to obtain your Special Event Permit, we ask that all pertinent applications be turned in **between 60 and 90 days** prior to the event so all parties can make reasonable arrangements that will be necessary to hold your event.

You must fill out all the information to obtain your event permit. In some cases, there may be additional items to fill out depending on what your event entails. **Incomplete applications will not be considered.**

Whomever is named on the application is the **only person the City of Salida will contact** during the application process. If the contact person needs to be changed, please complete the following application(s) with that contacts info.

### Permits:

If you would like to have amplified sound, liquor, vendor's (that are actively selling merchandise), or requests to close any public right of way, please fill out the additional corresponding permits below:

- If your event will include alcohol, [please click on this link](#) to obtain a Special Events Liquor License Application and **turn the application in 90 days before the event to City Hall.**
- If your event has amplified sound, [please click on this link](#) to obtain an Amplified Sound Permit Application or find it on the Park rentals page at [Cityofsalida.com](http://Cityofsalida.com)
- If your event will include multiple vendors, [please click on this link](#) to obtain a Multiple Vendor Event Permit Application or find it on the Park rentals page at [Cityofsalida.com](http://Cityofsalida.com)
- If your event requests a street closure, a [Street Closure Petition](#) is required



## Event and Rental request deadlines

All park rentals, including those for special events, become available at 12:00AM on Oct. 1.

- To establish an interest in applying for a rental or special event, organizers or interested parties must complete the [online request form](#) available at 12:00AM on Oct. 1 for the following year; this will get them in the queue for rental or event requests.
- Once in the queue, staff will conduct a review of the requests over the next 7-10 days. If there are conflicts, staff will determine the appropriate rental/event based on the community and council's desires.

## Procedure

1. To submit a rental/event request, visit [cityofsalida.com](http://cityofsalida.com) - Parks and Recreation - Park Rentals and fill out the [Park Rental and Special Events Request Form](#)
  - a. Complete as thoroughly as possible
  - b. Allow 7-10 days to be contacted by city staff
2. Begin email conversation with City Staff to determine applicable permits, fees and approvals.
3. Submit applicable deposits and/or fees..
4. Complete the Special Event Application. - [Online](#) or on page 5
5. Sign and attach the rules and regulations acknowledgment. - page 7
6. Complete and attach the Emergency Action Plan. - page 8
7. Attach a certificate of insurance with the correct coverage amounts and the City of Salida, its officers, agents and employees as additional insureds (at least 1 million dollars).
8. Choose from the event layout standards available for the Department of Parks and Recreation or draw a map of the locations of:
  - a. Entrance(s)
  - b. Exit(s)
  - c. Additional trash cans
  - d. Porta potties
  - e. Vendors
  - f. Alcohol area (if applicable)
  - g. Any performer parking near the bandshell must be called out
  - h. \*PLEASE NOTE - NO FOOD TRUCKS/TRAILERS ARE PERMITTED IN THE GRASS
9. Obtain additional licenses and permits – See page 1.
  - a. For events with a Special Events Liquor License to sell and serve alcohol beverages:
    - i. If your event will include alcohol, [please click on this link](#) to obtain a Special Events Liquor License Application and **turn the application in 90 days before the event to City Hall.**
    - ii. A diagram of the licensed premises, showing the perimeter and controlled access points is attached
    - iii. Boundary established (roped off or fenced) as well as warning signs posted indicating that alcohol must be consumed within the premises and not served to minors
  - b. If your event has amplified sound, [please click on this link](#) to obtain an Amplified Sound Permit Application or find it on the Park rentals page at Cityofsalida.com

- c. If your event will include multiple vendors, [please click on this link](#) to obtain a Multiple Vendor Event Permit Application or find it on the Park rentals page at Cityofsalida.com
  - d. If your event requests a street closure, a [Street Closure Petition](#) is required
10. Complete the "City Council Memo" - page 9
  11. Once the application packet is complete with all necessary documents, it is submitted the City Clerk's office.
  12. Completed packet must be by the Special Events Committee. City staff will advise you on how to proceed if your event qualifies for a Committee hearing.
  13. Upon approval by the Special Events Committee, the event will be presented to the City Council for approval.
  14. After the event, staff will review the event and make recommendations for deposit returns and if future rentals will be offered.

## Fees:

Paying the rental fee for an amenity grants exclusive use of that amenity. The responsibility is on the renter to provide the receipt of the renter to clarify for any existing users on the day of the rental.

<b>Amenity</b>	<b>Deposit</b>	<b>Flat fee</b>	<b>Fee less than 4 hours</b>	<b>Fee 4 hours or more</b>	<b>Over night fee</b>	<b>Partner reduction (501(c)3 or Gov't)</b>
Park - Riverside, Alpine	200	n/a	100	200	200	50%
Park - Marvin, Chisolm, Thonoff, others	100	n/a	50	100	200	50%
Pool - Salida Hot Springs Aquatics Center Lap	100	60/hr	n/a	n/a	n/a	50%
Pool -Salida Hot Springs Aquatics Center Leisure	100	n/a	n/a	n/a	n/a	n/a
Pool -Salida Hot Springs Aquatics Center mineral Soaking	100	20/hr	n/a	n/a	n/a	n/a
Pavillion - Centennial	100	n/a	25	100	n/a	50%
Pavillion - Chisholm	100	n/a	25	100		50%
Band Shell - Riverside	200	40/hr	n/a	n/a	n/a	50%
Court - Centennial Basketball, Centennial Tennis	100	25/hr	n/a	n/a	n/a	n/a
Court - Alpine Basketball	100	50/hr	n/a	n/a	n/a	n/a
Picnic tables - All parks	0	10/hr	n/a	n/a	n/a	n/a
BBQ - Centennial	0	10/hr	n/a	n/a	n/a	n/a
Activity Bus	100	50	n/a	n/a	n/a	50%
Park water connection (each)	n/a	30	n/a	n/a	n/a	n/a
Park power connection (each)	n/a	30	n/a	n/a	n/a	n/a
Barricade delivered (1-50)	n/a	100	n/a	n/a	n/a	n/a
Barricade delivered (each additional 50)	n/a	75	n/a	n/a	n/a	n/a
Barricade picked up and returned by applicant	n/a	50	n/a	n/a	n/a	n/a
Cones delivered	n/a	30	n/a	n/a	n/a	n/a
Cones picked up		15				
Fencing delivered	n/a	100	n/a	n/a	n/a	n/a
Sprinkler flagging (for vehicles in parks)	n/a	100	n/a	n/a	n/a	n/a
Street Closure fee	n/a	50	n/a	n/a	n/a	n/a

If you are a 501(c)(3), the City of Salida will reduce fee's up to 50% as per the table above. Applicant must have proof of eligibility and no request to council necessary

\*Deposit will be retained for up to 5 business days after the event. Inspection of lawn, irrigation, infrastructure, trash removal/clean-up, and other rented or utilized facilities will be considered.

# Special Event application

\* Required

1. Event contact name \*

Kim Nordquist

2. Event contact email address \*

kimnordquist@msn.com

3. Event contact phone number \*

303.249.6168

The following questions are similar to the questions that were answered in the online "Park rental and Special event request form". Please provide more detail in this application.

4. Event location

76 mile gravel bicycle race, leaving from and returning to Riverside Park.

5. Event start date

September 17, 2022

*Example: January 7, 2019*

6. Event start time

7:00 AM

*Example: 8:30 AM*

## 7. Event end date

September 17, 2022

Example: January 7, 2019

## 8. Event end time

5:00 PM

Example: 8:30 AM

## 9. Estimated number of people in attendance

1200

## 10. Please provide a short description of the event

The Salida 76 is a 76 mile gravel race leaving and returning from Riverside Park.

Our event is in conjunction with the Banana Belt mountain bike race, and adjacent to the Crest Crank. Our event will be included in the weekend activities of the Salida Bike Fest.

11. Will food or merchandise be available from **any** vendor? *Mark*

*only one oval.*

☒ Yes

☐ No

☐ Maybe

If YES, FOOD AND SALES TAX LICENSES MUST BE OBTAINED AND POSSIBLY A MULTI VENDOR PERMIT . Contact the Colorado Department of Revenue for sales tax licenses at (303) 232-2416, and the Chaffee County Public Health Department for food licenses at (719) 539-2124. Vendors must have a fire extinguisher on site. Vendor booths are subject to inspection by the Salida Police and Fire Departments.

Multi Vendor license:

<https://drive.google.com/file/d/1VHVSD9PEo0x-dNvllrrkWRlXr1JaL8o9/view?usp=sharing>

County Permit:

<https://www.chaffeecounty.org/EndUserFiles/57096.pdf>

12. Will Alcohol be sold or distributed at your event?

*Mark only one oval.*

- ☒ Yes  
☐ No  
☐ Maybe

If yes, please fill out the Application for Special Events Liquor License (available at the link below) and submit it along with the necessary fees. A State of Colorado Special Event Liquor License permit is ONLY issued to incorporated non- profit organizations. EVENTS REQUIRING ALCOHOL LICENSES MUST SUBMIT THEIR APPLICATION AT LEAST 90 DAYS IN ADVANCE OF THE EVENT.

<https://drive.google.com/file/d/1VGNG7tcBM4NP0KCIJ9hZqgrcvuypjPvu/view?usp=sharing>

13. Will there be amplified sound at your event?

*Mark only one oval.*

- ☐ Yes  
☐ No  
☒ Maybe

If yes, complete the Amplified Sound Permit available below.

<https://drive.google.com/file/d/1V70HXRoeEElrRqCV4S9hTqXj-1Pwfdss1/view?usp=sharing>

14. Are any streets, sidewalks or other right of way closures required for your event?

*Mark only one oval.*

- ☐ Yes
- ☒ No
- ☐ Maybe

If yes, it is your responsibility to circulate and submit a petition signed by abutting residents/merchants as to their support or non-support of the closure.

<https://drive.google.com/file/d/1V3xAFRIMqozcGrAQsk9QC3BoCltme09V/view?usp=sharing>

15. If yes, please describe the request.

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16. Will you require any security or law enforcement services specific for your event?

*Mark only one oval.*

- ☒ Yes
- ☐ No
- ☐ Maybe

17. If yes, for what purpose (security, traffic, parking or public control, Salida Trail System crossings, etc.? .

Local police onsite, as necessary, at Riverside Park and to assist riders onto CR 175 from Riverside Park.

If additional City of Salida Police Officers are requested, they must be requested through the Salida Police Department (719-539-6880).

18. Where will people park for your event?

Parking is available in the lot to the East of Riverside Park, across the river and in front of Riverside Park. We will check the availability of the lot on 1st Street, by the gas station.

19. How many additional trash cans are needed for your event?

10

20. Is a quote from a trash service included in your application packet?

*Mark only one oval.*

☐ Yes

☒ No



21. Is the Emergency Action Plan included in your application packet?

*Mark only one oval.*

☒ Yes

☐ No

22. Have you obtained insurance for your event that lists City of Salida as additionally insured?

*Mark only one oval.*

☐ Yes

☒ No It has been requested, we will send the COI in the next couple of weeks.

23. Please check that you understand and will adhere to the following requirements:

*Check all that apply.*

☒ Any violation of the City of Salida Municipal Code or agreements made in the application process are grounds for denial of the Special Events permit in the future.

☒ You will be required to have insurance and name the City as an additionally insured party. Because this is often a lengthy process, the City will accept and approve applications pending receipt of proof of insurance.

☒ Applicants are also responsible for meeting any other agency requirements. For example, if you are serving food you must meet all Health Department requirements

☒ Chaffee County Department of Health requires at least one restroom for every fifty people attending the event.

☒ 1 trash can per 50 people is required

☒ The event is responsible for emptying ALL trash within the event, including pre-existing city trash cans.

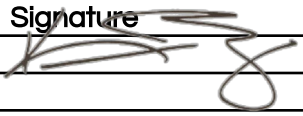
☒ All clean up must be completed within 24 hours after the event concludes. If the City has to clean up after the event, a fee will be billed to the organizer.

24. Digital signature:

A handwritten signature in black ink, appearing to be 'K. S. G.', is written over a horizontal line.

## Salida Special Event Emergency Action Plan

I, the undersigned, agree to compile with the following Emergency Action Plan to the best of my ability. The first person on this list will be the designated Emergency Manager and will take responsibility for public addresses and instruction to the event participants

Emergency Manager (1 lead, 2 alternates)	Contact info 1	Contact info 2	Signature
1. Kim Nordquist	303.249.6168		
2. Elizabeth Schmidtmann	720.883.3141		
3. Jennifer Barbour	303.503.4616		
4.			

Please complete the following template according to your Events plan and location.

The following procedures should be followed in the event of an emergency.

### Communications

- The manager or designee will communicate the designated evacuation space to participants at the beginning of the event.
- The Emergency Manager will communicate to the event participants in an emergency with a
  - ☐ Bull Horn
  - ☒ PA system
  - ☐ Emergency level voice

Please enter your evacuation destination into the box in each of the follow scenarios

### Fire

- Call 911
- Assist injured or disabled personnel.
- Evacuate the building. Activate emergency shut offs if available.
- Attempt to use a fire extinguisher only if you have been trained.
- Evacuate participant to

Parking lot across the river, to the East

### Medical Emergency

- Identify the medical emergency.
- If life threatening, call 911.
- Administer first aid if properly trained.
- Evacuate the injured person to

Heart of the Rockies Regional Medical Center

1000 Rush Drive Salida CO 81201

719.530.2200

### Violent incident

- Call 911.
- Attempt to avoid the situation – move participants away
- Try to deny contact-evacuate to

Parking lot across the river, to the East

lock/block doors, turn off lights, silence phones.

- If necessary defend - distract, attack, subdue.

### Severe Weather/Natural incident

- Move participants away from threat if possible.
- Evacuate to
- Call 911

Visitor Center/ Recreation Area

307 W. Sackett Ave., Salida CO 81201

719.539.7289

### Urgent Situation (suspicious person, package, activity or bomb threat)

- Call 911.

- 2. State who, what, where, when, why, and how the situation occurred.
- 3. If there is a bomb threat, turn off all electronics.

CITY COUNCIL MEMO

Special event	Presented by	Date
Salida 76	Replace with organizers name	Replace with accurate date of meeting

Team Evergreen Cycling

Event Overview:  
Attached

Event intent:  
Non Profit Gravel bike ride

Event timeline:  
7 am - 5 pm

Event map:  
Attached



## CITY OF SALIDA

### OVERVIEW OF LOCAL NOISE REGULATIONS & PERMITTING

Chapter 10, Article IX of the Salida Municipal Code (the “Code”) establishes regulations and standards for noise within the City of Salida (the “City”) to reduce and eliminate unnecessary and excessive noise which would otherwise be detrimental to residents and the community in the enjoyment of life, property, and the conduct of business. Of note, Section 10-9-30(c) of the Code provides that it is “unlawful for any person to emit or cause to be emitted any noise which leaves the premises on which it originates, inclusive of a public premises, crosses a property line and enters onto any other premises in excess” of the specified levels.

Pursuant to Sections 10-9-40(14) and 10-9-80 of the Code, however, the City may specifically exempt a particular noise from this prohibition through the issuance of a noise permit. Such a permit may include limitations and conditions to minimize the adverse impacts of the proposed noise may have on the community or surrounding neighborhood. Such limitations and conditions include, but are not limited to, the following: the hours of operation, maximum decibels, the type of sound amplification equipment, and the type of sound that may be amplified. No permit shall be issued for noise after 10:00 PM, with allowances to go until midnight on the Fridays and Saturdays of Memorial Day weekend, 4<sup>th</sup> of July weekend, and Labor Day weekend, and on the Thursday, Friday, and Saturday during the FIBArk Festival.

The issuance of a noise permit is at the sole discretion of the City Administrator or City Council, and the issuance of such permit does not confer any rights upon the permittee other than those expressly authorized by the permit. Violation of any of the conditions or limitations set forth in the noise permit may result in immediate revocation of the permit. Revocation of the noise permit does not preclude the City from seeking any remedies otherwise available under federal, state, or local law.

**Applications for a noise permit must be submitted on the attached “Application for a Noise Permit” form and submitted at least five (5) working days prior to the date for which the permit is sought.**

**CITY OF SALIDA****NOISE PERMIT APPLICATION**

Please fill out the form completely, including by signing and dating the application. Submitting an incomplete application is a basis for denial of a noise permit. Listing a particular type of audio amplification equipment, hours of operation, or any other information below does not guarantee the applicant's right to use such equipment or have an event at a particular time. Whether such application requests have been granted will be indicated in the issued permit.

Applicants may apply for events which are recurring (*i.e.*, live music every Thursday). Any such events should be clearly described as recurring in the event description and should identify all dates on which the event will occur.

Completed applications can be submitted in-person to the City Clerk at 448 E. First Street, Suite 112, or via email to [clerk@cityofsalida.com](mailto:clerk@cityofsalida.com). Applications must be submitted at least five (5) working days prior to the date for which the permit is sought.

**I. Applicant Information.**

Applicant Name: Kim Nordquist

Applicant Business/Organization: Team Evergreen Cycling

Applicant Phone: 303.249.6168

Applicant Email: kimnordquist@msn.com

Applicant Address: PO Box 3804 Evergreen CO 80437

Sound Supervisor<sup>1</sup>: Hennie Kashiwa

Sound Supervisor Phone: hennie@teamevergreen.org

**II. Event Information.**

Description of Event: Bike event starting and ending at Riverside Park

Estimated Attendance: 1200

Date(s): September 17, 2022

Hours of Event: 7:00 am - 5:00 pm

Location of Event: Riverside Park

<sup>1</sup> The sound supervisor will be responsible for responding to and immediately addressing noise or other complaints in the absence of the applicant/permittee.



### III. Noise Information.

Type of Noise (e.g., live music, parade):

Announcing for bike event

Type of Sound Amplification Equipment:

Microphone

### IV. Agreement.

As the applicant for this noise permit, I, Kim Nordquist, hereby agree and understand that it is my responsibility to ensure compliance with the conditions and limitations set forth in the permit and all laws, rules, and regulations of the City of Salida, the state, and the federal government. I further agree and understand that any violations of the permit or applicable laws may result in the immediate revocation of the permit. Violations of the conditions and limitations set forth in the permit or applicable laws shall also be grounds for denial of future permit applications. I further understand and agree that the permit and application fee are non-refundable and non-transferrable.

Signature:

Date:

5/4/22

### For use by the City Clerk only:

Application fee received: ☐ Yes ☐ No ☐ N/A

Signature:

Date:



## CITY OF SALIDA NOISE PERMIT

Signature by the City Administrator on this noise permit indicates that the noise permit has been deemed granted to the applicant and the requested noise has been so authorized, subject to the conditions and limitations set forth below. Where the conditions or limitations set forth below contradict or conflict with the information contained in the application, the conditions and limitations will control.

### I. Conditions and Limitations Applicable to All Permits.

The following conditions and limitations are applicable to all noise permits:

- No noise is permitted after 10:00 PM, unless specifically authorized by the City Council following a public hearing. No noise is permitted after midnight on the Fridays and Saturdays of Memorial Day weekend, 4<sup>th</sup> of July weekend, and Labor Day weekend. No noise is permitted after midnight on the Thursday, Friday, and Saturday during the FIBArk festival.
- No noise is authorized in excess of the maximum limit of 85 dB(A), as measured from any point along the property line or within the property line of the receiving premises. Measuring devices shall be those specifically utilized by the City of Salida.
- All amplification equipment shall be arranged so as to minimize the disturbance to neighboring properties, and permittees shall take reasonable measures to baffle or reduce noise impacts to neighbors.
- No outdoor amplified sound shall be permitted between November 1 through May 1.
- A maximum of sixty (60) amplified sound permits may be granted to same location during a single calendar year, unless additional permits are specifically authorized by the City Council following a public hearing.

### II. Conditions and Limitations Applicable to this Permit.

The following conditions and limitations are applicable to this noise permit:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### III. Expiration.

This noise permit is issued for the following dates and expires on the following date:

Date(s): \_\_\_\_\_

Expiration: \_\_\_\_\_

### For use by the City Administrator only:

Application granted: [ ] Yes [ ] No

Signature: \_\_\_\_\_

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

## APPLICATION FOR A SPECIAL EVENTS PERMIT

Department Use Only

Item 4.

IN ORDER TO QUALIFY FOR A SPECIAL EVENTS PERMIT, YOU **MUST BE NONPROFIT**  
**AND ONE OF THE FOLLOWING** (See back for details.)

- |                                    |  |  |
|------------------------------------|--|--|
| <input type="checkbox"/> SOCIAL    | <input checked="" type="checkbox"/> ATHLETIC                   | <input 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"/> OF A NATIONAL ORGANIZATION OR SOCIETY | <input type="checkbox"/> MUNICIPALITY OWNING ARTS  |
| <input type="checkbox"/> POLITICAL | <input type="checkbox"/> RELIGIOUS INSTITUTION                 | FACILITIES   |

**LIAB TYPE OF SPECIAL EVENT APPLICANT IS APPLYING FOR:**

- 2110 ☒ MALT, VINOUS AND SPIRITUOUS LIQUOR \$25.00 PER DAY  
2170 ☐ FERMENTED MALT BEVERAGE (3.2 Beer) \$10.00 PER DAY

**DO NOT WRITE IN THIS SPACE**

LIQUOR PERMIT NUMBER

1. NAME OF APPLICANT ORGANIZATION OR POLITICAL CANDIDATE

Team Evergreen Cycling

State Sales Tax Number (Required)

98346206

2. MAILING ADDRESS OF ORGANIZATION OR POLITICAL CANDIDATE  
(include street, city/town and ZIP)

PO Box 3804  
Evergreen CO 80437

3. ADDRESS OF PLACE TO HAVE SPECIAL EVENT  
(include street, city/town and ZIP)

Riverside Park  
170 E Sackett Ave. Salida, CO 81201

NAME	DATE OF BIRTH	HOME ADDRESS (Street, City, State, ZIP)	PHONE NUMBER
4. PRES./SEC'Y OF ORG. or POLITICAL CANDIDATE Jennifer Harbour		1000 N. Front Street, Salida, CO	719-503-4810
5. EVENT MANAGER Jim Nordquist		6120 N. 15th St, Peabody, AZ 85262	602-719-1160
6. HAS APPLICANT ORGANIZATION OR POLITICAL CANDIDATE BEEN ISSUED A SPECIAL EVENT PERMIT THIS CALENDAR YEAR? <input type="checkbox"/> NO <input type="checkbox"/> YES HOW MANY DAYS? _____	7. IS PREMISES NOW LICENSED UNDER STATE LIQUOR OR BEER CODE? <input type="checkbox"/> NO <input type="checkbox"/> YES TO WHOM? _____		

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	Date	Date	Date	Date
Sept. 17, 2022				
Hours From 10:00 A .m.	Hours From .m.	Hours From .m.	Hours From .m.	Hours From .m.
To 5:00 P .m.	To .m.	To .m.	To .m.	To .m.

### OATH OF APPLICANT

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

SIGNATURE 	TITLE Race Director	DATE 04/19/22
--	------------------------	------------------

### 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 12, Article 48, 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
SIGNATURE	TITLE	DATE

### DO NOT WRITE IN THIS SPACE - FOR DEPARTMENT OF REVENUE USE ONLY

#### LIABILITY INFORMATION

License Account Number	Liability Date	State	TOTAL
		-750 (999)	\$ .

(Instructions on Reverse Side)



# APPLICATION INFORMATION AND CHECKLIST

## THE FOLLOWING SUPPORTING DOCUMENTS MUST BE ATTACHED TO THIS APPLICATION FOR A PERMIT TO BE ISSUED:

- ☐ Appropriate fee.
- ☐ Diagram of the area to be licensed (not larger than 8 1/2" X 11" reflecting bars, walls, partitions, ingress, egress and dimensions.  
**Note:** If the event is to be held outside, please submit evidence of intended control, i.e., fencing, ropes, barriers, etc.
- ☐ Copy of deed, lease, or written permission of owner for use of the premises.
- ☐ Certificate of good corporate standing (NONPROFIT) issued by Secretary of State within last two years; **or**
- ☐ If not incorporated, a NONPROFIT charter; **or**
- ☐ If a political Candidate, attach copies of reports and statements that were filed with the Secretary of State.

- ☐ **APPLICATION MUST FIRST BE SUBMITTED TO THE LOCAL LICENSING AUTHORITY (CITY OR COUNTY) AT LEAST THIRTY (30) DAYS PRIOR TO THE EVENT.**
- ☐ **THE PREMISES TO BE LICENSED MUST BE POSTED AT LEAST TEN (10) DAYS BEFORE A HEARING CAN BE HELD. (12-48-106 C.R.S.)**
- ☐ **AN APPROVED APPLICATION MUST BE RECEIVED BY THE LIQUOR ENFORCEMENT DIVISION AT LEAST TEN (10) DAYS PRIOR TO THE EVENT.**
- ☐ **CHECK PAYABLE TO THE COLORADO DEPARTMENT OF REVENUE**

(12-48-102 C.R.S.)

A Special Event Permit issued under this article may be issued to an organization, whether or not presently licensed under Articles 46 and 47 of this title, which has been incorporated under the laws of this state for the purpose of a social, fraternal, patriotic, political or athletic nature, and not for pecuniary gain or which is a regularly chartered branch, lodge or chapter of a national organization or society organized for such purposes and being non profit in nature, or which is a regularly established religious or philanthropic institution, and to any political candidate who has filed the necessary reports and statements with the Secretary of State pursuant to Article 45 of Title 1, C.R.S. A Special Event permit may be issued to any municipality owning arts facilities at which productions or performances of an artistic or cultural nature are presented for use at such facilities.

If an event is cancelled, the application fees and the day(s) are forfeited.

OFFICE OF THE SECRETARY OF STATE  
OF THE STATE OF COLORADO

**CERTIFICATE OF FACT OF GOOD STANDING**

I, Jena Griswold, as the Secretary of State of the State of Colorado, hereby certify that, according to the records of this office,

TEAM EVERGREEN CYCLING

is a

Nonprofit Corporation

formed or registered on 04/22/2020 under the law of Colorado, has complied with all applicable requirements of this office, and is in good standing with this office. This entity has been assigned entity identification number 20201350037 .

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 03/18/2022 that have been posted, and by documents delivered to this office electronically through 03/21/2022 @ 13:52:32 .

I have affixed hereto the Great Seal of the State of Colorado and duly generated, executed, and issued this official certificate at Denver, Colorado on 03/21/2022 @ 13:52:32 in accordance with applicable law. This certificate is assigned Confirmation Number 13882642 .



*Jena Griswold*

Secretary of State of the State of Colorado

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

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



# CERTIFICATE OF LIABILITY INSURANCE

DATE (M)  
06/C  
Item 4.

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

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

<b>PRODUCER</b> McKay Insurance Agency, Inc. 106 East Main Street P O Box 151 Knoxville IA 50138		<b>CONTACT NAME:</b> Megan Stanley <b>PHONE (A/C, No, Ext):</b> (641) 842-2135 <b>FAX (A/C, No):</b> (641) 828-2013 <b>E-MAIL ADDRESS:</b> meg@mckayinsagency.com	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> Vantapro Specialty Insurance Company	
		<b>INSURER B:</b>	
		<b>INSURER C:</b>	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

**COVERAGES** **CERTIFICATE NUMBER:** CL2213160880 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	N	5077-0273-00	01/01/2022	01/01/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	N	N	5079-0013-03	01/01/2022	01/01/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Comprehensive \$
	<b>UMBRELLA LIAB</b> <b>EXCESS LIAB</b> DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ PER STATUTE OTH-ER
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Sexual Abuse Liability	N	N	5077-0273-00	01/01/2022	01/01/2023	Occurrence Limit \$25,000 Aggregate Limit \$100,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
The Salida 76 Gravel Race: September 17, 2022. Certificate Holder is an Additional Insured per policy form GL 00008 (04/09).

## CERTIFICATE HOLDER

## CANCELLATION

City of Salida 448 E. First Street, Ste 212  Salida CO 81201	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **ADDITIONAL INSURED – BY WRITTEN CONTRACT**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

WHO IS AN INSURED (Section II) is amended to include as an insured any person or organization with whom you have agreed to add as an additional insured by written contract but only with respect to liability arising out of your operations or premises owned by or rented to you.

DR 0160 (02/16/11)  
COLORADO DEPARTMENT OF REVENUE  
DENVER CO 80261-0013

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

**THIS LICENSE IS  
NOT TRANSFERABLE**

USE ACCOUNT NUMBER for all references	LIABILITY INFORMATION	ISSUE DATE
98346206	N 042220	Sep 14 2021

1000 N FORD ST GOLDEN CO 80403



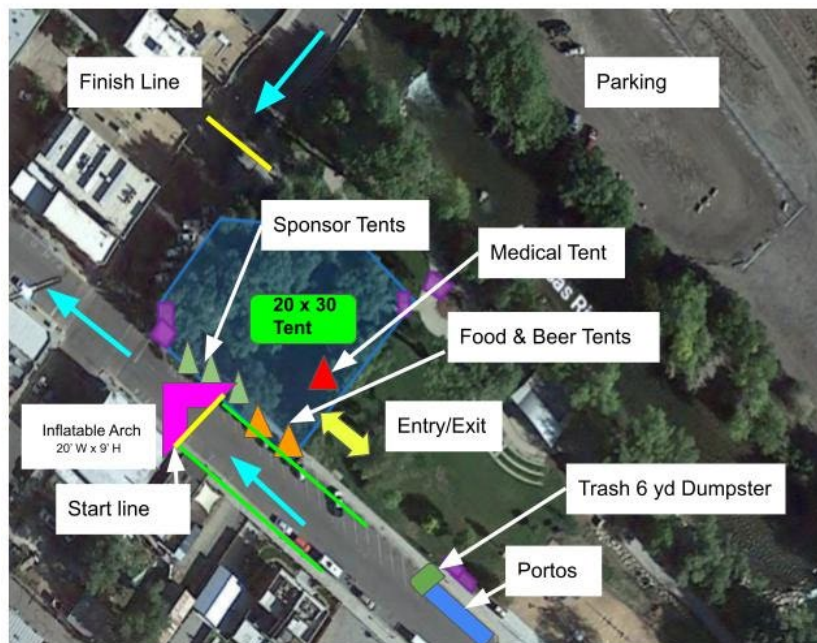
TEAM EVERGREEN CYCLING  
PO BOX 3804  
EVERGREEN CO 80437-3804

Executive Director  
Department of Revenue

## Request for Temporary Closure of E Sackett Ave between N F Street and N E Street

### Rider Safety:

- Local law enforcement will be present during the event, assisting riders onto CR 175 from Riverside Park and leading out the neutral start from Riverside Park.
- Temporary road closure is requested on E. Sackett Ave between N F Street and N E Street, from 6:30 am – 7:30 am for rider staging and neutral roll out. 20' wide x 9' tall Inflatable arch will be installed at 6:30 am and removed by 7:30 am on the start line on E. Sackett Ave. Officers are requested to be onsite to assist with the temporary closure.
- Event Organizers plan to set up an arch (see picture and diagram below)



### Salida 76

September 17, 2022

#### Friday

4 pm Setup

#### Saturday

5:30 am Setup

7:00 am Start time

7:00 pm Finish

8:00 pm Clean up

Fencing around  
Perimeter

Fencing along  
start chute









## CITY OF SALIDA

### OVERVIEW OF LOCAL NOISE REGULATIONS & PERMITTING

Chapter 10, Article IX of the Salida Municipal Code (the "Code") establishes regulations and standards for noise within the City of Salida (the "City") to reduce and eliminate unnecessary and excessive noise which would otherwise be detrimental to residents and the community in the enjoyment of life, property, and the conduct of business. Of note, Section 10-9-30(c) of the Code provides that it is "unlawful for any person to emit or cause to be emitted any noise which leaves the premises on which it originates, inclusive of a public premises, crosses a property line and enters onto any other premises in excess" of the specified levels.

Pursuant to Sections 10-9-40(14) and 10-9-80 of the Code, however, the City may specifically exempt a particular noise from this prohibition through the issuance of a noise permit. Such a permit may include limitations and conditions to minimize the adverse impacts of the proposed noise may have on the community or surrounding neighborhood. Such limitations and conditions include, but are not limited to, the following: the hours of operation, maximum decibels, the type of sound amplification equipment, and the type of sound that may be amplified. No permit shall be issued for noise after 10:00 PM, with allowances to go until midnight on the Fridays and Saturdays of Memorial Day weekend, 4<sup>th</sup> of July weekend, and Labor Day weekend, and on the Thursday, Friday, and Saturday during the FIBArk Festival.

The issuance of a noise permit is at the sole discretion of the City Administrator or City Council, and the issuance of such permit does not confer any rights upon the permittee other than those expressly authorized by the permit. Violation of any of the conditions or limitations set forth in the noise permit may result in immediate revocation of the permit. Revocation of the noise permit does not preclude the City from seeking any remedies otherwise available under federal, state, or local law.

**Applications for a noise permit must be submitted on the attached "Application for a Noise Permit" form and submitted at least five (5) working days prior to the date for which the permit is sought.**





## CITY OF SALIDA

## NOISE PERMIT APPLICATION

Please fill out the form completely, including by signing and dating the application. Submitting an incomplete application is a basis for denial of a noise permit. Listing a particular type of audio amplification equipment, hours of operation, or any other information below does not guarantee the applicant's right to use such equipment or have an event at a particular time. Whether such application requests have been granted will be indicated in the issued permit.

Applicants may apply for events which are recurring (i.e., live music every Thursday). Any such events should be clearly described as recurring in the event description and should identify all dates on which the event will occur.

Completed applications can be submitted in-person to the City Clerk at 448 E. First Street, Suite 112, or via email to [clerk@cityofsalida.com](mailto:clerk@cityofsalida.com). Applications must be submitted at least five (5) working days prior to the date for which the permit is sought.

**I. Applicant Information.**

Applicant Name:	Becki Rupp
Applicant Business/Organization:	The Alliance
Applicant Phone:	720-308-8000
Applicant Email:	crestcrank@gmail.com
Applicant Address:	1055 E Hwy 50, Salida, CO 81201
Sound Supervisor <sup>1</sup> :	Shelley Schreiner
Sound Supervisor Phone:	720-319-3611

**II. Event Information.**

Description of Event:	Post-ride party in Riverside Park for the Crest Crank fundraising event. Low-key party with food, beverages and a local band.
Estimated Attendance:	200
Date(s):	Sept. 18, 2022
Hours of Event:	10 am - 4 pm
Location of Event:	Riverside Park

<sup>1</sup> The sound supervisor will be responsible for responding to and immediately addressing noise or other complaints in the absence of the applicant/permittee.



### III. Noise Information.

Type of Noise (e.g., live music, parade):

live music

Type of Sound Amplification Equipment:

basic amplifiers for band instruments and vocals

### IV. Agreement.

As the applicant for this noise permit, I, Becki Rupp, hereby agree and understand that it is my responsibility to ensure compliance with the conditions and limitations set forth in the permit and all laws, rules, and regulations of the City of Salida, the state, and the federal government. I further agree and understand that any violations of the permit or applicable laws may result in the immediate revocation of the permit. Violations of the conditions and limitations set forth in the permit or applicable laws shall also be grounds for denial of future permit applications. I further understand and agree that the permit and application fee are non-refundable and non-transferrable.

Signature:

Becki Rupp

Date:

6/7/22

### For use by the City Clerk only:

Application fee received: ☐ Yes ☐ No ☐ N/A

Signature:

Date:



**CITY OF SALIDA  
NOISE PERMIT**

Signature by the City Administrator on this noise permit indicates that the noise permit has been deemed granted to the applicant and the requested noise has been so authorized, subject to the conditions and limitations set forth below. Where the conditions or limitations set forth below contradict or conflict with the information contained in the application, the conditions and limitations will control.

**I. Conditions and Limitations Applicable to All Permits.**

The following conditions and limitations are applicable to all noise permits:

- No noise is permitted after 10:00 PM, unless specifically authorized by the City Council following a public hearing. No noise is permitted after midnight on the Fridays and Saturdays of Memorial Day weekend, 4<sup>th</sup> of July weekend, and Labor Day weekend. No noise is permitted after midnight on the Thursday, Friday, and Saturday during the FIBArk festival.
- No noise is authorized in excess of the maximum limit of 85 dB(A), as measured from any point along the property line or within the property line of the receiving premises. Measuring devices shall be those specifically utilized by the City of Salida.
- All amplification equipment shall be arranged so as to minimize the disturbance to neighboring properties, and permittees shall take reasonable measures to baffle or reduce noise impacts to neighbors.
- No outdoor amplified sound shall be permitted between November 1 through May 1.
- A maximum of sixty (60) amplified sound permits may be granted to same location during a single calendar year, unless additional permits are specifically authorized by the City Council following a public hearing.

**II. Conditions and Limitations Applicable to this Permit.**

The following conditions and limitations are applicable to this noise permit:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**III. Expiration.**

This noise permit is issued for the following dates and expires on the following date:

Date(s): \_\_\_\_\_

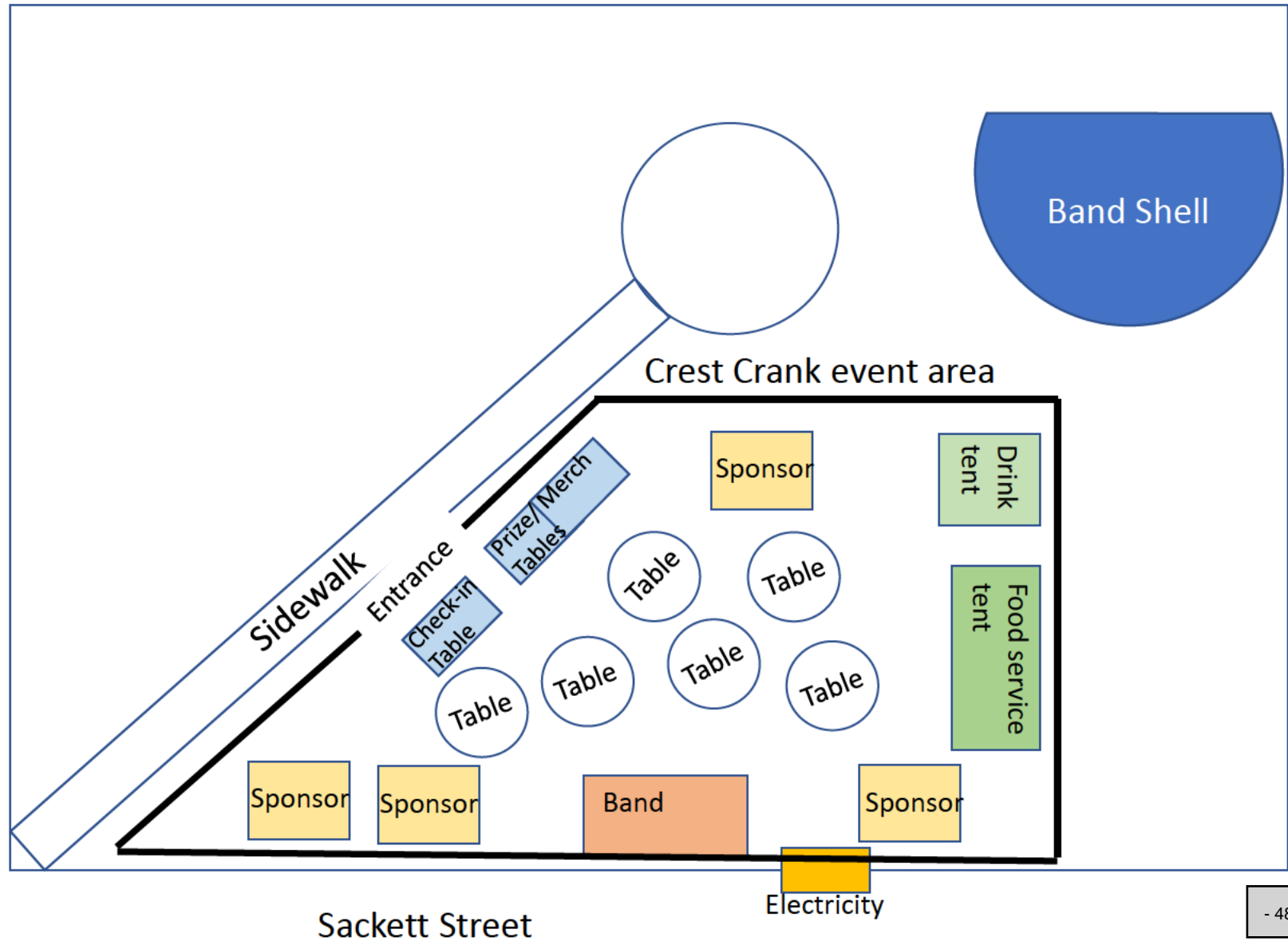
Expiration: \_\_\_\_\_

**For use by the City Administrator only:**

Application granted: [ ] Yes [ ] No

Signature: \_\_\_\_\_

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





## APPLICATION FOR A SPECIAL EVENTS PERMIT

Department Use Only

Item 5.

IN ORDER TO QUALIFY FOR A SPECIAL EVENTS PERMIT, YOU MUST BE NONPROFIT  
AND ONE OF THE FOLLOWING (See back for details.)

- |  |  |  |
|--|--|--|
| <input checked="" type="checkbox"/> SOCIAL | <input type="checkbox"/> ATHLETIC                              | <input 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"/> OF A NATIONAL ORGANIZATION OR SOCIETY | <input type="checkbox"/> MUNICIPALITY OWNING ARTS  |
| <input type="checkbox"/> POLITICAL         | <input type="checkbox"/> RELIGIOUS INSTITUTION                 | FACILITIES   |

LIAB TYPE OF SPECIAL EVENT APPLICANT IS APPLYING FOR:  
2110 ☒ MALT, VINOUS AND SPIRITUOUS LIQUOR \$25.00 PER DAY  
2170 ☐ FERMENTED MALT BEVERAGE (3.2 Beer) \$10.00 PER DAY

### DO NOT WRITE IN THIS SPACE

LIQUOR PERMIT NUMBER

1. NAME OF APPLICANT ORGANIZATION OR POLITICAL CANDIDATE  
Alliance Against Domestic Abuse, dba The Alliance

State Sales Tax Number (Required)  
84-0927490

2. MAILING ADDRESS OF ORGANIZATION OR POLITICAL CANDIDATE  
(include street, city/town and ZIP)  
1055 E Highway 50  
Salida CO 81201

3. ADDRESS OF PLACE TO HAVE SPECIAL EVENT  
(include street, city/town and ZIP)  
Riverside Park, Salida, CO 81201

NAME	DATE OF BIRTH	HOME ADDRESS (Street, City, State, ZIP)	PHONE NUMBER
4. PRES./SEC'Y OF ORG. or POLITICAL CANDIDATE			
5. EVENT MANAGER			
6. HAS APPLICANT ORGANIZATION OR POLITICAL CANDIDATE BEEN ISSUED A SPECIAL EVENT PERMIT THIS CALENDAR YEAR? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES HOW MANY DAYS?		7. IS PREMISES NOW LICENSED UNDER STATE LIQUOR OR BEER CODE? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES TO WHOM?	

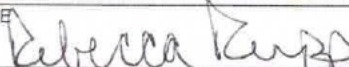
8. DOES THE APPLICANT HAVE POSSESSION OR WRITTEN PERMISSION FOR THE USE OF THE PREMISES TO BE LICENSED? ☐ Yes ☐ No

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
09/18/2022															

### OATH OF APPLICANT

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

SIGNATURE 	TITLE Event Manager, Crest Crank	DATE 06/07/2022
--	-------------------------------------	--------------------

### 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 12, Article 48, 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
SIGNATURE	TITLE	DATE

### DO NOT WRITE IN THIS SPACE - FOR DEPARTMENT OF REVENUE USE ONLY

#### LIABILITY INFORMATION

License Account Number	Liability Date	State	TOTAL
		-750 (999)	\$ .

(Instructions on Reverse Side)

## APPLICATION INFORMATION AND CHECKLIST

### THE FOLLOWING SUPPORTING DOCUMENTS MUST BE ATTACHED TO THIS APPLICATION FOR A PERMIT TO BE ISSUED:

- ☐ Appropriate fee.
- ☐ Diagram of the area to be licensed (not larger than 8 1/2" X 11" reflecting bars, walls, partitions, ingress, egress and dimensions.  
**Note:** If the event is to be held outside, please submit evidence of intended control, i.e., fencing, ropes, barriers, etc.
- ☐ Copy of deed, lease, or written permission of owner for use of the premises.
- ☐ Certificate of good corporate standing (NONPROFIT) issued by Secretary of State within last two years; **or**
- ☐ If not incorporated, a NONPROFIT charter; **or**
- ☐ If a political Candidate, attach copies of reports and statements that were filed with the Secretary of State.

- ☐ APPLICATION MUST FIRST BE SUBMITTED TO THE LOCAL LICENSING AUTHORITY (CITY OR COUNTY) AT LEAST THIRTY (30) DAYS PRIOR TO THE EVENT.
- ☐ THE PREMISES TO BE LICENSED MUST BE POSTED AT LEAST TEN (10) DAYS BEFORE A HEARING CAN BE HELD. (12-48-106 C.R.S.)
- ☐ AN APPROVED APPLICATION MUST BE RECEIVED BY THE LIQUOR ENFORCEMENT DIVISION AT LEAST TEN (10) DAYS PRIOR TO THE EVENT.
- ☐ CHECK PAYABLE TO THE COLORADO DEPARTMENT OF REVENUE

(12-48-102 C.R.S.)

A Special Event Permit issued under this article may be issued to an organization, whether or not presently licensed under Articles 46 and 47 of this title, which has been incorporated under the laws of this state for the purpose of a social, fraternal, patriotic, political or athletic nature, and not for pecuniary gain or which is a regularly chartered branch, lodge or chapter of a national organization or society organized for such purposes and being non profit in nature, or which is a regularly established religious or philanthropic institution, and to any political candidate who has filed the necessary reports and statements with the Secretary of State pursuant to Article 45 of Title 1, C.R.S. A Special Event permit may be issued to any municipality owning arts facilities at which productions or performances of an artistic or cultural nature are presented for use at such facilities.

If an event is cancelled, the application fees and the day(s) are forfeited.



# Alliance Against Domestic Abuse

P.O. Box 173  
 Salida, CO 81201  
 Phone: 719-539-7347  
 Fax: 719-539-2005  
 info@salidalliance.org  
 24-hour Crisis Line:  
 719-539-7347

INTERNAL REVENUE SERVICE  
 District Director

DEPARTMENT OF THE TREASURY  
 1100 Commerce St., Dallas, TX 75242

Alliance Against Domestic  
 Abuse  
 P. O. Box 173  
 Salida, CO 81201-0173

Person to Contact:  
 Customer Service Division

Telephone Number:  
 (800) 829-1040

Refer Reply to:  
 EP/EP MC:4940 DAL

Date: MAY 07 1999

EIN: 84-0927490

Dear Sir or Madam:

Our records show that the Alliance Against Domestic Abuse is exempt from Federal Income Tax under section 501(c)(3) of the Internal Revenue Code. This exemption was granted May 1984 and remains in full force and effect. Contributions to your organization are deductible in the manner and to the extent provided by section 170 of the Code.

We have classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Internal Revenue Code. Your organization is described in section 170(b)(1)(A)(vi) of the code.

This letter may be used to verify tax-exempt status.

If we may be of further assistance, please call the telephone number listed above or write to us at the address in the letterhead, Mail Code 4940 DAL.

Sincerely,

*Ms. Rivera*

Ms. Rivera  
 EO Contact Representative  
 Badge Number 75-06076



## Salida Special Event Emergency Action Plan

I, the undersigned, agree to comply with the following Emergency Action Plan to the best of my ability. The first person on this list will be the designated Emergency Manager and will take responsibility for public addresses and instruction to the event participants.

Emergency Manager (1 lead, 2 alternates)	Contact info 1	Contact info 2	Signature
1. Rebecca Rupp	720-308-8000		Rebecca Rupp
2. Shelley Schreiner	720 319 3011		Shelley Schreiner
3. Jessica Shook	719 530 1217		Jessica Shook
4.			

Please complete the following template according to your Events plan and location.

The following procedures should be followed in the event of an emergency.

### Communications

1. The manager or designee will communicate the designated evacuation space to participants at the beginning of the event.
2. The Emergency Manager will communicate to the event participants in an emergency with a
  - ☐ Bull Horn
  - ☐ PA system
  - ☐ Emergency level voice

### Fire

1. Call 911
2. Assist injured or disabled personnel.
3. Evacuate the building. Activate emergency shutoffs if available.
4. Attempt to use a fire extinguisher only if you have been trained.
5. Evacuate participant to

### Medical Emergency

1. Identify the medical emergency.
2. If life threatening, call 911.
3. Administer first aid if properly trained.
4. Evacuate the injured person to

Heart of the Rockies Regional Medical Ctr

### Violent incident

1. Call 911.
2. Attempt to avoid the situation – move participants away
3. Try to deny contact-evacuate to
4. If necessary defend - distract, attack, subdue.

Scout Hut

lock/block doors, turn off lights, silence phones.

### Severe Weather/Natural incident

1. Move participants away from threat if possible.
2. Evacuate to
3. Call 911

Scout Hut

### Urgent Situation (suspicious person, package, activity or bomb threat)

1. Call 911.
2. State who, what, where, when, why, and how situation occurred.
3. If bomb threat, turn off all electronics.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 05/01/2022  
Item 5.

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

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

<b>PRODUCER</b> McKay Insurance Agency, Inc. 106 East Main Street P O Box 151 Knoxville IA 50138		<b>CONTACT NAME:</b> Megan Stanley <b>PHONE (A/C, No, Ext):</b> (641) 842-2135 <b>E-MAIL ADDRESS:</b> meg@mckayinsagency.com <b>FAX (A/C, No):</b> (641) 828-2013	
<b>INSURED</b> Silent Sports Association- NBTS SE Alliance Against Domestic Abuse 1055 E Hwy 50 Salida CO 81201		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Evanston Insurance Company <b>INSURER B:</b> Gerber Life Insurance Company <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
		<b>NAIC #</b> 35378 70939	

**COVERAGES** **CERTIFICATE NUMBER:** CL225361361 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Includes Athletic Participants GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: Event	Y	N	3607AH010099-4	09/18/2022	09/19/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <b>EXCESS LIAB</b> DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A				PER STATUTE E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Accident Medical			15-070944-21	09/18/2022	09/19/2022	Excess \$25,000 Deductible \$250

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

Monarch Crest Crank: September 18, 2022. Certificate holder is an additional insured but only with respect to liability arising out of the operations of the above named insured. "This policy is issued, pursuant to Iowa Code section 515.147, by a nonadmitted company in Iowa and as such is not covered by the Iowa Insurance Guaranty Association."

## CERTIFICATE HOLDER

## CANCELLATION

City of Salida  
448 E 1st Street

Salida

CO 81201

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

AUTHORIZED REPRESENTATIVE

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## CITY COUNCIL MEMO

SPECIAL EVENT:  
PEAK TO PEAK CLASSIC -  
"RALLY IN THE VALLEY"  
PICKLEBALL TOURNAMENT

PRESENTED BY:  
  
THE PEAK TO PEAK  
PICKLEBALL CLUB

DATES:  
  
SEPT. 16-18, 2022

**EVENT OVERVIEW:** The Peak to Peak Pickleball Club will be hosting a pickleball tournament on Sept. 16, 17, and 18, 2022. Women's doubles, Mixed doubles, and Men's doubles events will be offered for players ages 14 and older.

**EVENT INTENT:** To provide a fun and positive environment while offering an opportunity for players of all ages and skill levels to compete in a friendly atmosphere.

**EVENT TIMELINE:**

Friday, Sept. 16 Women's Doubles

7am - warm up time, morning announcements

8am - competition events begin

6pm - completion events conclude

Saturday, Sept. 17 Mixed Doubles

7am - warm up time, morning announcements

8am - competition events begin

6pm - competition events conclude

Sunday, Sept. 18 Men's Doubles

7am - warm up time, morning announcements

8am - competition events begin

6pm - competition events conclude

**EVENT MAP:** attached

**SUBMITTED BY:** STEPHANIE McDONALD  
PEAK TO PEAK PICKLEBALL CLUB

# Special Event application

 smcdonald1107@hotmail.com (not shared) Switch account

 Draft saved

\* Required

Event Name \*

Peak to Peak Classic Pickleball Tournament - "

Event contact name \*

Stephanie McDonald

Event contact email address \*

smcdonald1107@hotmail.com

Event contact phone number \*

719-395-8382

The following questions are similar to the questions that were answered in the online "Park rental and Special event request form". Please provide more detail in this application.

## Event location

Centennial Park pickleball courts

## Event start date

MM DD YYYY

09 / 16 / 2022

## Event start time

Time

07 : 00 AM ▼

## Event end date

MM DD YYYY

09 / 18 / 2022

## Event end time

Time

07 : 00 PM ▼

Estimated number of people in attendance

200 per day

Please provide a short description of the event

Pickleball tournament offering women's doubles events on Friday 9/16, mixed doubles events on Saturday 9/17, and men's doubles events on Sunday 9/18.

Will food or merchandise be available from any vendor?

- ☒ Yes
- ☐ No
- ☐ Maybe

Clear selection

If yes, food and sale tax licenses must be obtained and possibly a multi vendor permit. Contact the Colorado Department of Revenue for sales tax licenses at (303) 232-2416, and the Chaffee County Public Health Department for food licenses at (719) 539-2124. Vendors must have a fire extinguisher on site. Vendor booths are subject to inspection by the Salida Police and Fire Departments.

Multiple vendor permit

<https://drive.google.com/file/d/1VHVSD9PEo0x-dNvllrrkWRlXr1JaL8o9/view?usp=sharing>

County form:

<https://www.chaffeecounty.org/EndUserFiles/57096.pdf>

Will Alcohol be sold or distributed at your event?

- ☐ Yes
- ☒ No
- ☐ Maybe

Clear selection

If yes, please fill out the Application for Special Events Liquor License (available at the link below) and submit it along with the necessary fees. A State of Colorado Special Event Liquor License permit is ONLY issued to incorporated non- profit organizations. EVENTS REQUIRING ALCOHOL LICENSES MUST SUBMIT THEIR APPLICATION AT LEAST 90 DAYS IN ADVANCE OF THE EVENT.

<https://drive.google.com/file/d/1VGNG7tcBM4NP0KCIJ9hZqgrcvuypjPvu/view?usp=sharing>

Will there be amplified sound at your event?

- ☒ Yes
- ☐ No
- ☐ Maybe

Clear selection

If yes, complete the Amplified Sound Permit available at the City Clerk's office or at the link below.

<https://drive.google.com/file/d/1xzs0WynIEqU8bvC9owxr94VwpmhoeLTa/view?usp=sharing>

Are any streets, sidewalks or other right of way closures required for your event?

- ☐ Yes
- ☒ No
- ☐ Maybe

Clear selection

If yes, it is your responsibility to circulate and submit a petition signed by abutting residents/merchants as to their support or non-support of the closure.

<https://drive.google.com/file/d/1V3xAFRIMqozcGrAQsk9QC3BoCltmeO9V/view?usp=sharing>

If yes, please describe the request.

Your answer

Will you require any security or law enforcement services specific for your event?

- ☐ Yes
- ☒ No
- ☐ Maybe

Clear selection

17. If yes, for what purpose (security, traffic, parking or public control, Salida Trail System crossings, etc.?).

If additional City of Salida Police Officers are requested, they must be requested through the Salida Police Department (719-539-6880).

18. Where will people park for your event?

Parking areas north and east of the courts at Centennial Park,  
on-street parking on Holman and the surrounding neighborhood.  
Parking at the bank on Hwy 50 and Holman on Sunday only.  
Parking in the U-shaped lot in front of the Aquatic Center will  
be reserved for visitors to the pool.

19. How many additional trash cans are needed for your event?

3

20. Is a quote from a trash service included in your application packet?

Mark only one oval.

☐ Yes

☒ No



Is the Emergency Action Plan included in your application packet?

☒ Yes

☐ No

Clear selection

Have you obtained insurance for your event that lists City of Salida as additionally insured?

☒ Yes

☐ No

Clear selection

Please check that you understand and will adhere to the following requirements:

- ☒ Any violation of the City of Salida Municipal Code or agreements made in the application process are grounds for denial of the Special Events permit in the future.
- ☒ You will be required to have insurance and name the City as an additionally insured party. Because this is often a lengthy process, the City will accept and approve applications pending receipt of proof of insurance.
- ☒ Applicants are also responsible for meeting any other agency requirements. For example, if you are serving food you must meet all Health Department requirements
- ☒ Chaffee County Department of Health requires at least one restroom for every fifty people attending the event.
- ☒ 1 trash can per 50 people is required
- ☒ The event is responsible for emptying ALL trash within the event, including pre-existing city trash cans.
- ☒ All clean up must be completed within 24 hours after the event concludes. If the City has to clean up after the event, a fee will be billed to the organizer.

Digital signature:

Stephanie McDonald

Submit

Clear form

Never submit passwords through Google Forms.

This form was created inside of City of Salida. [Report Abuse](#)

Google Forms

## City of Salida Special Event Organizer Rules and Regulations affirmation:

Please check that you understand and will adhere to the following requirements:

- ☒ Any violation of the City of Salida Municipal Code or agreements made in the application process are grounds for denial of the Special Events permit in the future.
- ☒ You will be required to have insurance and name the City as an additionally insured party.  
**Because this is often a lengthy process, the City will accept and approve applications pending receipt of proof of insurance.**
- ☒ Applicants are also responsible for meeting any other agency requirements. For example, if you are serving food you must meet all Health Department requirements
- ☒ 1 trash can per 50 people expected is required.
- ☒ The event is responsible for emptying ALL trash within the event, including pre-existing city trash cans.
- ☒ Chaffee County Department of Health requires at least **one restroom for every fifty people attending the event.**
- ☒ All clean up must be completed within 24 hours after the event concludes. If the City has to clean up after the event, a fee will be billed to the organizer.

Organizer signature: Stephanie Hammond Date: 5-12-2022

7. Please attach the quote/estimate for your **trash service**. Must have 1 can per 50 people.  
*we will have out our trash.*
8. Do you plan on using any portion of the Salida Trail System (STS)? Yes \_\_\_\_\_ No ☒ \_\_\_\_\_  
If yes, describe when, how and where:  
\_\_\_\_\_  
\_\_\_\_\_
9. Is your **Emergency Action Plan, including First Aid Stations**, Communication and public safety agencies complete? Yes ☒ No \_\_\_\_\_  
Please attach the plan documents to this application with the details.
10. Have you attached **event insurance**? Yes ☒ No \_\_\_\_\_  
Events to which the PUBLIC is invited require insurance. Please refer to #11 under Provisions for Park Rentals and Park Rules. Proof of insurance will be required with this application and must list the City as an additional insured party.
11. Please list any other needs or requirements that have not been covered.
12. Please create a physical of digital packet that contains(in order):
- The cover sheet memo template - page 7
    - Event overview
    - Event intent
    - Event timeline
    - Map of your event with portalette, entry/exits and additional trash cans called out
  - Proof of insurance
  - Emergency Action Plan - page 8
  - Quote/estimate for Trash service
  - Sound, Liquor, Street closure, etc. permits and applications

Lead contact signature Stephanie McDonald Date May 12, 2022

## City of Salida

### Special Event Emergency Action Plan

I, the undersigned, agree to comply with the following Emergency Action Plan to the best of my ability. The first person on this list will be the designated Emergency Manager and will take responsibility for public addresses and instruction to the event participants.

Emergency Manager (1 lead, 2 alternates)	Contact info 1	Contact info 2	Signature
1. STEPHANIE McDONALD	281-685-3557		Stephanie McDonald
2. CLINT LAWRENCE	817-422-2134		Clint Lawrence
3. BRAD LEACH	303-973-6303		Brad Leach
4.			

Please complete the following template according to your Events plan and location.

The following procedures should be followed in the event of an emergency.

#### Communications

- The manager or designee will communicate the designated evacuation space to participants at the beginning of the event.
- The Emergency Manager will communicate to the event participants in an emergency with a
  - ☐ Bull Horn
  - ☒ PA system
  - ☐ Emergency level voice

#### Fire

- Call 911
- Assist injured or disabled personnel.
- Evacuate the building. Activate emergency shutoffs if available.
- Attempt to use a fire extinguisher only if you have been trained.
- Evacuate participant to

#### Medical Emergency

- Identify the medical emergency.
- If life threatening, call 911.
- Administer first aid if properly trained.
- Evacuate the injured person to

Heart of the Rockies Regional Medical Center

#### Violent incident

- Call 911.
- Attempt to avoid the situation – move participants away
- Try to deny contact-evacuate to

Aquatic Center - indoors

lock/block doors, turn off lights, silence phones.

- If necessary defend - distract, attack, subdue.

#### Severe Weather/Natural incident

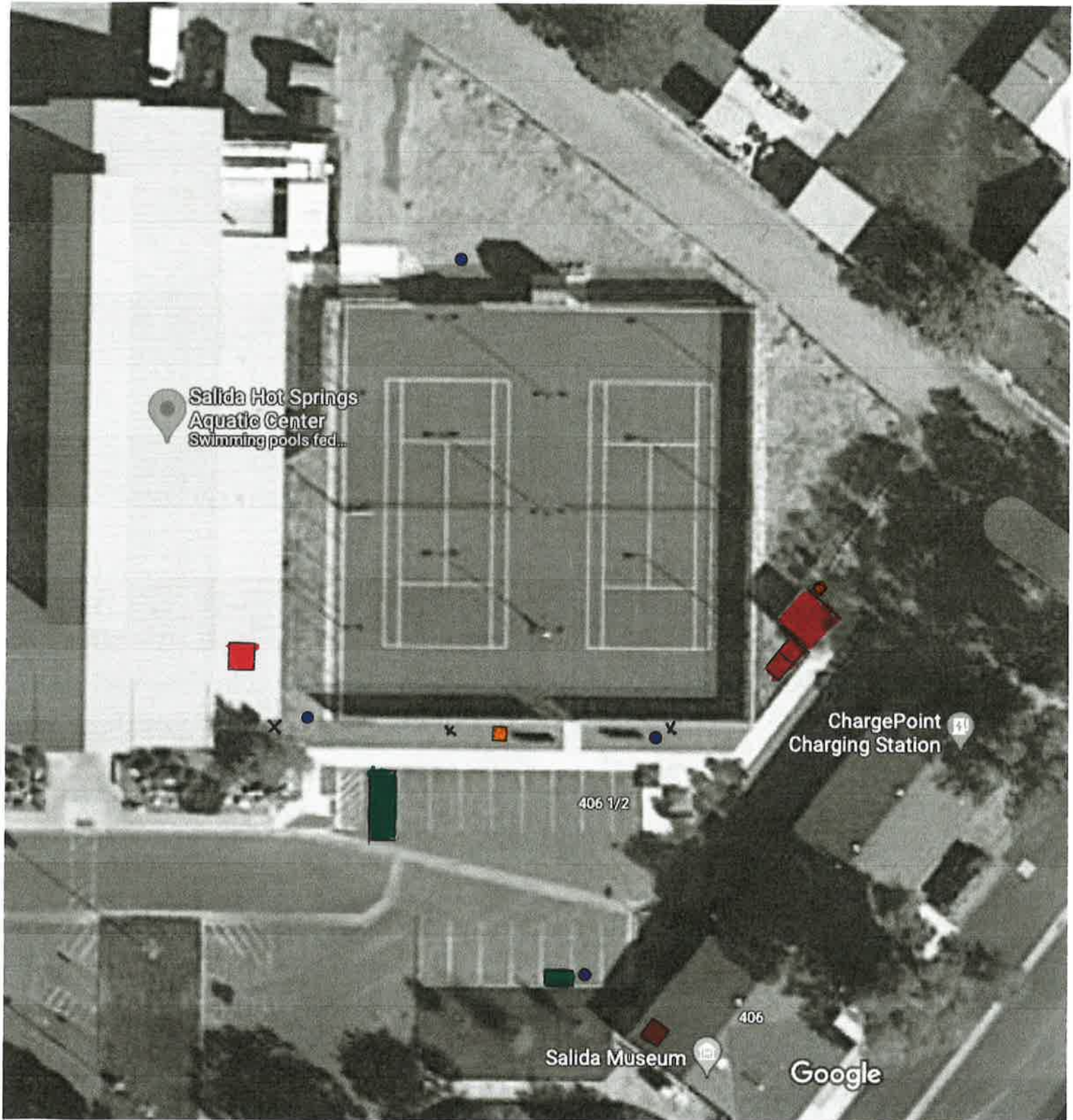
- Move participants away from threat if possible.
- Evacuate to
- Call 911

Aquatic Center - indoors

#### Urgent Situation (suspicious person, package, activity or bomb threat)

- Call 911.
- State who, what, where, when, why, and how situation occurred.
- If bomb threat, turn off all electronics.





Imagery ©2022 Maxar Technologies, Map data ©2022 50 ft



- Drinking water stations
- X Electrical outlets

- Toilet facilities -
  - Permanent w/handwashing facilities -
  - 1 toilet / 1 sink at courts
  - 1 toilet / 1 sink inside Salida visitor center
  - multiple toilets / sinks inside Aquatic Center
  - 2 portable toilets
- Trash receptacles
- Food truck / player snack table





## CITY OF SALIDA

## NOISE PERMIT APPLICATION

Please fill out the form completely, including by signing and dating the application. Submitting an incomplete application is a basis for denial of a noise permit. Listing a particular type of audio amplification equipment, hours of operation, or any other information below does not guarantee the applicant's right to use such equipment or have an event at a particular time. Whether such application requests have been granted will be indicated in the issued permit.

Applicants may apply for events which are recurring (i.e., live music every Thursday). Any such events should be clearly described as recurring in the event description and should identify all dates on which the event will occur.

Completed applications can be submitted in-person to the City Clerk at 448 E. First Street, Suite 112, or via email to [clerk@cityofsalida.com](mailto:clerk@cityofsalida.com). Applications must be submitted at least five (5) working days prior to the date for which the permit is sought.

**I. Applicant Information.**

Applicant Name: Stephanie McDonald

Applicant Business/Organization: Peak to Peak Pickleball Club

Applicant Phone: 719-395-8382

Applicant Email: 6mcdonald1102@hotmail.com

Applicant Address: PO Box 5224  
Buena Vista, CO 81211

Sound Supervisor<sup>1</sup>: Fred Schubert

Sound Supervisor Phone: 303-726-2494

**II. Event Information.**

Description of Event: 3-day pickleball tournament

Estimated Attendance: ~ 200/day

Date(s): Sept 16-18, 2022

Hours of Event: 7a-7p daily

Location of Event: Centennial Park  
Salida, CO

<sup>1</sup> The sound supervisor will be responsible for responding to and immediately addressing noise or other complaints in the absence of the applicant/permittee.

**III. Noise Information.**

Type of Noise (e.g., live music, parade):

verbal announcements

Type of Sound Amplification Equipment:

PA system**IV. Agreement.**

As the applicant for this noise permit, I, STEPHANIE McDONALD, hereby agree and understand that it is my responsibility to ensure compliance with the conditions and limitations set forth in the permit and all laws, rules, and regulations of the City of Salida, the state, and the federal government. I further agree and understand that any violations of the permit or applicable laws may result in the immediate revocation of the permit. Violations of the conditions and limitations set forth in the permit or applicable laws shall also be grounds for denial of future permit applications. I further understand and agree that the permit and application fee are non-refundable and non-transferrable.

Signature:

Stephanie McDonald

Date:

May 12, 2022**For use by the City Clerk only:**Application fee received: ☐ Yes ☐ No ☐ N/A

Signature:

Date:



## CITY OF SALIDA NOISE PERMIT

Signature by the City Administrator on this noise permit indicates that the noise permit has been deemed granted to the applicant and the requested noise has been so authorized, subject to the conditions and limitations set forth below. Where the conditions or limitations set forth below contradict or conflict with the information contained in the application, the conditions and limitations will control.

### I. Conditions and Limitations Applicable to All Permits.

The following conditions and limitations are applicable to all noise permits:

- No noise is permitted after 10:00 PM, unless specifically authorized by the City Council following a public hearing. No noise is permitted after midnight on the Fridays and Saturdays of Memorial Day weekend, 4<sup>th</sup> of July weekend, and Labor Day weekend. No noise is permitted after midnight on the Thursday, Friday, and Saturday during the FIBArk festival.
- No noise is authorized in excess of the maximum limit of 85 dB(A), as measured from any point along the property line or within the property line of the receiving premises. Measuring devices shall be those specifically utilized by the City of Salida.
- All amplification equipment shall be arranged so as to minimize the disturbance to neighboring properties, and permittees shall take reasonable measures to baffle or reduce noise impacts to neighbors.
- No outdoor amplified sound shall be permitted between November 1 through May 1.
- A maximum of sixty (60) amplified sound permits may be granted to same location during a single calendar year, unless additional permits are specifically authorized by the City Council following a public hearing.

### II. Conditions and Limitations Applicable to this Permit.

The following conditions and limitations are applicable to this noise permit:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### III. Expiration.

This noise permit is issued for the following dates and expires on the following date:

Date(s): \_\_\_\_\_

Expiration: \_\_\_\_\_

### For use by the City Administrator only:

Application granted: [ ] Yes [ ] No

Signature: \_\_\_\_\_

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



## City of Salida

### Multiple Vendor Event Permit Application

Date of Application \_\_\_\_\_

**Event Name:** Peak to Peak Pickleball Classic - "Rally in the Valley"

1. Event location(s): Centennial Park

2. Date(s) & times(s) of event: Sept 16-18, 2022 7a-7p daily

Set-up on Sept 15 12-4p

3. Individual or organization sponsor(s): Peak to Peak Pickleball Club

Address: PO Box 4802, Buena Vista, CO 81211

Phone: N/A E-mail: N/A

4. Contact Person: Stephanie McDonald

Phone: 719-395-8382 E-mail: smcdonald1107@hotmail.com

5. List Participating Vendors:

**REQUIREMENT: PROVIDE A COPY OF THE CURRENT STATE LICENSE FOR EACH VENDOR**

Food Vendors: Merchandise Vendors:

Tacos El Tapatio

She Shorts

Mountain Pass Paninis

Drinking Divas

Peaks 'n Pitas

Salida Pharmacy and Fountain

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(If additional space is needed, please attach a list of participating vendors.)

6. Provide Proof of Insurance (The City Administrator, at his or her discretion, may require the City be named as an additional insured.)

Copy of Insurance Attached (Yes) or No \_\_\_\_\_

Required Fees and Checklist:

☒ \$75 Application Fee

☒ \$20 per participating vendor: Number of Vendors 6 X \$20 = \$120.00

☐ Current Colorado Sales Tax License for each participating vendor

☒ Proof of Insurance *(attached)*

Signed:

Event Sponsor: Stephanie McDonald

City of Salida: \_\_\_\_\_

Date: May 12, 2022

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



PEAKTOP-01

LAURAD IN

## CERTIFICATE OF LIABILITY INSURANCE

DATE (Item 6.)

4/26/2022

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

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

<b>PRODUCER</b> NFP Property & Casualty Services, Inc. 8900 Keystone Crossing Suite 1200 Indianapolis, IN 46240	<b>CONTACT NAME:</b>		
	<b>PHONE (A/C, No, Ext):</b> (317) 808-7272	<b>FAX (A/C, No):</b> (317) 972-7142	
<b>INSURED</b>  Peak to Peak Pickleball Club PO Box 4802 Buena Vista, CO 81211	<b>E-MAIL ADDRESS:</b>		
	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A: United States Fire Insurance Company</b>		<b>21113</b>
	<b>INSURER B:</b>		
	<b>INSURER C:</b>		
	<b>INSURER D:</b>		
<b>INSURER E:</b>			
<b>INSURER F:</b>			

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X	X	USP352846	2/23/2022	2/23/2023	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	<b>UMBRELLA LIAB</b> <b>EXCESS LIAB</b> DED RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
A	<b>Participant Accident</b>	X	X	US1662824	2/23/2022	2/23/2023	<b>Participant Accident</b>	<b>10,000</b>

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

Note that The City of Salida is listed as the additional insured and coverage is on a primary and non contributory basis. This applies only for the dates of 9/14/2022 to 9/20/2022.

## CERTIFICATE HOLDER

## CANCELLATION

City of Salida  
448 E. First Street  
Salida, CO 81201

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

AUTHORIZED REPRESENTATIVE

*John G. Miller III*



no form DR 1102 with the Department of Revenue.  
HAVING A Colorado Sales Tax License gives you the right to collect

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

Must collect  
taxes for:

**SALES TAX  
LICENSE**

STATE COLORADO COUNTY CHAFFEE

USE ACCOUNT NUMBER for all references	LIABILITY INFORMATION					ISSUE DATE			LICENSE VALID TO
	county	city	industry	type	liability date	month	day	year	DECEMBER 31
37135192-0000	31	0206	009	L	040119	Apr	27	22	2023

THIS LICENSE MUST BE POSTED AT THE FOLLOWING LOCATION  
IN A CONSPICUOUS PLACE: 1540 E US HIGHWAY 50 SALIDA CO 81201-3204

**THIS LICENSE IS NOT  
TRANSFERABLE**

|||||  
TACOS EL TAPATIO LLC  
131 C ST  
SALIDA CO 81201-2831

*Mark F. L.*  
Executive Director  
Department of Revenue

but it won't automatically close your account. In order to close your account and cease any future liability, you must file form DR 1102 with the Department of Revenue.

DR 0140 (02/15/11)  
DEPARTMENT OF REVENUE  
DENVER CO 80202-0001

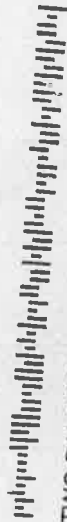
Use of

STATE COLORADO  
COUNTY CHAFFEE  
CITY Salida

USE ACCOUNT NUMBER (for all references)	LIABILITY INFORMATION			ISSUE DATE			LICENSE VALID TO DECEMBER 31
	county	city	industry type	month	day	year	
95126020-2700	CHAFFEE CO	CHAFFEE	101921	Jan	22	2023	

THIS LICENSE MUST BE POSTED AT THE FOLLOWING LOCATION  
IN A CONSPICUOUS PLACE: JEFFERY BRYAN LITTLE  
318 DODGE ST SALIDA CO 81201-3125

THIS LICENSE IS NOT  
TRANSFERABLE



TWO PALS PANINI SHACK LLC  
318 DODGE ST  
SALIDA CO 81201-3125

*Mark Fisher*

Executive Director  
Department of Revenue

Item 6.

12/15/2021  
Date issued

Mountain Pa  
(Permit Holder)

Name of Business

Type of Business:

Outdoor Vending

*Mark Fisher*  
City Administrator or Designee

file form DR 1102 with the Department of Revenue.

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

STATE COUNTY  
COLORADO CHAFFEE

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	
95233112-0000	31	0206	007	L	051422	Apr	19	22	2023

THIS LICENSE MUST BE POSTED AT THE FOLLOWING LOCATION  
IN A CONSPICUOUS PLACE: 16450 COUNTY ROAD 306 BUENA VISTA CO 81211-9177

**THIS LICENSE IS NOT  
TRANSFERABLE**



PEAKS 'N PITAS LLC  
16450 COUNTY ROAD 306  
BUENA VISTA CO 81211-9177

Executive Director  
Department of Revenue

STATE COUNTY CITY  
COLORADO CHAFFEE SALIDA

Item 6.

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	
35655091-0000	31	0031	006	L	090119	Dec	01	21	2023

THIS LICENSE MUST BE POSTED AT THE FOLLOWING LOCATION  
IN A CONSPICUOUS PLACE: 137 F ST SALIDA CO 81201-2101

**THIS LICENSE IS NOT  
TRANSFERABLE**



LJCC SERVICES, LLC  
PO BOX 1670  
BUENA VISTA CO 81211-1670

Executive Director  
Department of Revenue

*Salida Pharmacy and Fountain*

Letter Id: L2135586272

▲ Detach Here ▲  
**IMPORTANT INFORMATION**

**Now that you have your license, here's what you need to know:**

- Use the letter ID above and go to **Colorado.gov/RevenueOnline** to set up your online access, manage your account, file electronic returns and submit payments. Paper returns will NOT be mailed to you.
- Both your sales tax return AND payments are due by the 20th day of the month following the end date of the reporting period in order to avoid any penalty and/or interest. Be sure you know what your filing frequency is in order to avoid missing due dates.
  - *Monthly filer* due dates: On the 20th day of the month following the reporting period end date.
  - *Quarterly filer* due dates: April 20th, July 20th, October 20th and January 20th.
  - *Annual filer* due dates: January 20th following the reporting period end date.
- If no sales were made during the reporting period, you are still required to file a return to report zero sales were made during the reporting period. Otherwise, the Department of Revenue will assess a non-filer estimate for tax.
- All licensed retailers are required to collect and remit all state-collected sales taxes based on the location where their products are delivered.
- State law requires you to collect sales tax from your customers solely for the purpose of remitting those taxes to the Colorado Department of Revenue. Businesses are entrusted with collecting and remitting taxes that belong to the State of Colorado and local jurisdictions.
- Your Colorado Sales Tax License must be displayed in a conspicuous place at your physical location.
- Your license must be renewed and the renewal fee paid at the end of the license period ending December 31 of odd-numbered years in order to maintain a valid license. Failure to renew your license will invalidate your license, but it won't automatically close your account. In order to close your account and cease any future liability, you must file form DR 1102 with the Department of Revenue.
- Having a Colorado Sales Tax License gives you the privilege to purchase non-taxable items-for-resale. Items that you consume in the course of your business are not included in this privilege.

We strongly recommend that you set up your Revenue Online account as soon as possible in order to remain compliant.

If you have any questions regarding sales tax in Colorado, then please visit our website [Colorado.gov/tax](http://Colorado.gov/tax) and click on "Education and Legal Research" for helpful FYIs, Regulations, Letter Rulings and Statutes. While there, you can also sign up for free Public Sales Tax Classes.

**Thank you for registering with the Colorado Department of Revenue.**

Revenue  
ONLINE

STATE  
COLORADO

COUNTY  
JEFFERSON

RTD/CD

Item 6.

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	
34556293-0000	11	0206	048	C	090818	Nov	18	21	2023

THIS LICENSE MUST BE POSTED AT THE FOLLOWING LOCATION  
IN A CONSPICUOUS PLACE: 531 S SIMMS ST LAKEWOOD CO 80228-2909

**THIS LICENSE IS NOT  
TRANSFERABLE**



SHESHORTS CO.  
531 S SIMMS ST  
LAKEWOOD CO 80228-2909

Executive Director  
Department of Revenue

Letter Id: L0434902496

▲ Detach Here ▲  
**IMPORTANT INFORMATION**

***Now that you have your license, here's what you need to know:***

- Use the letter ID above and go to [Colorado.gov/RevenueOnline](http://Colorado.gov/RevenueOnline) to set up your online access, manage your account, file electronic returns and submit payments. Paper returns will NOT be mailed to you.
- Both your sales tax return AND payments are due by the 20th day of the month following the end date of the reporting period in order to avoid any penalty and/or interest. Be sure you know what your filing frequency is in order to avoid missing due dates.
  - *Monthly filer* due dates: On the 20th day of the month following the reporting period end date.
  - *Quarterly filer* due dates: April 20th, July 20th, October 20th and January 20th.
  - *Annual filer* due dates: January 20th following the reporting period end date.
- If no sales were made during the reporting period, you are still required to file a return to report zero sales were made during the reporting period. Otherwise, the Department of Revenue will assess a non-filer estimate for tax.
- All licensed retailers are required to collect and remit all state-collected sales taxes based on the location where their products are delivered.
- State law requires you to collect sales tax from your customers solely for the purpose of remitting those taxes to the Colorado Department of Revenue. Businesses are entrusted with collecting and remitting taxes that belong to the State of Colorado and local jurisdictions.
- Your Colorado Sales Tax License must be displayed in a conspicuous place at your physical location.
- Your license must be renewed and the renewal fee paid at the end of the license period ending December 31 of odd-numbered years in order to maintain a valid license. Failure to renew your license will invalidate your license, but it won't automatically close your account. In order to close your account and cease any future liability, you must file form DR 1102 with the Department of Revenue.
- Having a Colorado Sales Tax License gives you the privilege to purchase non-taxable items-for-resale. Items that you consume in the course of your business are not included in this privilege.

We strongly recommend that you set up your Revenue Online account as soon as possible in order to remain compliant.

If you have any questions regarding sales tax in Colorado, then please visit our website [Colorado.gov/tax](http://Colorado.gov/tax) and click on "Education and Legal Research" for helpful FYIs, Regulations, Letter Rulings and Statutes. While there, you can also sign up for free Public Sales Tax Classes.

***Thank you for registering with the Colorado Department of Revenue.***

**Revenue**  
ONLINE



Good afternoon Lawanna,

Your temporary license for your upcoming event has been approved. Please view and print your new license & file returns by creating a log in at <https://coloradosprings.munirevs.com/>. Select the New User Register and follow the instructions on the registration email. Then click ► Add or remove yourself from businesses that you manage, or apply for a new account, [HERE](#) and use the information supplied below.

*Lawanna Quist - Dinking Divas*

<b>Temporary License Number:</b>	<b>00073296</b>
<b>Activation Code:</b>	<b>NCRRRJ</b>
<b>Event Dates:</b>	<b>09/16/2022-09/18/2022</b>
<b>Tax Return Due:</b>	<b>10/20/2022</b>

OR

You can file by mail. Please find the returns on our website at <https://coloradosprings.gov/sales-tax/page/file-sales-tax-return?mlid=28846> and make checks payable to The City of Colorado Springs.

Mailing Address:



## CITY COUNCIL MEMO

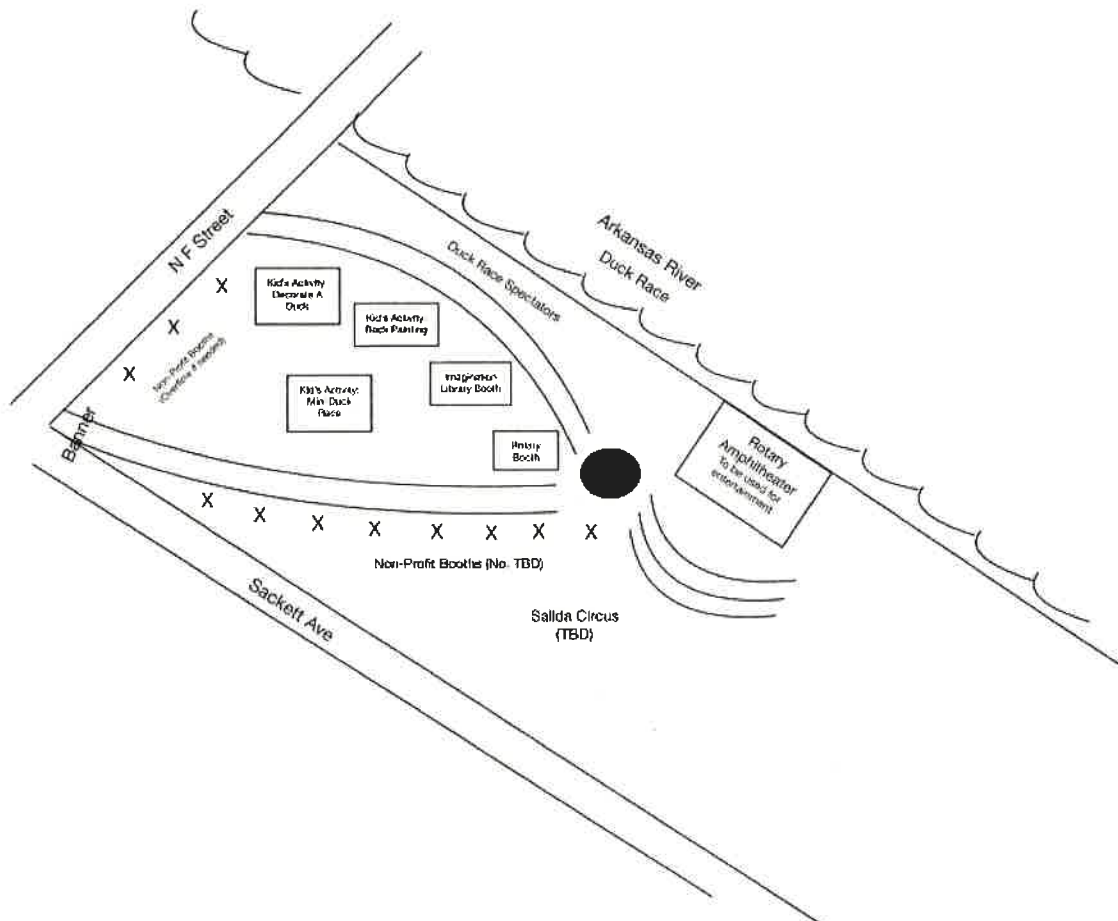
<b>Special event</b> SSR Charitable Fund Community Celebration and Lucky Duck Race	<b>Presented by</b> Jan Schmidt, Salida Sunrise Rotary Club	<b>Date</b> _____, 2022
---	--	----------------------------

**Event Overview:** This is an event focused around community and raising funds for the Salida Sunrise Rotary (SSR) scholarships and nonprofit grants through the Lucky Duck Race. Other local nonprofits will be invited to set up information booths. There will also be kids activities and entertainment including a band playing in the amphitheater and possibly other performances such as by the Salida Circus. SSR held the same event last year and it ran very smoothly with no incidents. Additional details are provided on the following pages.

**Event intent:** Fundraising and community engagement.

**Event timeline:** Sunday, August 28<sup>th</sup> from 1:00pm to 4:00pm is when the actual event is scheduled. The total duration will extend an additional one to two hour(s) at the start and finish to allow time for set up and breakdown / clean-up.

**Event map:**



## City of Salida Special Event Application (Formerly Addendum A)

Paper version - [Digital preferred](#)

1. Will any food or merchandise be sold? Yes \_\_\_ No X

If yes, FOOD AND SALES TAX LICENSES MUST BE OBTAINED. Contact the Colorado Department of Revenue for sales tax licenses at (303) 232-2416, and the Chaffee County Public Health Department for food licenses at (719) 539-2124. Vendors must have a fire extinguisher on site. Vendor booths are subject to inspection by the Salida Police and Fire Departments.

2. Will alcoholic beverages be sold and/or dispensed at your event? Yes \_\_\_ No X

If yes, please fill out the Application for Special Events Liquor License and submit it along with the necessary fees. A State of Colorado Special Event Liquor License permit is ONLY issued to incorporated non-profit organizations. EVENTS REQUIRING ALCOHOL LICENSES MUST SUBMIT THEIR APPLICATION AT LEAST 90 DAYS IN ADVANCE OF THE EVENT.

3. Will there be amplified sound at your event? Yes X No \_\_\_

4. Are street, sidewalks or other right of way closures proposed for your event? Yes \_\_\_ No X

If yes, where and when? \_\_\_\_\_

If yes, it is your responsibility to circulate and submit a petition signed by abutting residents/merchants as to their support or non-support of the closure.

5. Will you require any security or law enforcement services specific for your event? Yes \_\_\_ No X

If yes, for what purpose (security, traffic, parking or public control, Salida Trail System crossings, etc.?)

\_\_\_\_\_

Dates and times officers needed? \_\_\_\_\_

**Please attach the event's Security Plan.**

**The City of Salida requires reimbursement for the cost of providing police and safety measures above the standard for the time and date of any event.**

6. Where do you plan for people to park for your event?

Public parking

7. Please attach the quote/estimate for your trash service. Must have 1 can per 50 people.

8. Do you plan on using any portion of the Salida Trail System (STS)? Yes X No \_\_\_

If yes, describe when, how and where:

The sidewalk going through Riverside Park will be utilized by people at the event.

9. Is your **Emergency Action Plan, including First Aid Stations**, Communication and public safety agencies complete? Yes   X   No

Please attach the plan documents to this application with the details.

10. Have you attached **event insurance**? Yes   X   No

Events to which the PUBLIC is invited require insurance. Please refer to #11 under Provisions for Park Rentals and Park Rules. Proof of insurance will be required with this application and must list the City as an additional insured party.

11. Please list any other needs or requirements that have not been covered.

12. Please create a physical or digital packet that contains(in order):

- a. The cover sheet memo template - page 7
  - i. Event overview
  - ii. Event intent
  - iii. Event timeline
  - iv. Map of your event with portalette, entry/exits and additional trash cans called out
- b. Proof of insurance
- c. Emergency Action Plan - page 8
- d. Quote/estimate for Trash service
- e. Sound, Liquor, Street closure, etc. permits and applications

Lead contact signature

Gaudinich

Date

4/8/22

## City of Salida Special Event Organizer Rules and Regulations affirmation:

Please check that you understand and will adhere to the following requirements:

- Any violation of the City of Salida Municipal Code or agreements made in the application process are grounds for denial of the Special Events permit in the future.
- You will be required to have insurance and name the City as an additionally insured party. **Because this is often a lengthy process, the City will accept and approve applications pending receipt of proof of insurance.**
- Applicants are also responsible for meeting any other agency requirements. For example, if you are serving food you must meet all Health Department requirements
- 1 trash can per 50 people expected is required.
- The event is responsible for emptying ALL trash within the event, including pre-existing city trash cans.
- Chaffee County Department of Health requires at least **one restroom for every fifty people attending the event.**
- All clean up must be completed within 24 hours after the event concludes. If the City has to clean up after the event, a fee will be billed to the organizer.

Organizer signature: Jane Schenck Date: 4/8/22

## Additional Details of Event

### Overview:

Last August, the SSR held a new version of its Lucky Duck Race fundraiser that incorporated a celebration of our 10 year anniversary. The 2022 event we are planning will be very similar but will be a general “community celebration” instead of an anniversary celebration. We solicited feedback for improvement after the event last year that will be incorporated, but the event ran smoothly without incident and only a few minor changes were recommended (such as reducing the event duration to three hours). Previously held at Franz Lake, this will be the second year racing the ducks in the Arkansas River. The event is planned for late August at low water flows (and after the augmentation of natural water flows) making it much easier to control the ducks in the river. We are working with AHRA for permitting river access.

### Activities:

#### Food & Beverage

- No food or beverages will be served at the event.
- We are not applying for a special event liquor license; no fencing needed for a controlled premises.

#### Lucky Duck Race

- 10.5” rubber ducks will “race” on a stretch of river (approximately 100 yards) in a cordoned off lane at the edge of the river between the F Street Bridge and Rotary amphitheater.
- Three categories of sponsorships will have separate races, starting with “heats” of no more than 20 ducks in each. Limiting each heat to 20 ducks makes it easy to manage retrieval of the ducks from the collection area at the end of the condoned off area in the river.
- We will follow all requirements of our AHRA permit that may include kayakers in the water to assist those on shore in gathering ducks from the river.
- The race is the fundraising aspect of the event. It will generate funds for student scholarships to attend post-high school college or trade school as well as for community grants awarded by our club.

#### Community Booths

- Local nonprofit / community organizations will be offered the opportunity to set up booths to share information.
- Booths will not be selling any merchandise (although they may receive donations).
- Each community group will be responsible for set-up and tear-down of the booth within the designated timeframe.

#### Kids Activities

- We will offer a few activities for kids to do at the event that will be managed by multiple Rotary volunteers (e.g. decorate a duck, rock painting, mini duck race, etc.)
- The parent / responsible adult of each child will be required to stay in the immediate area of the activities.
- Non-profit booths may also offer kids activities.

#### Music

- The Rotary amphitheater will be used for musical performances and possibly other entertainment such as performances by the Salida Circus (details to be determined)
- An amplified sound permit has been submitted and will be abide by the requirements of the permit.

#### Safety Plan / Emergency Procedures

- The City of Salida Special Event Emergency Action Plan has been completed and submitted.
- Local law enforcement and HRRMC will be notified of the event.
- Dedicated safety personnel and/or any special services are not anticipated based on the nature of the activities at the event.
- We will designate a total of four volunteers as the emergency contacts (see Emergency Action Plan). These individuals will be responsible for contacting emergency services, if needed. They will also serve as the point people for emergency personnel at Riverside Park if there is an incident.
- If adverse weather becomes an issue, we plan to use the amplified sound system for the amphitheater to notify guests to seek shelter.
- For the Lucky Duck race, we plan to have retired medical professionals on scene. We will have a retired river rescue instructor on scene. We will also have other volunteers with river training and experience.





## Salida Special Event Emergency Action Plan

I, the undersigned, agree to compile with the following Emergency Action Plan to the best of my ability. The first person on this list will be the designated Emergency Manager and will take responsibility for public addresses and instruction to the event participants

Emergency Manager (1 lead, 2 alternates)	Contact info 1	Contact Info 2	Signature
1. Jan Schmidt	303-887-6020		/s/ Jan Schmidt
2. Jody Post	570-499-6232		/s/ Jody Post
3. Stew Pappenfort	719-221-4905		/s/ Stew Pappenfort
4. Steve O'Neill	719-207-0229		/s/ Steve O'Neill

Please complete the following template according to your Events plan and location. The following procedures should be followed in the event of an emergency.

### Communications

1. The manager or designee will communicate the designated evacuation space to participants at the beginning of the event.
2. The Emergency Manager will communicate to the event participants in an emergency with a
  - ☐ Bull Horn
  - ☒ PA system
  - ☒ Emergency level voice

Please enter your evacuation destination into the box in each of the follow scenarios

### Fire

1. Call 911
2. Assist injured or disabled personnel.
3. Evacuate the building. Activate emergency shut offs if available.
4. Attempt to use a fire extinguisher only if you have been trained.
5. Evacuate participant to

Safe area away from the fire and smoke

### Medical Emergency

1. Identify the medical emergency.
2. If life threatening, call 911.
3. Administer first aid if properly trained.
4. Evacuate the injured person to

Area as directed by EMS

### Violent incident

1. Call 911.
2. Attempt to avoid the situation – move participants away
3. Try to deny contact-evacuate to

Safe area as directed by police

lock/block doors, turn off lights, silence phones.

4. If necessary defend - distract, attack, subdue.

### Severe Weather/Natural incident

1. Move participants away from threat if possible.
2. Evacuate to
3. Call 911

Safe area away from the threat

### Urgent Situation (suspicious person, package, activity or bomb threat)

1. Call 911.
2. State who, what, where, when, why, and how the situation occurred.
3. If there is a bomb threat, turn off all electronics.



## CITY OF SALIDA

## NOISE PERMIT APPLICATION

Please fill out the form completely, including by signing and dating the application. Submitting an Incomplete application is a basis for denial of a noise permit. Listing a particular type of audio amplification equipment, hours of operation, or any other information below does not guarantee the applicant's right to use such equipment or have an event at a particular time. Whether such application requests have been granted will be indicated in the Issued permit.

Applicants may apply for events which are recurring (*i.e.*, live music every Thursday). Any such events should be clearly described as recurring in the event description and should identify all dates on which the event will occur.

Completed applications can be submitted in-person to the City Clerk at 448 E. First Street, Suite 112, or via email to [clerk@cityofsalida.com](mailto:clerk@cityofsalida.com). Applications must be submitted at least five (5) working days prior to the date for which the permit is sought.

**I. Applicant Information.**

Applicant Name: Jan Schmidt

Applicant Business/Organization: Salida Sunrise Rotary (SSR)

Applicant Phone: 303-887-6020

Applicant Email: janschmidt.co@gmail.com

Applicant Address: PO Box 1044  
Salida, CO 81201

Sound Supervisor<sup>1</sup>: tbd

Sound Supervisor Phone: tbd

**II. Event Information.**

Description of Event: This is a community event focused around raising funds for SSR's scholarships and nonprofit grants through the Lucky Duck Race.  
Other non profits will be invited to set up information booths. There will also be some entertainment including a band playing in the amphitheater and possibly  
performances by Salida Circus

Estimated Attendance: 100+ people

Date(s): Sunday, August 28, 2022

Hours of Event: 1:00 - 4:00 pm

Location of Event: Riverside Park

<sup>1</sup> The sound supervisor will be responsible for responding to and immediately addressing noise or other complaints in the absence of the applicant/permittee.



### III. Noise Information.

Type of Noise (e.g., live music, parade):

Live music

Type of Sound Amplification Equipment:

Whatever is customary for amplification of music at the park

### IV. Agreement.

As the applicant for this noise permit, I, Jan Schmidt, hereby agree and understand that it is my responsibility to ensure compliance with the conditions and limitations set forth in the permit and all laws, rules, and regulations of the City of Salida, the state, and the federal government. I further agree and understand that any violations of the permit or applicable laws may result in the immediate revocation of the permit. Violations of the conditions and limitations set forth in the permit or applicable laws shall also be grounds for denial of future permit applications. I further understand and agree that the permit and application fee are non-refundable and non-transferrable.

Signature:

*Jan Schmidt*

Date:

March 1, 2022

### For use by the City Clerk only:

Application fee received: ☐ Yes ☐ No ☐ N/A

Signature:

Date:



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
04/06/2022

Item 7.

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

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

<b>PRODUCER</b> Arthur J. Gallagher Risk Management Services, Inc. 2850 Golf Road Rolling Meadows IL 60008	<b>CONTACT NAME:</b> Ali Sulita	<b>FAX (A/C, No):</b> 630-285-4062	
	<b>PHONE (A/C, No, Ext):</b> 1-833-3ROTARY	<b>E-MAIL ADDRESS:</b> rotary@ajg.com	
<b>INSURED</b>  All Active US Rotary Clubs & Districts Sunrise Rotary of Salida  ATTN: Risk Management Dept. 1560 Sherman Ave. Evanston, IL 60201-3698	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	INSURER A : Lexington Insurance Company		19437
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
INSURER F :			

## COVERAGES

CERTIFICATE NUMBER: 899307648

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability Included GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	015375594	7/1/2021	7/1/2022	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000 \$
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		015375594	7/1/2021	7/1/2022	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$		NOT APPLICABLE			EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	NOT APPLICABLE			PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

The Certificate Holder is included as an additional insured where required by written contract or permit subject to the terms and conditions of the general liability policy, but only to the extent bodily injury or property damage is caused in whole or in part by the acts or omissions of the insured.

## CERTIFICATE HOLDER

## CANCELLATION

City of Salida  
Sunrise Rotary of Salida (District 5470)  
Community Celebration & Lucky Ducky Race  
Riverside Park  
August 28, 2022

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

AUTHORIZED REPRESENTATIVE

*Cynthia L. DeMonte*

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# Park rental and special event request form

Contact Name \*

Jinan Martini

Contact email \*

daisydoomartini@protonmail.com

Contact Phone Number \*

9176480483

Event/Activity Name \*

Angel of Shavano Car Show

What type of Event are you requesting? \*

Item 8.

- ☒ Public Event: Free and open to the public eg. concerts/festivals (60-90 days notice)
- ☐ Admission Based Event: A paid ticket or reservation is required for entry (60-90 days notice)
- ☐ Races: A paid race event that can include walking, running, biking etc (60 days notice)
- ☐ Special Occasion: A private event by invitation only eg. celebration/birthday party (14 day notice)
- ☐ Tournament (30 days notice)
- ☐ Assembly/First Amendment Activity (Recommended 5 business day notice)

Provide a short description of your activity. Include any website or social media handles associated with the event. \*

This is the Chaffee County Search and Rescue South fund raising event. Registrants enter their vehicles to show on event day for the public to view. We also have community leaders pick a car for specified trophies.



Desired Location of Event/Activity \*

Item 8.

- ☒ Riverside Park
- ☐ Alpine Park
- ☐ Centennial Park
- ☐ Chisholm Park
- ☐ Chisholm Park Clubhouse
- ☐ Thonoff Park
- ☐ F street (For parades, walks/runs/bike races)
- ☐ Skatepark
- ☐ Marvin Park (For Baseball, Softball, Kickball tournaments or other uses)
- ☐ Centennial Courts (For Tennis or Pickleball Tournaments)
- ☐ "S" Mountain
- ☐ Another Street in Salida
- ☐ Monarch Spur Trail
- ☐ Other Trails on City Property
- ☐ Whitewater park
- ☐ Boatramp
- ☐ Other: .....

Estimated number of attendees? \*

350 .....

Start date desired \*

MM DD YYYY

08 / 06 / 2022

Start Time Desired (please include load in time) \*

Item 8.

Time

06 : 30 AM ▼

End date desired \*

MM DD YYYY

08 / 06 / 2022

End Time Desired (please include load out time) \*

Time

04 : 00 PM ▼

Will ANY of these features apply to your event? Check all that apply. \*

- ☒ Have more than 50 attendees?
- ☐ Sell food or merchandise?
- ☐ Sell or dispense alcohol? (only allowed for non profit org)
- ☒ Use amplified sound?
- ☐ Need to close a street or right of way?
- ☐ Require law enforcement, security or fire professionals?
- ☐ Require fencing
- ☒ Require municipal water or Electrical hookups
- ☐ None of the above

If you checked any box other than "None of the above" You will need to submit additional documentation-visit the link below for more info.

<https://docs.google.com/document/d/1B7TntB0R6jSn001BEbe6d5YrdJonjgICBqSApBmne3I/edit>

Item 8.

This form was created inside of City of Salida.

Google Forms

The Fire Department and the Police Department have both reviewed this soft closure plan and the Clerk's office has heard no objections.

**Riverside Car Parking Request**  
*Chaffee County Search and Rescue South*  
*Angel of Shavano Car Show*  
*August 6, 2022*



### Parking Layout

We are requesting use of:

1. Park space (grass area)
2. Sackett Street on park side from F street to end of Scout Hut (yellow)
3. Sackett Street between E Street and F Street on Fritz side (bright yellow)
4. F Street/Sackett corner to bridge on PARK SIDE only (yellow).

**5. Soft Closure Request:** Sackett from E Street to F Street (red). The soft closure would allow for Fire/EMS to travel easily down center of street with 18 to 20 foot of center clearance. Additionally, these vehicles can be quickly removed unlike complicated vendor tents.





## CITY OF SALIDA

### OVERVIEW OF LOCAL NOISE REGULATIONS & PERMITTING

Chapter 10, Article IX of the Salida Municipal Code (the "Code") establishes regulations and standards for noise within the City of Salida (the "City") to reduce and eliminate unnecessary and excessive noise which would otherwise be detrimental to residents and the community in the enjoyment of life, property, and the conduct of business. Of note, Section 10-9-30(c) of the Code provides that it is "unlawful for any person to emit or cause to be emitted any noise which leaves the premises on which it originates, inclusive of a public premises, crosses a property line and enters onto any other premises in excess" of the specified levels.

Pursuant to Sections 10-9-40(14) and 10-9-80 of the Code, however, the City may specifically exempt a particular noise from this prohibition through the issuance of a noise permit. Such a permit may include limitations and conditions to minimize the adverse impacts of the proposed noise may have on the community or surrounding neighborhood. Such limitations and conditions include, but are not limited to, the following: the hours of operation, maximum decibels, the type of sound amplification equipment, and the type of sound that may be amplified. No permit shall be issued for noise after 10:00 PM, with allowances to go until midnight on the Fridays and Saturdays of Memorial Day weekend, 4<sup>th</sup> of July weekend, and Labor Day weekend, and on the Thursday, Friday, and Saturday during the FIBArk Festival.

The issuance of a noise permit is at the sole discretion of the City Administrator or City Council, and the issuance of such permit does not confer any rights upon the permittee other than those expressly authorized by the permit. Violation of any of the conditions or limitations set forth in the noise permit may result in immediate revocation of the permit. Revocation of the noise permit does not preclude the City from seeking any remedies otherwise available under federal, state, or local law.

**Applications for a noise permit must be submitted on the attached "Application for a Noise Permit" form and submitted at least five (5) working days prior to the date for which the permit is sought.**





## CITY OF SALIDA

### NOISE PERMIT APPLICATION

Please fill out the form completely, including by signing and dating the application. Submitting an incomplete application is a basis for denial of a noise permit. Listing a particular type of audio amplification equipment, hours of operation, or any other information below does not guarantee the applicant's right to use such equipment or have an event at a particular time. Whether such application requests have been granted will be indicated in the issued permit.

Applicants may apply for events which are recurring (*i.e.*, live music every Thursday). Any such events should be clearly described as recurring in the event description and should identify all dates on which the event will occur.

Completed applications can be submitted in-person to the City Clerk at 448 E. First Street, Suite 112, or via email to [clerk@cityofsalida.com](mailto:clerk@cityofsalida.com). Applications must be submitted at least five (5) working days prior to the date for which the permit is sought.

#### I. Applicant Information.

Applicant Name:	<u>Jinan Martini</u>
Applicant Business/Organization:	<u>Chaffee County Search and Rescue South</u>
Applicant Phone:	<u>917.648.0483</u>
Applicant Email:	<u>jmartini@chafeesarsouth.org</u>
Applicant Address:	<u>PO Box 313</u> <u>Poncha Springs, CO 81242</u>
Sound Supervisor <sup>1</sup> :	<u>Red Tischer</u>
Sound Supervisor Phone:	<u>917.648.0483</u>

#### II. Event Information.

Description of Event: This is our organization's annual fund raiser -- Angel of Shavano Car Show.

During the event we have amplification to make announcements and stream music during the eve

Estimated Attendance:	<u>Throughout the day -- 300-400</u>
Date(s):	<u>August 9, 2022</u>
Hours of Event:	<u>7 AM - ~3 PM</u>
Location of Event:	<u>Riverside Park</u>

<sup>1</sup> The sound supervisor will be responsible for responding to and immediately addressing noise or other complaints in the absence of the applicant/permittee.





### III. Noise Information.

Type of Noise (e.g., live music, parade):

Streamed music and announcements

Type of Sound Amplification Equipment:

Speakers and portable PA system

### IV. Agreement.

As the applicant for this noise permit, I, Jinan Martini, hereby agree and understand that it is my responsibility to ensure compliance with the conditions and limitations set forth in the permit and all laws, rules, and regulations of the City of Salida, the state, and the federal government. I further agree and understand that any violations of the permit or applicable laws may result in the immediate revocation of the permit. Violations of the conditions and limitations set forth in the permit or applicable laws shall also be grounds for denial of future permit applications. I further understand and agree that the permit and application fee are non-refundable and non-transferrable.

Signature:

Jinan Martini

Date:

Oct. 27. 2022

### For use by the City Clerk only:

Application fee received: ☐ Yes ☐ No ☐ N/A

Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_





## CITY OF SALIDA NOISE PERMIT

Signature by the City Administrator on this noise permit indicates that the noise permit has been deemed granted to the applicant and the requested noise has been so authorized, subject to the conditions and limitations set forth below. Where the conditions or limitations set forth below contradict or conflict with the information contained in the application, the conditions and limitations will control.

### I. Conditions and Limitations Applicable to All Permits.

The following conditions and limitations are applicable to all noise permits:

- No noise is permitted after 10:00 PM, unless specifically authorized by the City Council following a public hearing. No noise is permitted after midnight on the Fridays and Saturdays of Memorial Day weekend, 4<sup>th</sup> of July weekend, and Labor Day weekend. No noise is permitted after midnight on the Thursday, Friday, and Saturday during the FIBArk festival.
- No noise is authorized in excess of the maximum limit of 85 dB(A), as measured from any point along the property line or within the property line of the receiving premises. Measuring devices shall be those specifically utilized by the City of Salida.
- All amplification equipment shall be arranged so as to minimize the disturbance to neighboring properties, and permittees shall take reasonable measures to baffle or reduce noise impacts to neighbors.
- No outdoor amplified sound shall be permitted between November 1 through May 1.
- A maximum of sixty (60) amplified sound permits may be granted to same location during a single calendar year, unless additional permits are specifically authorized by the City Council following a public hearing.

### II. Conditions and Limitations Applicable to this Permit.

The following conditions and limitations are applicable to this noise permit:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### III. Expiration.

This noise permit is issued for the following dates and expires on the following date:

Date(s): \_\_\_\_\_

Expiration: \_\_\_\_\_

### For use by the City Administrator only:

Application granted: ☐ Yes ☐ No

Signature: \_\_\_\_\_

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





# CERTIFICATE OF LIABILITY INSURANCE

DATE (M)  
3/21  
Item 8.

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

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

<b>PRODUCER</b> Arthur J. Gallagher Risk Management Services, Inc. 6300 South Syracuse Way, Suite 700 Centennial CO 80111	<b>CONTACT NAME:</b> Nathan Kathol	<b>FAX (A/C, No):</b>	
	<b>PHONE (A/C, No, Ext):</b> 303-889-2532	<b>E-MAIL ADDRESS:</b> Nathan_Kathol@ajg.com	
<b>INSURED</b> Chaffee County PO Box 699 Salida, CO 81201	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A:</b> Colorado Counties Casualty & Property Pool		
	<b>INSURER B:</b> County Worker's Compensation Pool		
	<b>INSURER C:</b> Various (See Attached)		
	<b>INSURER D:</b> Arch Insurance Company		11150
<b>INSURER E:</b>			
<b>INSURER F:</b>			

**COVERAGES** **CERTIFICATE NUMBER:** 384572259 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: Per Member			PER PARTICIPATION CERT	1/1/2022	1/1/2023	EACH OCCURRENCE \$ 1,500,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,500,000 GENERAL AGGREGATE \$ 1,500,000 PRODUCTS - COMP/OP AGG \$ 1,500,000 Law Enforcemnet Liab \$ 1,000,000
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> Claims Made			PER PARTICIPATION CERT	1/1/2022	1/1/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,500,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> <b>EXCESS LIAB</b> <input checked="" type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 1,500,000			VARIOUS	1/1/2022	1/1/2023	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
B D	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A	PER PARTICIPATION CERT WCX005783206	12/31/2021 12/31/2021	12/31/2022 12/31/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A C	Prop, Mob Eq, Auto PD, XS Excess Property			PER PARTICIPATION CERT See Attached	1/1/2022 1/1/2022	1/1/2023 1/1/2023	DEDUCTIBLE \$500 Layered \$ 150,000 See attachment

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

Workers' Compensation SIR: \$875,000  
Carrier B: CWCP is a qualified Self Insured Pool and is reinsured by Carrier E  
Casualty Program includes General Liability, Auto Liability, Law Enforcement Liability, & Public Officials Liability  
RE: August 1, 2010 Fund Raiser Car Show for Chaffee County Search and Rescue

**CERTIFICATE HOLDER** **CANCELLATION**

City of Salida, CO Search and Rescue 448 E. First Street Salida CO 81201 USA	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

## APPLICATION FOR A SPECIAL EVENTS PERMIT

Department Use Only

Item 9.

IN ORDER TO QUALIFY FOR A SPECIAL EVENTS PERMIT, YOU MUST BE NONPROFIT  
AND ONE OF THE FOLLOWING (See back for details.)

- |                                    |  |  |
|------------------------------------|--|--|
| <input type="checkbox"/> SOCIAL    | <input type="checkbox"/> ATHLETIC                              | <input 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"/> OF A NATIONAL ORGANIZATION OR SOCIETY | <input checked="" type="checkbox"/> MUNICIPALITY OWNING ARTS<br>FACILITIES |
| <input type="checkbox"/> POLITICAL | <input type="checkbox"/> RELIGIOUS INSTITUTION                 |  |

**LIAB TYPE OF SPECIAL EVENT APPLICANT IS APPLYING FOR:**  
2110 ☒ MALT, VINOUS AND SPIRITUOUS LIQUOR \$25.00 PER DAY  
2170 ☐ FERMENTED MALT BEVERAGE (3.2 Beer) \$10.00 PER DAY

**DO NOT WRITE IN THIS SPACE**  
LIQUOR PERMIT NUMBER

1. NAME OF APPLICANT ORGANIZATION OR POLITICAL CANDIDATE  
The City of Salida

State Sales Tax Number (Required)  
01276759-0000

2. MAILING ADDRESS OF ORGANIZATION OR POLITICAL CANDIDATE  
(include street, city/town and ZIP)  
220 W. Sackett Ave.  
Salida, CO 81201

3. ADDRESS OF PLACE TO HAVE SPECIAL EVENT  
(include street, city/town and ZIP)  
100 E. Sackett Ave.  
Salida, CO 81201

NAME	DATE OF BIRTH	HOME ADDRESS (Street, City, State, ZIP)	PHONE NUMBER
4. PRES./SEC'Y OF ORG. or POLITICAL CANDIDATE Michael Varnum			719.530.0933
5. EVENT MANAGER Patrick O'Brien			719.530.0933

6. HAS APPLICANT ORGANIZATION OR POLITICAL CANDIDATE BEEN  
ISSUED A SPECIAL EVENT PERMIT THIS CALENDAR YEAR?  
☐ NO ☒ YES HOW MANY DAYS? 8

7. IS PREMISES NOW LICENSED UNDER STATE LIQUOR OR BEER CODE?  
☒ NO ☐ YES TO WHOM?

8. DOES THE APPLICANT HAVE POSSESSION OR WRITTEN PERMISSION FOR THE USE OF THE PREMISES TO BE LICENSED? ☐ Yes ☐ No

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

Date	Hours	From	To	m.
8/18/22	6:00 p		8:00 p	

### OATH OF APPLICANT

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

SIGNATURE 	TITLE Arts & Culture Director	DATE 7/22/2022
--	----------------------------------	-------------------

### 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 12, Article 48, 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
SIGNATURE	TITLE
	DATE

**DO NOT WRITE IN THIS SPACE - FOR DEPARTMENT OF REVENUE USE ONLY**

### LIABILITY INFORMATION

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

(Instructions on Reverse Side)

## CHECK REQUEST

## FORM

## City of Salida

Attach receipts or other supporting documentation from third party.

Date 7.21.22

Payee Name City of Salida

Address 448 E. 1st St.  
Salida, CO 81201

Total Dollar Amount \$100.00 Due Date 7.26.22

Charge Code 10-40-5511-0 Dollar Amount \$ 100.00

Total Dollars \$ 100.00

Description Special Events Permit -  
 8.18.22 Concert \$ 100.00 26-40-5511-0

TOTAL \$ 100.00

Check Requester

Approved By

*Kevin Spradell*  
*Patrick Ormieu*

## Finance Dept Only:

Check Number \_\_\_\_\_

Check Amount \_\_\_\_\_

Date Issued \_\_\_\_\_







## CITY COUNCIL ACTION FORM

DEPARTMENT	PRESENTED BY	DATE
Administration	Drew Nelson - City Administrator	August 2, 2022

### **ITEM**

Approval of Design Contract – Harriet Alexander Field – Terminal and Executive Hangar Design

### **BACKGROUND**

Following the purchase of the hangar directly adjacent to the terminal at Harriet Alexander Field, airport staff has begun the process to evaluate options for removing and replacing that structure as well as evaluating the existing terminal for future increased use. Based on the Airport Master Plan, an executive hangar attached to the terminal has been planned for the facility (although no actual timing was included in the Master Plan). CDOT Aeronautical has recently been suggesting that terminal improvements may receive special funding opportunities in the future, and the Airport Advisory Board has identified that having a design for these facilities would be ideal for potential grants.

The Airport Advisory Board looked at proposals and has recommended that the Airport enter into a contract with D2C Architects to provide a preliminary design concept for an executive hangar and terminal improvements.

### **FISCAL NOTE**

Total cost of the contract is \$10,800; the City of Salida is responsible for half of the costs of said contract, or \$5,400. This amount can be accommodated in the Airport's budgeted allotment for 2022.

### **STAFF RECOMMENDATION**

Staff recommends that the City Council approve the contract with D2C Architects for design services for an executive hangar and terminal at Harriet Alexander Field as recommended by the Airport Advisory Board.

### **SUGGESTED MOTION**

A City Councilperson should state, "I move to combine and approve the Consent Agenda", followed by a second and a roll call vote.

19 April 2022

**Zechariah Papp**

Airport Manager  
Salida Airport / Harriet Alexander Field  
9255 Co Rd 140  
Salida, Colorado 81201  
(719) 539-3720

Dear Mr. Papp:

We are pleased to present our proposal to render professional architectural concept design services for the Salida Airport at Harriet Alexander Field. We understand your intent to develop some high level conceptual designs so that funding, layout, operational considerations and aesthetics can be further evaluated. We also understand your desire to assess how the site will layout respective of the terminal/hangar improvements and the overall project's image to the surrounding community.

For this project we proposed to deliver:

- A demo / phasing plan that illustrates the proposed buildings and areas that will be removed as part of this project and how that transition looks.
- An aerial site plan that shows apron expansion, parking lots, vehicular and pedestrian circulation, and other applicable site features that should be considered.
- A colored floor plan that defines areas by usage type, size and square footage. This plan will also include concept level furniture layouts so spatial configurations, usage and appropriateness can be evaluated.
- 3D Massing Axonometric drawings showing the building facades, elevations and the "look" of the new terminal from any angle.

Our scope also includes a virtual kick off meeting where we will discuss goals, objectives, constraints and opportunities as well as two (2) additional zoom or virtual meetings with you to discuss our preliminary concepts. Our scope includes one round of comments and one revision to the drawings based on your compiled comments.

For the scope noted, we propose a lump sum fee of \$10,800 plus reimbursable expenses (if any). We are a flexible and nimble firm; accordingly, should our scope and/or fee not align with your needs or expectations, we welcome an opportunity to talk through said needs/expectations so that we can right size our deliverables and approach match.

Thank you for this opportunity. We are excited to work with you and are ready to begin upon notice.

Eric Combs, AIA, LEED AP  
Vice President  
[ecombs@D2Carchitects.com](mailto:ecombs@D2Carchitects.com)  
(303) 929-9121

**D2C ARCHITECTS**  
ARCHITECTURE | INTERIORS | SUSTAINABILITY



D2C Architects works closely with our clients, across the county, to successfully deliver industry leading architecture. Our experience includes airport terminals, aircraft hangars, office buildings, maintenance operations and storage, and transportation centers. Our projects have received local and national attention in publications for their innovative design solutions and sustainability effort. Receiving LEED Gold and Silver certifications, D2C's designs and attention to detail is saving our clients thousands of dollars per year in energy efficient solutions.

Our practical, client-focused design process begins with understanding the functional purpose of each project and the operational needs of the employees and public who use the facility. We specialize in creating secure, efficient spaces that can be developed with longer life expectancies, lower operating and maintenance costs and healthier environments for their users.

D2C's mission is to deliver our clients affordable services and the most quality products for their continued success.





























*// I was amazed during the design charrette how easily we were able to bring so many different perspectives and personalities together. The design team's guidance was excellent because they understood our users and their needs. //*

- Lt. Col. Thomas Nefe, USAF, Assistant Base Civil Engineer with the 140th Civil Engineer Squadron and Project Manager for the Rehabilitation of Building 909



**D2C ARCHITECTS**  
ARCHITECTURE | INTERIORS | SUSTAINABILITY  
1212 South Broadway, Suite 250, Denver, CO 80210  
303.952.4802 | [www.D2Carchitects.com](http://www.D2Carchitects.com)

**CHAFFEE COUNTY AND CITY OF SALIDA SERVICES CONTRACT  
WITH D2C ARCHITECTS, INC. dba D2C ARCHITECTS**

This Contract ("Contract") is made and entered into \_\_\_\_\_, **2022**, and is between the County of Chaffee, State of Colorado, acting by and through the Board of Commissioners of Chaffee County, Colorado ("County") and the government of the City of Salida, Colorado ("City") on behalf of Harriet Alexander Field – Salida Airport (County and City collectively as "Sponsors") and D2C Architects, Inc., a Colorado corporation, dba D2C Architects. ("Contractor").

Sponsors desire to contract for the services of Contractor as an Independent Contractor pursuant to the terms and conditions of the attached **Exhibit A**.

In consideration of the rights and obligations specified below, Sponsors and the Contractor agree as follows:

1. Performance of Services.

- a. Scope of Services. The attached **Exhibit A** describes the work and services to be performed (the "Work"). Contractor is not required to observe particular working hours or work a specified number of hours. Contractor shall determine whether it possesses the sufficient training and background to carry out specific requests for services. Except as expressly provided in this Contract, Contractor will, in a professional manner and at its own cost and expense, furnish all labor and equipment and perform all services ~~do all work~~ necessary and incidental to performing the Work. Contractor shall perform the Work in strict accordance with this Contract.
- b. Quality of Performance. The Contractor shall perform the Contract in a manner consistent with the applicable professional standard of care and shall otherwise endeavor to provide design services satisfactory and acceptable to Sponsors. Sponsors shall be the sole judge of whether they are satisfied with the design services provided.
- c. Other Activities. Contractor may engage in other activities for compensation provided they do not conflict with the responsibilities or limitations set forth in this Contract.
- d. Subcontractors. Contractor may hire, at its expense, any subcontractors if approved in writing by Sponsors and provided such assistants do not, in Sponsors' sole discretion, hinder Sponsors' business, subject to the below Prohibitions on Public Contract for Services.
- e. Reports. Contractor has no duty to provide any reports to Sponsors except those that Sponsors deems necessary to determine the amount of fees and expenses owed to Contractor pursuant to this Contract or those required by law.

2. **Independent Contractor.** Contractor is an independent contractor and is responsible for all taxes (including employment taxes) and insurance applicable under existing laws with respect to the fees paid under this Contract. Except for this specific Services Contract, neither Contractor, nor its subcontractors, employees or agents shall have authority to bind Sponsors in any contract or agreement. Neither Contractor, nor its subcontractors, employees, or agents will have any claim or right to participate in any retirement, bonus, welfare or benefit plans of Sponsors. Contractor acknowledges that its employees and subcontractors are not entitled to unemployment insurance benefits or workers' compensation benefits from Sponsors, its elected officials, agents, or any program administered or funded by Sponsors.
3. **Fees.** Exhibit A details Contractor's Fees. Sponsors shall pay such fees within thirty days of Sponsors' receipt of Contractor's invoice. Upon termination, Sponsors shall pay Contractor for services rendered, less any damages suffered by Sponsors as a result of termination by Sponsors for cause.
4. **Expenses.** Except as set forth in Exhibit A, Contractor is responsible for Contractor's expenses and overhead, including without limitation, travel, insurance, material and equipment expenses, and expenses in connection with furthering Contractor's skills or membership in professional societies and organizations.
5. **Term, Termination and Related Remedies.**
  - a. **Term.** This Contract is effective as of the above date and will continue through **Completion of the Work.**
  - b. **Termination.** Either party may terminate this Agreement for any reason or no reason at all by giving the other at least fifteen (15) days written notice at the address shown below.
  - c. **Remedies.** Upon termination, Sponsors' sole liability to Contractor shall be to pay compensation with respect to the work which has been performed or completed, and upon payment of such compensation, Sponsors shall have the entire right, title and interest in and to such Work. If Sponsors terminate this Contract because Contractor has materially breached this Contract, Sponsors shall have all rights and remedies available at law or equity.
  - d. **Constitutional Requirements (Section 20(4)(b) of Art. X of the Constitution of the State of Colorado).** The other provisions of this Contract notwithstanding, financial obligations of Sponsors payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted and otherwise made available. Sponsors are prohibited by law from making financial commitments beyond the term of their current fiscal year. Sponsors have contracted for goods and/or services under

this Contract and have reason to believe that sufficient funds will be available for the full term of the Contract. Where, however, for reasons beyond the control of Sponsors as the funding entity, funds are not allocated for any fiscal period beyond the one in which this Contract is entered into, Sponsors shall have the right to terminate this Contract by providing seven (7) days written notice to the Contractor, and will be released from any and all obligations hereunder. If Sponsors terminate the Contract for this reason, Sponsors and Contractor shall be released from all obligations to perform Work and make payments hereunder, except that Sponsors shall be required to make payment for Work which has been performed by Contractor prior to the effective date of termination under this provision; and, conversely, Contractor shall be required to complete any Work for which Sponsors have made payment prior to providing written notice to Contractor of the termination.

6. Representations Contractor represents the following:

- a. Title. Contractor owns (and, to the extent developed during the term of this Contract, will own) the entire right, title and interest in and to the deliverables and there are no claims, liens or clouds on such title. The deliverables are Contractor's original creation, or if not original, do not infringe upon the copyrights of any person or business.
- b. Performance. For a period of ninety (90) days following final acceptance of the deliverables by Sponsors. Contractor shall immediately remedy any deficiencies in deliverables which Sponsors and Contractor agree upon.
- c. Required Permits and Compliance with Law. Contractor has obtained all authorizations and permits necessary or required by law in connection with the services provided pursuant to this Contract. Contractor shall materially comply with all relevant and applicable laws, regulations and ordinances in rendering services under this Contract.
- d. Insurance. Contractor has obtained and shall continue to maintain at its own expense, and without cost to Sponsors, insurance protection from a company authorized to do business in Colorado, the following kinds and minimum amounts of insurance for purposes of insuring the liability risks which the Contractor has assumed until this Contract has expired or is terminated:
  - i. Comprehensive General Liability in the amount not less than those limits of liability established from time to time for governmental entities under the provisions of the Colorado Governmental Immunity Act, C.R.S. § 24-10-114. Currently, such limits are \$424,000.00 per person and \$1,195,000.00 per occurrence. This coverage should be provided on an ISO 1998 Form or the most current form. Coverage to include:
    1. Premises
    2. Products/Completed Operations if Work includes a manufacturing operation

### 3. Broad Form Comprehensive, General Liability

- ii. Automobile Liability. Minimum limits are required to be \$1,000,000.00 for each occurrence. Coverage must include:
  - 1. All vehicles owned, non-owned, and hired to be used on the Contract;
  - 2. Medical Payments.
- iii. Employer's Liability, Workers' Compensation and Unemployment Insurance. Contractor shall secure and maintain employer's liability, Workers' Compensation Insurance and Unemployment Insurance that will protect it against any and all claims resulting from injuries to and death of employees, if any, engaged in work under the Contract. The term 'employee' and/or 'independent contractor' will be defined for the purpose of this Contract by reference to regulations of the Department of Labor, Social Security and the Internal Revenue Service. Employer's Liability is required for minimum limits of \$100,000.00 Each Accident; \$500,000.00 Disease-Policy Limit; \$100,000.00 Disease-Each Employee..
- iv. Named Insured and Certificates of Insurance.
  - 1. Chaffee County, at Contractor's sole expense, shall be named as insured or additional insured on all insurance policies required under this Contract, with exception of Professional Liability and Worker's Compensation insurance. The "additional insured" wording shall be as follows: County of Chaffee, State of Colorado, a body corporate and politic, is named as Additional Insured.
  - 2. Contractor shall furnish County prior to the commencement of work under this Contract and annually thereafter copies of company-issued Certificates of Insurance policies obtained by Contractor in compliance with this paragraph demonstrating that the insurance requirements have been met, and Contractor shall ensure that County is notified in writing and at least thirty (30) days in advance of any amendment or cancellation of such policy or policies.

These Certificates of Insurance shall also contain a valid provision or endorsement that these policies may not be canceled, terminated, changed or modified without thirty (30) days written notice to the County.

Certificates shall be forwarded to:  
 Dan Short, Finance Department  
 Chaffee County  
 P.O. Box 699  
 Salida, CO 81201

### v. Professional Liability Insurance



7. Work Ownership. This is a “work for hire” labor arrangement. Except for those ideas, materials or designs pre-existing and used in the ordinary course of Contractor’s design services, all other ideas, materials, products, and work prepared by, and discoveries made by Contractor in fulfillment of this Contract belong exclusively to Sponsors as long as Contractor is paid in full for services rendered as provided in this Contract for Services. Upon termination of this Contract, except for those ideas, materials or designs pre-existing and used in the ordinary course of Contractor’s design services, all other ideas, materials, products, work, and discoveries in Contractor’s possession that relate to the arrangement will be delivered to County within two weeks of termination along with written certification and assignment of same. This section shall survive termination of this Contract.
  
8. Non-discrimination. The Contractor agrees to comply with the letter and spirit of the Colorado Anti-Discrimination Act, C.R.S. § 24-34-401, *et seq.*, as amended, and all applicable local, state and federal laws respecting discrimination and unfair employment practices.
  
9. Nondiscrimination Provisions Binding on Subcontractors. In all solicitations by the Contractor for any Work related to this Contract to be performed under a subcontract, either by competitive bidding or negotiation, the Contractor shall notify each potential subcontractor of the Contractor’s obligations under this Contract, and of all pertinent regulations relative to nondiscrimination and unfair employment practices.
  
10. Indemnification. Only as consistent with C.R.S. Section 13-50.5-102 *et seq.* the Contractor shall be liable and responsible for any and all damages to persons or property caused by or arising out of the actions, obligations, or omissions of the Contractor, its employees, agents, representatives or other persons acting under the Contractor’s direction or control in performing or failing to perform the work under this Contract. The Contractor, will indemnify and hold harmless Sponsors, its elected and appointed officials, and its employees, agents and representatives (the “indemnified parties”), from any and all liability, claims, demands, actions, damages, losses, judgments, costs or expenses, including but not limited to attorneys’ fees recoverable under Colorado law arising from negligence, which may be made or brought or which may result against any of the indemnified parties as a result or on account of the actions or omissions of the Contractor, its employees, agents or representatives, or other persons acting under the Contractor’s direction or control. In addition, the parties reserve the right to bring tort claims in the event of the discovery of an intentional fraud committed during contract performance. Nothing in this indemnification agreement shall be construed in any way to be a waiver of the Sponsors’ immunity protection under the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, *et seq.*, as amended and as may be amended from time to time. This section shall survive the termination of this Contract. As a political entity and subdivision of the State of Colorado, the County is not authorized to indemnify any party, public or private, from the claims, demands or damages of third parties. Sponsors agree that any liability of Contractor arising under this Service Agreement, including under this Indemnity Section shall be limited to Contractor’s insurance policies required and available pursuant to this Agreement.

11. Original Creation. Contractor will, hold harmless and indemnify Sponsors from and against any damages and expenses (including reasonable attorneys' fees and expenses) in any action for infringement of intellectual propriety rights with respect to ideas, materials and/or products used or provided by Contractor. This section shall survive the termination of this Contract.
12. No Waiver of Breach. Sponsors' failure to insist upon strict compliance with the provisions of this Contract will not be construed in any way as a waiver of any of Sponsors' rights or privileges. All remedies afforded in this Contract shall be cumulative, that is, in addition to every other remedy provided in this Contract or by law.
13. Prohibition on Acceptance of Gifts. Pursuant to Section 3 of Art. XXIX of the Constitution of the State of Colorado, Sponsors' Employees or contractors cannot accept any gifts, meals, theatre or sporting event tickets unless:
  - a. the aggregate value of things received from a single source does not exceed \$65/calendar year; or
  - b. Sponsors' employee/elected official gave the donor consideration of equal or greater value; or
  - c. an enumerated exception applies.
14. No Individual Liability. The Sponsors and Contractor agree that any claims arising under this Agreement shall be brought only against the municipal or corporate form respectively of the Parties. The Parties therefore expressly waive, with the exception of fraud or intentional torts, any claims against the Sponsors' or Consultant's employees, owners, or officers in their individual capacities.
15. Mutual Waiver of Consequential Damages. Due to the nature of indirect and consequential damages which are remote, uncertain and largely unforeseeable, the Parties mutually agree to waive any claims for indirect or consequential damages regardless of the nature or form of such damages.
16. Mediation. The Parties agree that they may first submit all material disputes arising under this Agreement to mediation before commencing any formal litigation, each Party to pay its own mediation-associated attorney's fees and costs and half of the mediator's fees.
17. General Provisions.
  - a. Contractor Cooperation. Contractor shall cooperate and provide Sponsors all information requested by Sponsors for the purpose of submitting legally-required reports or forms to state or federal agencies including, without limitation, the Internal Revenue Service and the Colorado Department of Revenue.
  - b. Colorado Open Records Act. All information provided under this Contract is subject to public disclosure under the Colorado Open Records Act ("CORA") or the

Colorado Criminal Justice Act (“CCJRA”) unless clearly identified and marked as confidential and qualifies as confidential under CORA or CCJRA.

- c. Personal Identifiable Information. If Contractor or any of its subcontractors will or may receive Personal Identifiable Information (“PII”) as defined in CRS § 24-73-101, *et seq.* and as may be amended from time to time, under this Contract, Contractor shall provide for the security of such PII, in a manner and form acceptable to Sponsors, including without limitation, all legal requirements relating to non-disclosure, use of appropriate technology, security practices, computer access security, data access security, data storage encryption, data transmission encryption, security inspections, and audits. Contractor shall be a “Third-Party Service Provider” as defined in CRS § 24-73-103(1)(i) and shall maintain security procedures and practices consistent with CRS § 24-73-101.
- d. Amendment. This Contract may be amended only by a written instrument signed by the parties to this Contract.
- e. Successors and Assigns; Assignment by Contractor Prohibited. The rights and obligations of Sponsors under this Contract will inure to the benefit of and will be binding upon the successors and assigns of Sponsors. Contractor may not pledge, assign or transfer either this Contract or any of the payments or benefits under this Contract without the written consent of Sponsors.
- f. Severability. If a tribunal of competent jurisdiction determines that any provision of this Contract is void, illegal, or unenforceable, the other provisions will remain in full force and effect. Any provision determined to be void, illegal, or unenforceable will be limited so that this Contract will remain in effect to the fullest extent permissible by law.
- g. Breach. Any waiver of a breach of this Contract shall not be held to be a waiver of any other or subsequent breach of this Contract. All remedies afforded in this Contract shall be taken and construed as cumulative, that is, in addition to every other remedy provided herein or by law.
- h. Termination of Prior Agreements. This Contract cancels and terminates, as of its effective date, all prior agreements between the parties relating to the services covered by this Contract, whether written or oral or partly written and partly oral.
- i. Third Party Beneficiary. The enforcement of the terms and conditions of this Contract and all rights of action relating to such enforcement shall be strictly reserved to Sponsors and the Contractor, and nothing contained in this Contract shall give or allow any claim or right of action whatsoever by any other or third person. It is the express intent of the parties to this Contract that any person receiving services or benefits under this Contract shall be deemed an incidental beneficiary only.
- j. Notices. All notices shall be in writing. Notices will be deemed to have been duly given if delivered personally or if mailed via certified mail (return receipt requested

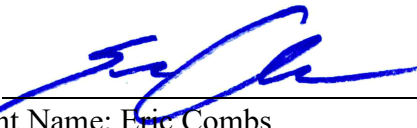
and postage prepaid) and confirmed by such certified mail receipt, given by facsimile or e-mail confirmed by receipt, or sent by courier confirmed by receipt, addressed to the party at the address set forth below or at such other address as either party may designate to the other in accordance with this Section. Notices shall be deemed to be given on the date of receipt, except that if delivery is refused, notice shall be deemed given on the fifth (5<sup>th</sup>) day after it is sent.

- k. Counterparts. The parties may execute this Contract in any number of counterparts, each of which will be deemed an original.
- l. Statutory Requirements. This Contract is subject to all statutory requirements that are or may become applicable to counties, municipalities, or political subdivisions of the State of Colorado generally. Without limiting the scope of this provision, the Contract is specifically subject to the following statutory requirement:

Contract payments may be withheld pursuant to C.R.S. § 38-26-107 if the Sponsors receive a verified statement that the Contractor has not paid amounts due to any person who has supplied labor or materials for the project.

- m. Entire Agreement. All exhibits to this Contract and provisions set forth in Sponsors Request for Proposal and Contractor's responses to Sponsors Request for Proposal, if any, together with any alterations and/or modifications, are incorporated as part of this Contract and such represent the entire agreement between Sponsors and Contractor with respect to the transactions contemplated by this Contract and supersede all previous negotiations, commitments, letters of intent and other writings.
- n. Priority of Provisions. In the event that any terms of this Contract and any Exhibit, attachment, or other referenced document are inconsistent, the following order of priority shall control:
  - 1<sup>st</sup>: This Contract unless otherwise provided for in a subsequent agreement
  - 2<sup>nd</sup>: Request for Proposal (if applicable)
  - 3<sup>rd</sup>: Insurance Requirements
  - 4<sup>th</sup>: Exhibit A - Scope of Services and details of Contractor's Fees
  - 5<sup>th</sup>: Response to Request for Proposal (if applicable)
- o. Controlling Law and Jurisdiction. The interpretation and performance of this Contract shall be construed under the laws of Colorado, without regard to choice of law principles. In the event of litigation, jurisdiction and venue shall be in the Chaffee County District Court.

**Contractor: D2C Architects, Inc.**

By:   
Print Name: Eric Combs  
Title: Vice President

Federal ID #: 46-1556207

Notice Address:  
1212 S Broadway  
Suite 250  
Denver, CO 80210

Fax: \_\_\_\_\_

**Sponsors**

**Chaffee County**

By: \_\_\_\_\_  
Greg Felt, Chairman, Board of Commissioners  
of Chaffee County

Notice Address:  
Attention: County Attorney  
P.O. Box 669  
Salida, CO 81201

Fax: 719.539.7442

**City of Salida**

By: \_\_\_\_\_  
Dan Shore, Mayor

Notice Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**(If this Contract is executed on behalf of a corporation, it must be signed by an agent duly authorized by the corporation to execute such Contract, and if specified by the corporate bylaws, the corporate seal must be affixed to the Contract by the Secretary of the corporation or other authorized keeper of the corporate seal.)**



## CITY COUNCIL ACTION FORM

Department Finance	Presented by Aimee Tihonovich - Finance Director	Date August 2, 2022
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ITEM

Approval of new policy for addressing “out of budget cycle” Community Grant requests.

BACKGROUND

From time to time, an emergent need in the community arises that the City is asked to help fund. Ideally, funding decisions should be made during the Q3/Q4 budget development cycle so requests can be anticipated within the “bigger picture” of all funding needs, in alignment with the annual Community Grants grant cycle.

However, occasionally it makes sense to consider requests “out of cycle”. This policy, proposed and written by City Treasurer Merrell Bergin, defines a fair and credible process that complements the established annual budget process while maintaining community credibility with the annual Community Grants program.

The policy applies to all, out-of-budget cycle requests to fund nonprofit groups, beyond the annual Community Grant process. It has been reviewed by the Finance Committee, which has recommended that it be brought before Council for adoption. The policy will also be shared with grant administrators at the Chaffee County Community Foundation (CCCF) and is meant to improve responsiveness and service to the community for timely handling of emergent needs.

FISCAL NOTE

There is no direct fiscal impact.

### STAFF RECOMMENDATION

Staff recommends that the City Council adopt this policy.

### SUGGESTED MOTION

A City Councilperson should state, “I move to combine and approve the Consent Agenda”, followed by a second and roll call vote.

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# POLICY

## Out of Cycle Community Grant Requests

City of Salida, Colorado

Finance Director

719-530-2623



### ADOPTED DATE:

[Date]

## Out of Cycle Community Grant Requests

### Introduction:

Staff and Council are occasionally made aware of emergent, out-of-budget cycle requests from the General Fund for special, one-time, projects requested by nonprofit, direct service providers. The policy is an attempt to provide structure to what has been an informal process, allowing for flexibility and speed, while aligning with existing annual budget and community grant processes that have served the city for multiple years.

### Scope:

The annual budget process includes consideration for funding community grant requests with a lump sum amount, to be administered annually by the Chaffee County Community Foundation (CCCF). These grants are made on a competitive basis for merit and need, utilizing a scoring rubric and input from CCCF grant committee members, including at least one Council member. The recommended awards are then reviewed and approved by the full Council.

“Line item” set asides to nonprofits in the annual budget for the General Fund (apart from the competitive CCCF Community Grant process) are discouraged in order to maximize transparency, inclusiveness and fairness to all. Budget requests from a special purpose, designated/restricted fund (Conservation Trust Fund) for groups such as Salida Mountain Trails and SPOT are outside the scope of this General Fund policy and follow the normal annual budget process.

If the CCCF grant committee does not award all of the budgeted funds, Council may, at their discretion entertain requests from the community as brought to their attention by the City Administrator and approved by resolution, following the process below.

The policy applies to all, out-of-budget cycle requests to fund nonprofit groups, beyond the annual Community Grant process or any residual Community Grant funds described above

## Policy:

It is the policy of the City of Salida that requests for community grants will follow the periodic Community Grant application process, currently administered by the Chaffee County Community Foundation. That process was designed to align with the adopted annual City of Salida Budget for total funding amounts and timing of applications and awards.

To be fair to all nonprofit groups or residents and to avoid any appearance of favoritism or influence, out-of-cycle grant requests bypassing the Community Grants process are to be avoided if at all possible. This policy provides a timely way forward for unforeseen, emergent and worthy needs, while assuring consistency and transparency, with Council reviewing and approving each, just as they do the annual Community Grant cycle awards.

## Process and Procedures:

1. If an unforeseen, out of cycle grant need is made known to staff or Council, it will first be reviewed by the City Administrator or Assistant City Administrator and Finance Director for amount and justification. Proof of active Secretary of State entity filing/business license and nonprofit status must exist.
2. A high-level budget breakdown must accompany the grant request, showing amounts and potential payee(s).
3. Finance Director checks for any funds left from annual Community Grant award cycle or other appropriate budget source.
4. If funds available, advises City Administrator; staff prepares CAF for Council to consider and approve.
5. If insufficient funds, request is brought to Treasurer for Finance Committee discussion and recommendation.
6. Finance committee may recommend: a) that a Council Action Form (CAF) be drafted for Council consideration or b) that the request be sent back to the originator for further justification or c) that it be directed/deferred to the next Community Grant cycle.
7. Finance Committee recommendation is documented in meeting notes. In all cases, City Administrator or designee advise the requester of next steps/timing.
8. All Council-approved, unbudgeted community grant awards are added by the Finance Director to the "Budget Amendment Table" spreadsheet or other tracking device, showing year to date, unbudgeted awards and their source of funding (line item trade-off, contingency fund use, etc.)
9. Finance Committee reviews the spreadsheet for all unbudgeted expenses as part of their monthly consent agenda. Semi-annually (or more often as needed) the tracking tool is brought to City Council's attention as part of the Treasurer's Report.
10. Council-approved grants are then issued to the named grantee organization, upon receipt of their IRS Form W-9 and vendor setup. Disbursements to direct, 3<sup>rd</sup> party vendors are discouraged; however, with pre-approval from the Finance Director, a W-9 would be required for all such payees and backup documentation/invoices submitted.
11. CCCF Executive Director to be notified of any new, Council-approved grants.
12. Grantee to provide to CCCF any periodic or end of year grant report that CCCF would otherwise require of the Community Grant awardees, to aid in future grant making cycles.



**Exhibits:**

- A Council Action Form (CAF)
- B Budget Amendment Table

**References:**

*City of Salida Financial Policies*  
*Equity Lens Questions*

**Approvals:**

Date	Name	Signature
07/05/2021	Treasurer	/s/ Merrell Bergin
xx/xx/2021	Finance Director	/s/
xx/xx/2021	Mayor	/s/

**Revision History:**

Version	Date Revised	Reason for Change
00	07/05/2021	Draft
01	07/05/2022	Finance Director input incorporated
02	07/06/2022	Ass't. Fin. Director feedback incorporated
03	07/25/2022	Jane Templeton feedback incorporated



## CITY COUNCIL ACTION FORM

DEPARTMENT	PRESENTED BY	DATE
City Attorney	Nina P. Williams - City Attorney	August 2, 2022

### **ITEM**

Ordinance 2022-11: **AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF SALIDA, COLORADO SUBMITTING ORDINANCE No. 2022-06 TO A SPECIAL REFERENDUM ELECTION, AND CALLING A SPECIAL CITY ELECTION FOR NOVEMBER 8, 2022**

### **BACKGROUND**

#### Reconsideration of Ord 2022-06 (on July 19, 2022)

Following passage of Ordinance 2022-03, approving the development commonly known as the Salida Bottling Company (SBC) project, a referendum petition was timely filed with the City Clerk.

Pursuant to C.R.S. 31-11-105, and upon a determination of petition sufficiency (which occurred on Friday, July 8), the Council “promptly” reconsidered Ordinance 2022-06 at the regular July 19, 2022 City Council meeting, and voted to not repeal said Ordinance.

#### Adoption of ordinance referring Ord 2022-06 to voters

Because the Ordinance was not repealed, the Council must now refer the matter to City voters for their consideration at a regular or special election, to be held no sooner than 60 days after the referendum petitions are determined to be sufficient (Sept. 6, 2022) and by no later than 150 days after that date.

Ordinance 2022-11 accomplishes compliance with a number of requirements in the election law. Specifically, it:

- (a) refers the question of approval of Ordinance 2022-06 to voters, as required by the referendum statutes;
- (b) “calls” a special City election to be held in conjunction with the coordinated election to be conducted by the County Clerk on November 8, 2022, (the 123<sup>rd</sup> day after petition sufficiency), as required by the Municipal Election Code; and
- (c) sets a ballot title for the referendum, also as required in the referendum statutes.

The Council must “call” a special election for November 8, 2022 because that is not a regular municipal election date. Once passed on second reading, the City Clerk will transmit the City’s ballot content to the County Clerk under current statutory and IGA guidance.

### **FISCAL NOTE**

There are always some costs associated with participation in a coordinated election. These costs are affected by how many issues the City refers to the ballot in November.



## CITY COUNCIL ACTION FORM

DEPARTMENT	PRESENTED BY	DATE
City Attorney	Nina P. Williams - City Attorney	August 2, 2022

### **STAFF RECOMMENDATION**

The City Attorney recommends approval of Ordinance 2022-11: **AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF SALIDA, COLORADO SUBMITTING ORDINANCE No. 2022-06 TO A SPECIAL REFERENDUM ELECTION, AND CALLING A SPECIAL CITY ELECTION FOR NOVEMBER 8, 2022.**

### **SUGGESTED MOTION**

A City Council member should state, "I move to approve on second reading Ordinance 2022-11: **AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF SALIDA, COLORADO SUBMITTING ORDINANCE No. 2022-06 TO A SPECIAL REFERENDUM ELECTION, AND CALLING A SPECIAL CITY ELECTION FOR NOVEMBER 8, 2022**

**CITY OF SALIDA, COLORADO**  
**ORDINANCE NO. 11**  
**(Series of 2022)**

**AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF SALIDA,  
 COLORADO SUBMITTING ORDINANCE No. 2022-06 TO A SPECIAL  
 REFERENDUM ELECTION, AND CALLING A SPECIAL CITY ELECTION FOR  
 NOVEMBER 8, 2022**

**WHEREAS**, the City of Salida, Colorado (the “City”) is a statutory city, duly organized and existing under the laws of the State of Colorado;

**WHEREAS**, pursuant to C.R.S. § 31-11-105, a referendum petition protesting Ordinance No. 2022-06 was timely filed with the City clerk and a final determination of petition sufficiency has taken place;

**WHEREAS**, pursuant to said statute, at its regular meeting held on July 19, 2022, the Salida City Council reconsidered and chose not to repeal Ordinance No. 2022-06;

**WHEREAS**, pursuant to said statute the Council is required to submit Ordinance No. for approval to the voters of the City of Salida;

**WHEREAS**, pursuant to C.R.S. 31-11-111 Council is required to fix a ballot title for the referendum, endeavoring to accommodate the general understanding of a “yes” or “no” vote, as directed in subsection (3) of said statute:

**WHEREAS**, the foregoing obligations also require that the City call a special election in order to afford Salida voters the opportunity to vote on the Ordinance No. 2022-06 referendum,

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL FOR THE CITY OF SALIDA, COLORADO AS FOLLOWS:**

**Section 1.** Pursuant to C.R.S. 31-10-108, a special election of the City of Salida is called for Tuesday, November 8, 2022

**Section 2.** The following question shall be submitted to the registered electors of the City of Salida at the special City election to be held in conjunction with the coordinated general election to be held on Tuesday, November 8, 2022 and conducted by the County Clerk. The County Clerk shall cause a notice of election for the referendum question to be published as part of the coordinated general election publication in substantially the same form as set below and add the question to the City’s General Election Ballot:

**SHALL ORDINANCE No. 2022-06, CONCERNING THE SALIDA BOTTLING  
 COMPANY PROJECT, BE APPROVED?**

**Section 3.** If a majority of the votes cast on the ballot questions submitted at the general election to be held on Tuesday, November 8, 2022, are in favor such question, Ordinance No. 2022-06 shall take effect.

INTRODUCED ON FIRST READING on this 19th day of July, 2022, ADOPTED and ORDERED PUBLISHED IN FULL in a newspaper of general circulation by the City Council on this \_\_\_\_ day of \_\_\_\_\_, 2022, and set for second reading and public hearing on the \_\_\_\_ day of \_\_\_\_\_, 2022.

INTRODUCED ON SECOND READING FINALLY ADOPTED and ORDERED PUBLISHED BY TITLE ONLY, by the City Council on this \_\_\_\_ day of \_\_\_\_\_, 2022.

City of Salida

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Mayor Dan Shore

ATTEST:

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City Clerk/Deputy City Clerk



**CITY COUNCIL ACTION FORM**

Department Parks and Recreation	Presented by Diesel Post - Parks and Recreation Director	Date 8/2/22
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**ITEM**

Action to remove a PROST board member.

**BACKGROUND**

Whereas, ARTICLE XIV. - PARKS, RECREATION, OPEN SPACE AND TRAILS ADVISORY BOARD Sec. 2-14-20. sub section (d) states:

*Members of the Board may be removed by action of the City Council for malfeasance, for non-excused failure to attend three (3) consecutive meetings of the Board, or excessive absences deemed detrimental by a majority vote of the Board. To be considered excused, members must contact the Parks and Recreation Director at least twenty-four (24) hours in advance of the scheduled meeting. Excused absences for emergency or illness will be noted in the meeting minutes.*

...and a member of the PROST advisory board has been absent 9 of 22 meetings and received warning of pending removal upon further un-excused absences.

...and the member was un-excused and absent on 7/26/22.

The PROST board recommended on 7/26/22 to remove Daryl Huschka from the PROST advisory board.

**FISCAL NOTE**

N/A

**STAFF RECOMMENDATION**

As per PROST direction, staff recommends that Daryl Huschka be removed from the PROST Advisory Board.

**SUGGESTED MOTION**

A Council member should move to remove Daryl Huschka from the PROST advisory board and open that position to the community through the application process.

**CITY COUNCIL ACTION FORM**

Department Parks and Recreation	Presented by Diesel Post - Parks and Recreation Director	Date 8/2/22
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**ITEM**

Resolution 2022-37 – A resolution to allow overnight camping in Marvin Park on September 16 and 17, for the 2022 Salida 76 and Crest Crank events.

**BACKGROUND**

A part of the 2022 Salida 76 and Crest Crank event proposal included a request for overnight camping at Marvin Park. City of Salida Municipal code 11-6-20 prohibits overnight camping in City of Salida Parks. The code also states:

*Permission to camp by resolution, the City Council may grant an individual or group of individuals permission to camp within a City park. The resolution shall specify the group, park and days during which the camping is allowed.*

Resolution 2022-37 would allow for overnight camping for this event.

**FISCAL NOTE**

N/A

**STAFF RECOMMENDATION**

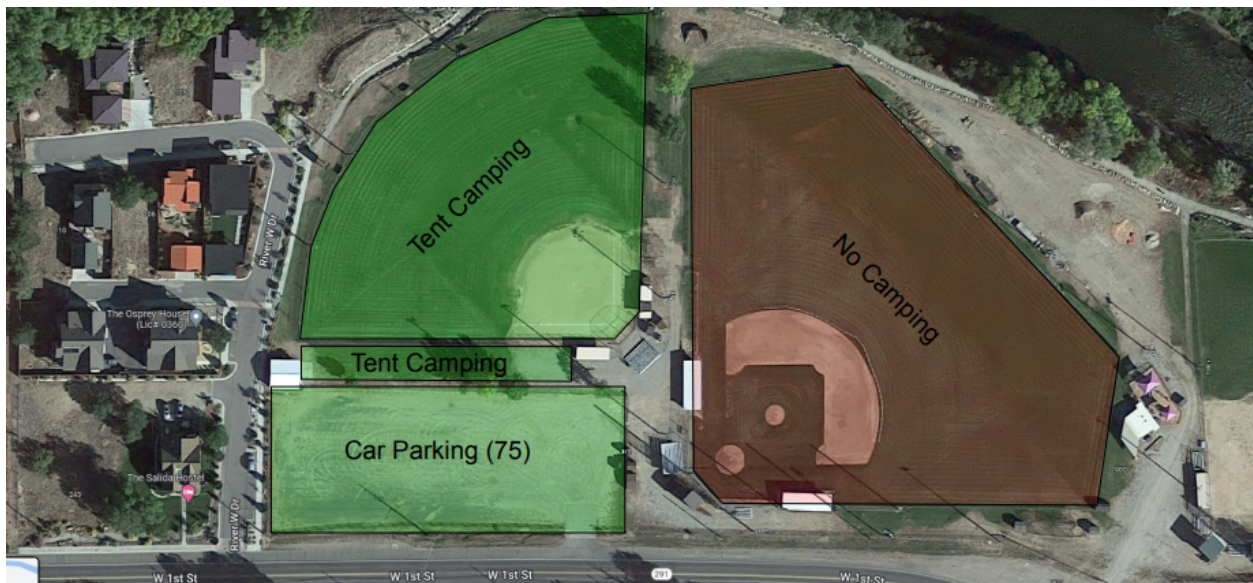
At the 7/21/22 Special events meeting, all department heads discussed and approved this event and therefore resolution.

**SUGGESTED MOTION**

A Council member should move to approve resolution 2022-37, to allow overnight camping in Marvin Park on September 16 and 17, 2022 for the 2022 Salida 76 and Crest Crank events.

## **Camping plan for Marvin Park**

SMT and Salida Parks and Recreation will provide a limited number of free camping reservations for Banana Belt and Salida76 participants at Marvin Park on the nights of Friday September 16th and Saturday September 17th. Availability will be limited to 75 vehicles due to parking capacity. Reservations will be taken via a Google form sent to even registrants. This form will specify that a “vehicle” must fit in a standard parking space. Riders who reserve a camping space will receive a parking pass in their event packet, with instructions to display it on their windshield while parked at Marvin Park. Specifically, parking will be limited to the lot next to the Salida Hostel (see map below). As for camping layout, we will follow the same format as Ride the Rockies, with instructions for campers to remain in a designated area of the ballfield (see map). To supplement the restrooms in the park, we will also reserve two portable toilets for Friday into Sunday. In addition to this camping opportunity, we will also promote on the event website, and in event communications, additional lodging options, [including the Chamber of Commerce's listing](#) of everything from hotels to camping.



## **Copy for Salida76.com**

### **Where to stay**

The Salida Chamber of Commerce has an extensive list of lodging options ranging from campgrounds to hotels. [Check it out here.](#)

Limited camping is available in Marvin Park, close to the start/finish. **These spaces are free, and must be reserved in advance.** For more info, and to book a space, [head here.](#)

### **Camping nearby? Please leave no trace.**

Salida is surrounded by vast public lands that offer bountiful opportunities for dispersed camping. If you choose to camp, please follow [Leave No Trace principles](#) to protect our land, water and wildlife.

**CITY OF SALIDA, COLORADO  
RESOLUTION NO. 37  
(Series 2022)**

**A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF SALIDA, COLORADO  
TO ALLOW OVERNIGHT CAMPING IN MARVIN PARK ON SEPTEMBER 16 & 17  
FOR THE 2022 SALIDA 76 AND CREST CRANK EVENT.**

**WHEREAS**, City of Salida Municipal Code 11-6-20 prohibits overnight camping in city parks; and

**WHEREAS**, the City of Salida desires to collaboratively work with Team Evergreen and the Alliance to hold an event on September 17, 2022; and

**WHEREAS**, the City of Salida Municipal Code 11-6-20 section “b” states: *Permission to camp by resolution, the City Council may grant an individual or group of individuals permission to camp within a City park. The resolution shall specify the group, park and days during which the camping is allowed.*

**WHEREAS**, event applications, assurances, and paperwork are in order.

**WHEREAS**, the event application materials have been reviewed by City staff and presented to City Council on 8/2/22.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council for the City of Salida that:

Section 1. The participants in the Salida 76 and Crest Crank event on Sep 17, 2022 are allowed to overnight camp in the outfield at Marvin Park on Sept 16 and Sept 17, 2022.

**RESOLVED, APPROVED, AND ADOPTED on this 2ND day of August 2022.**

CITY OF SALIDA, COLORADO

\_\_\_\_\_  
Mayor Dan Shore

(SEAL)

ATTEST:

\_\_\_\_\_  
City Clerk





## CITY COUNCIL ACTION FORM

DEPARTMENT	PRESENTED BY	DATE
City Clerk	Erin Kelley - City Clerk	August 2, 2022

### **ITEM**

**Resolution 2022-38** - APPROVING A COORDINATED MAIL BALLOT ELECTION AND ADOPTING THE UNIFORM ELECTION CODE.

### **BACKGROUND**

The Chaffee County Clerk and Recorder, Lori Mitchell, will conduct a mail ballot election for the November 8, 2022 election.

This resolution will approve the Intergovernmental Agreement with the County, including our participation in the mail ballot election and adoption of the Uniform Election Code. The signed IGA must be returned to the County Clerk by August 30, 2022.

The IGA requests that the City designate its Designated Election Official ("DEO"); the DEO shall act as the primary contact between the City and the Chaffee County Clerk and Recorder. Staff recommends designating City Clerk, Erin Kelley, to serve as the DEO for the City of Salida.

### **FISCAL NOTE**

The estimated cost for coordinating the election is \$10,000 to \$12,000.

### **SUGGESTED MOTION**

A Council person should move, "to approve Resolution 2022-38 Approving a Coordinated Mail Ballot Election and Adopting the Uniform Election Code", followed by a second, and a roll call vote.

**CITY OF SALIDA, COLORADO**  
**RESOLUTION NO. 38**  
**(Series of 2022)**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SALIDA, COLORADO  
 APPROVING A COORDINATED MAIL BALLOT ELECTION AND ADOPTING THE  
 UNIFORM ELECTION CODE**

WHEREAS, the City of Salida is subject to the Colorado Municipal Election Code, Article 10 of Title 31, C.R.S. but may choose to conduct elections pursuant to the Uniform Election Code, Article 1 of Title 1, C.R.S.; and

WHEREAS, it is the desire of the City Council of the City of Salida to conduct the November 8, 2022 special municipal election as a coordinated mail ballot election with the County of Chaffee, Colorado and to adopt the provisions of the Uniform Election Code to govern the conduct of such election.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SALIDA, COLORADO, THAT:

1. The Salida City Council incorporates the foregoing recitals as its conclusions, facts, determinations, and findings.
2. The City Council hereby authorizes City staff to conduct a special municipal election on November 8, 2022 as a coordinated mail ballot election with the County of Chaffee, Colorado.
3. The City Council hereby appoints the City Clerk to serve as Designated Election Official.
4. For the purpose of the municipal election of November 8, 2022, the City hereby adopts the Uniform Election Code, Article 1 of Title 1, C.R.S.
5. The City Council hereby approves an Intergovernmental Agreement with the County of Chaffee regarding the conduct of the 2022 coordinated mail ballot election.

**RESOLVED, APPROVED and ACCEPTED** 2<sup>nd</sup> day of August, 2022

\_\_\_\_\_  
 Dan Shore, Mayor

[SEAL]

ATTEST:

\_\_\_\_\_  
 City Clerk/Deputy City Clerk



448 E First Street, Suite 112  
Salida, CO 81201  
719-539-4555

July 21, 2022

Lori Mitchell  
Chaffee County Clerk and Recorder  
PO Box 699  
Salida, CO 81201

Re: Coordinated/Mail Ballot Election

Dear Chaffee County Clerk and Recorder Mitchell:

Please accept this letter as formal notice that the City of Salida wishes to participate in the November 8, 2022 Coordinated Election.

Our ballot items will include a property conveyance, referendum petition and possibly tax questions.

I understand that you will be sending an Inter-Governmental Agreement regarding the conduct of elections, which needs to be signed and returned to you.

I look forward to working with you in the upcoming election. If you need more information or have questions, please feel free to call me at 719-530-2630

Sincerely,

*Erin Kelley*

Erin Kelley  
City Clerk  
City of Salida



## CITY COUNCIL ACTION FORM

DEPARTMENT	PRESENTED BY	DATE
Planning	Kathryn Dunleavy - Planner	August 2, 2022

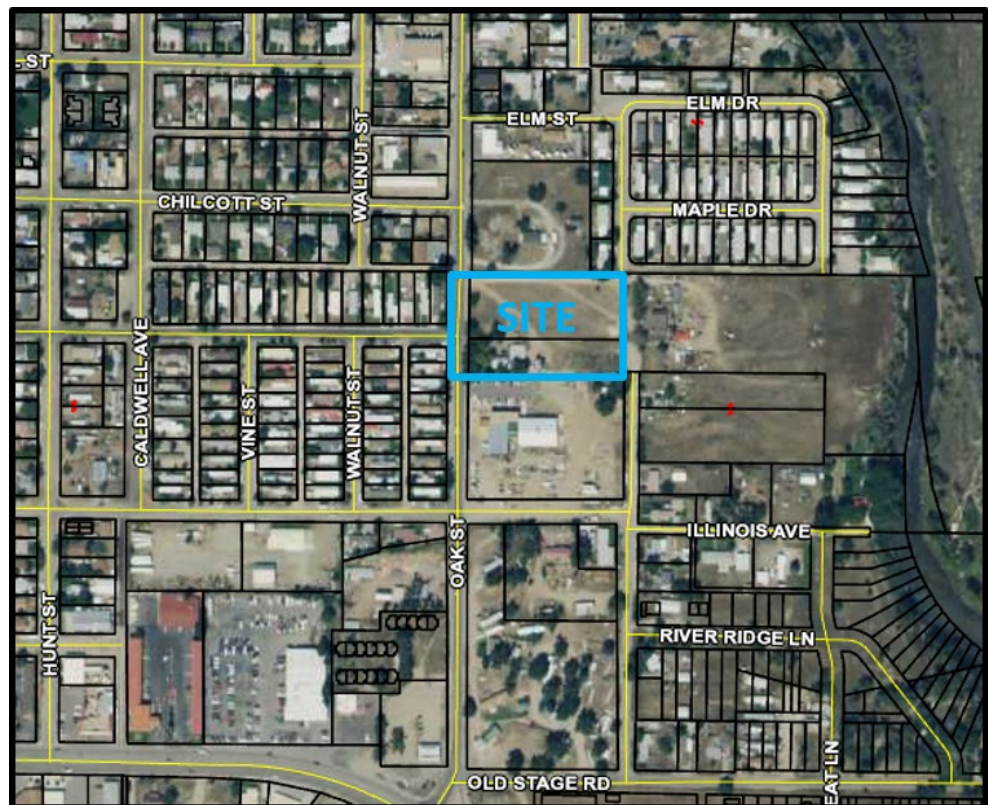
### ITEM

Ordinance 2022-12, Salida Fire Station Annexation First Reading, an ordinance of the Salida City Council approving the annexation of 2.94 acres of land to the City of Salida.

### BACKGROUND

The site is located at 611 Oak Street and is municipally owned. The site was purchased by the City in 2021 with the intention of building a new fire station.

When annexing a property, the City must follow State statutes for contiguity and procedural requirements. Per CRS 31-12-106(3), the steps for annexing municipally-owned property are different than the steps for annexing non-municipally owned property. The requirements include:



- 1/6th of the perimeter of a proposed annexation must be contiguous with the City of Salida;
- The Planning Commission holds a public hearing to review the annexation and recommend the zoning designation of the property;
- City Council holds a public hearing to review and possibly approve the annexation ordinance;
- Council adopts a resolution stating the proposed findings on the annexation;
- City Council holds a public hearing to review and possibly approve the zoning ordinance.



## CITY COUNCIL ACTION FORM

DEPARTMENT	PRESENTED BY	DATE
Planning	Kathryn Dunleavy - Planner	August 2, 2022

The timeline for the related requests to the annexation are as follows:

Proposed Action	Planning Commission Recommendation	City Council First Reading	City Council Final Action
Annexation Ordinance 2022-12	07/25/2022	08/02/2022	08/16/2022
Findings of Fact Resolution 2022-36			08/16/2022
Zoning Ordinance 2022-13	07/25/2022	08/02/2022	08/16/2022

### RESPONSE FROM REFERRAL DEPARTMENTS AND AGENCIES:

- Chaffee County Development Services: Planning Manager Jon Roorda responded “Chaffee County has no objection, or comments regarding this annexation.”
- Salida Public Works Department: Public Works Director David Lady has been and will continue working with the site architect and engineer, the School District, and CDOT to ensure appropriate services and access are provided and incorporated into streetscape improvements for SH-291 (Oak Street)
- Salida School District: The City of Salida and Salida School District met on July 15th to discuss the proposals for the Fire Station and for Crest Academy located directly south of the proposed fire station. Several topics including future land uses, access, utilities, and an emphasis on pedestrian and bicyclist safety were discussed. Discussions will continue as will coordination of the respective development proposals. The school district anticipates applying for annexation and zoning of 627 Oak Street later this year.
- Colorado Department of Transportation: Access Management Unit Program Administrator, Dan Roussin, responded “Thank you for the opportunity to review the Zoning and Annexation of 611 Oak Street (State Highway 291). CDOT is in support of a possible new fire station location. This property will need a new access permit when the fire station becomes available. Please work with CDOT to ensure all the access needs are met for the Town's Fire Station.”
- Salida Police Department: Police Chief, Russ Johnson responded “No issues from PD”.

### PLANNING COMMISSION RECOMMENDATION

A public hearing with the Planning Commission was held July 25, 2022 and the Commission recommended Council approve the proposed Salida Fire Station Annexation.





## CITY COUNCIL ACTION FORM

DEPARTMENT	PRESENTED BY	DATE
Planning	Kathryn Dunleavy - Planner	August 2, 2022

### **STAFF RECOMMENDATION**

Staff recommends approval of the proposed annexation.

### **SUGGESTED MOTION**

A council person should make the motion to “approve Ordinance 2022-12 on first reading and set the second reading and public hearing for August 16, 2022.”

#### Attachments:

Ordinance 2022-12

Salida Fire Station Annexation Plat

Draft Planning Commission Minutes

**CITY OF SALIDA, COLORADO  
ORDINANCE NO. 12  
SERIES OF 2022**

**AN ORDINANCE OF THE CITY OF SALIDA, COLORADO ANNEXING TO THE CITY OF SALIDA A CERTAIN TRACT OF LAND IN UNINCORPORATED CHAFFEE COUNTY KNOWN AS SALIDA FIRE STATION ANNEXATION**

**WHEREAS**, on July 6, 2022, the City of Salida filed a General Development Application (the “Petition”) to commence proceedings to annex to the City of Salida (the “City”) a certain unincorporated tract of land owned by the City comprised of 2.94 acres located at 611 Oak Street in the County of Chaffee, State of Colorado (the “Property”), and being more particularly described on Exhibit A, attached hereto and incorporated herein by reference; and

**WHEREAS**, pursuant to §31-12-106(3), because the Property is unincorporated municipally owned land, the City Council may by ordinance annex said area to the City, without the notice and hearing as provided in sections 31-12-108 and 31-12-109, and said annexing ordinance must state that the area proposed to be annexed is owned by the annexing municipality and is not solely a public street or right-of-way; and

**WHEREAS**, the Property proposed to be annexed is owned by the City of Salida and is not solely a public street or right-of-way; and

**WHEREAS**, the City Council on August 16, 2022 held a duly-noticed public hearing to consider the proposed annexation; and

**WHEREAS**, C.R.S. §31-12-105(1)(e) provides that prior to the completion of any annexation within a three-mile area, the municipality shall have in place a plan for that area, which generally describes the proposed location, character, and extent of streets, subways, bridges, waterways, waterfronts, parkways, playgrounds, squares, parks, aviation fields, other public ways, grounds, open spaces, public utilities and terminals for water, light, sanitation, transportation and power to be provided by the municipality and the proposed land uses for the area; and

**WHEREAS**, the City currently has in place a Comprehensive Plan and other long-range planning documents which constitute the City's annexation plan.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALIDA, COLORADO, THAT:**

1. The City incorporates the foregoing recitals as findings and determinations by the City Council.
2. The City approves the annexation of the Property, described on Exhibit A, attached hereto, and such real property is hereby annexed to and made a part of the City of Salida.

3. Within ten (10) days after final publication of this Ordinance, the City Clerk of the City of Salida, Colorado, on behalf of the City shall:

- A. File one (1) copy of the Annexation Plat and the original of this Annexation Ordinance in the office of the City Clerk of the City of Salida, Colorado;
- B. File for recording three (3) certified copies of this Annexation Ordinance and three (3) copies of the Annexation Plat, containing a legal description of the annexation parcel, with the County Clerk and Recorder of Chaffee County, Colorado, with directions to the Chaffee County Clerk and Recorder to file one certified copy of this Annexation Ordinance and one copy of the Annexation Map with the Division of Local Government of the Department of Local Affairs of the State of Colorado and one certified copy of this Annexation Ordinance and one copy of the Annexation Map with the Colorado Department of Revenue; and
- C. File one certified copy of this Annexation Ordinance and one copy of the Annexation Map in the office of the County Assessor of Chaffee County, Colorado.

INTRODUCED ON FIRST READING, on August 2, 2022, ADOPTED and set for second reading and public hearing on the 16<sup>th</sup> day of August, 2022.

CITY OF SALIDA, COLORADO

\_\_\_\_\_  
Dan Shore, Mayor

[SEAL]

ATTEST:

\_\_\_\_\_  
City Clerk/Deputy Clerk

PUBLISHED IN FULL in the Mountain Mail after First Reading on the \_\_\_\_ day of \_\_\_\_\_, 2022, and BY TITLE ONLY, after final adoption on the \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
City Clerk/Deputy City Clerk

**EXHIBIT A**  
**Legal Description of the Property**

A TRACT OF LAND LOCATED WITHIN THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 4, TOWNSHIP 49 NORTH, RANGE 9 EAST OF THE NEW MEXICO PRINCIPAL MERIDIAN, CHAFFEE COUNTY, COLORADO, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE CENTER-WEST 1/16<sup>TH</sup> CORNER, SAID POINT BEING THE NORTHEAST CORNER OF THE PROPERTY DESCRIBED AT RECEPTION NO. 477122, BEING MARKED BY A 1 ½" ALUMINUM CAP STAMPED LS 16117, FROM WHENCE THE CENTER QUARTER CORNER OF SAID SECTION 4, BEING MARKED BY A 2 ½" ALUMINUM CAP STAMPED LS 16117, BEARS SOUTH 89°21'21" EAST, A DISTANCE OF 1262.48 FEET;

THENCE NORTH 89°30'29" WEST, A DISTANCE OF 406.23 TO THE NORTHWEST CORNER OF SAID PROPERTY DESCRIBED AT RECEPTION NO. 477122 AND THE EAST RIGHT OF WAY OF COLORADO HIGHWAY NO. 291 (OAK STREET) AS MONUMENTED;

THENCE NORTH 88°57'47" WEST, A DISTANCE OF 60.56 FEET TO THE WEST RIGHT OF WAY OF SAID HIGHWAY NO. 291, AS MONUMENTED;

THENCE SOUTH 00°16'23" WEST, ALONG SAID WEST RIGHT OF WAY, A DISTANCE OF 274.23 FEET;

THENCE SOUTH 89°21'33" EAST, A DISTANCE OF 59.06 FEET TO SAID EAST RIGHT OF WAY AS MONUMENTED AND THE SOUTHWEST CORNER OF THE PROPERTY DESCRIBED AT RECEPTION NO. 476596;

THENCE SOUTH 89°21'33" EAST, A DISTANCE OF 407.50 FEET TO THE SOUTHEAST CORNER OF SAID PROPERTY DESCRIBED AT RECEPTION NO. 476596;

THENCE NORTH 00°19'13" EAST, ALONG THE EAST LINE OF SAID PROPERTIES DESCRIBED AT RECEPTION NOS. 476596 AND 477122, A DISTANCE OF 274.86 FEET TO THE POINT OF BEGINNING.

CONTAINING 2.94 ACRES

Also known by the following addresses:

611 Oak Street, Salida, CO 81201

And assessor's schedule or parcel number: 380704300005 & 380704300169



## GENERAL DEVELOPMENT APPLICATION

Item 16.

448 East First Street, Suite 112

Salida, CO 81201

Phone: 719-530-2626 Fax: 719-539-5271

Email: [planning@cityofsalida.com](mailto:planning@cityofsalida.com)

### 1. TYPE OF APPLICATION (Check-off as appropriate)

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Annexation           | <input type="checkbox"/> Administrative Review:<br>(Type) _____                  |
| <input type="checkbox"/> Pre-Annexation Agreement        |  |
| <input type="checkbox"/> Variance                        | <input type="checkbox"/> Limited Impact Review:<br>(Type) _____                  |
| <input type="checkbox"/> Appeal Application              |  |
| <input type="checkbox"/> Certificate of Approval         | <input checked="" type="checkbox"/> Major Impact Review:<br>(Type) <u>Zoning</u> |
| <input type="checkbox"/> Creative Sign Permit            |  |
| <input type="checkbox"/> Historic Landmark/District      | <input type="checkbox"/> Other: _____  |
| <input type="checkbox"/> License to Encroach             |  |
| <input type="checkbox"/> Text Amendment to Land Use Code |  |
| <input type="checkbox"/> Watershed Protection Permit     |  |
| <input type="checkbox"/> Conditional Use                 |  |

### 2. GENERAL DATA (To be completed by the applicant)

#### A. Applicant Information

Name of Applicant: City of Salida

Mailing Address: 448 E. 1st Street Suite 112

Telephone Number: \_\_\_\_\_ FAX: \_\_\_\_\_

Email Address: \_\_\_\_\_

Power of Attorney/ Authorized Representative: Nina Williams  
(Provide a letter authorizing agent to represent you, include representative's name, street and mailing address, telephone number, and FAX)

#### B. Site Data

Name of Development: Oak Street Fire Station

Street Address: 611 Oak Street

Legal Description: Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_ (attach description)

Disclosure of Ownership: List all owners' names, mortgages, liens, easements, judgments, contracts and agreements that run with the land. (May be in the form of a current certificate from a title insurance company, deed, ownership and encumbrance report, attorney's opinion, or other documentation acceptable to the City Attorney)

I certify that I have read the application form and that the information and exhibits herewith submitted are true and correct to the best of my knowledge.

Signature of applicant/agent: \_\_\_\_\_ Date: 07/06/2022

Signature of property owner: \_\_\_\_\_ Date: \_\_\_\_\_



**TO THE CITY COUNCIL OF THE CITY OF SALIDA, COLORADO, GREETINGS:**

The undersigned hereby petition(s) the City of Salida to annex to the City of Salida the territory shown on the map(s) attached hereto and described on the attachment hereto:

This Petition is signed by the landowners qualified to sign. It is intended that this Petition be a one hundred percent (100%) petition for annexation as described in C. R. S. 1973, Section 31-12-107(l)(g), (as amended).

In support of this petition, the undersigned state(s) and allege(s) as follows, to wit:

1. That it is desirable and necessary that the above-described territory be annexed to the City of Salida.
2. That petitioners are landowners of one hundred percent (100%) of the territory, excluding streets and alleys, herein proposed for annexation to the City of Salida.
3. That no less than one-sixth of the aggregate external boundaries of the above-described territory hereby petitioned to the City of Salida is contiguous to the City limits of the City of Salida.
4. Accompanying this petition are two mylars and twenty copies of the annexation map.
5. That a community of interest exists between the above-described territory and the City of Salida, and that the same is urban, or will be urbanized in the near future, and further that the said territory is integrated or is capable of being integrated in the City of Salida.
6. That the above-described territory does not include any area which is the same or substantially the same area in which an election for an annexation to the City of Salida, was held within the twelve months preceding the filing of this petition.
7. That the above-described territory does not include any area included in another annexation proceeding involving city other than the City of Salida.
8. That the above-described territory is not presently a part of any incorporated city, city and county, or town.
9. That the above area described will (not) result in the detachment of the area from any school district and the attachment of the same to another school district.

**"INSERT A"**

(Description of territory proposed for annexation)

**LEGAL DESCRIPTION  
OF A TRACT OF LAND**

A TRACT OF LAND LOCATED WITHIN THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 4, TOWNSHIP 49 NORTH, RANGE 9 EAST OF THE NEW MEXICO PRINCIPAL MERIDIAN, CHAFFEE COUNTY, COLORADO, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

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CONTAINING 2.94 ACRES

# ANNEXATION PETITION

This Section must be filled out if there are multiple properties/property owners petitioning annexation.

[illegible]

## CITY OF SALIDA REVIEW STANDARDS FOR ANNEXATION

**A. General Purposes. It shall be the general purposes of the City in respect to annexation:**

1. **Consider Costs and Benefits.** To annex contiguous lands for positive reasons, equitable to the City and not as a matter of right to a petitioner or petitioners. In consideration of any annexation the short-term and long-term costs and benefits to the area proposed to be annexed and the short-term and long-term costs and benefits to the City shall be weighed.

*It will be beneficial to the City of Salida to have a new location for the Salida Fire Station and to have it located within the City boundary.*

2. **Agreements.** Simultaneous with any ordinance approving the annexation of property into the city boundaries, the owner of the annexed property shall, if requested, enter an annexation agreement upon terms and conditions approved by the City Council, which annexation agreement shall detail a number issues, including but not limited to the subjects described below:

- a. To require, as a condition of annexation of vacant lands, the dedication of lands for public sites within the land area of the territory being annexed. The location of the lands to be dedicated shall be designated by the City after conferring with any other public agency which might have an interest in such sites.

*The City is the Annexor and no need for an Annexation Agreement has been identified. This is a public site and therefore no dedication for other public purposes is necessary.*

3. **Providing Public Facilities and Services.** Ensuring that adequate water supply, sewage disposal, storm drainage, solid waste disposal, electrical, road, park/recreation and trail and public safety facilities and services are provided. The annexor shall be required to provide evidence of the financial capability of the annexor to complete public and other improvements, including adequate guaranties and security.

*The City is the Annexor and will provide adequate public facilities as needed.*

4. **Provide for Orderly Development of the City.** To provide for the efficient, well-ordered and safe development of the City of Salida and to accommodate a variety of desirable residential, commercial, industrial and public land uses in an appropriate, efficient and attractive development pattern.

*This annexation is for a public land use and is part of a County enclave encapsulated by properties within the City of Salida.*

5. **Implement Comprehensive Plan.** To consider land for annexation that conforms with the purposes of the Comprehensive Plan. The annexor shall include a development plan for the property, which at a minimum shall demonstrate that the proposed development of the property is in general conformance with the Comprehensive Plan.

*Providing core services such as fire protection is a principle of the Comprehensive Plan.*

**6. Housing for the Community.**

To promote the construction of housing that is affordable to the community's workforce; retain opportunities for people that work in the City to also live in the City; maintain a balanced community that provides housing for people of all income levels; and ensure that housing options continue to be available for very low-income, low-income, moderate, middle-income residents, special needs populations, and a significant proportion of those who work or live in the City. All subsequent development at this property is required to include at least twelve and one-half (12.5) percent of the total number of residential dwelling units as affordable dwelling units, subject to the standards of Section 16-13-20 and other requirements of Article XIII – Inclusionary Housing of the Salida Municipal Code.

*The proposal for C-1 Zoning allows for a variety of residential uses should it be determined in the best interest of the City and Fire Department to provide a workforce housing arrangement on this site.*





## LIMITED IMPACT & MAJOR IMPACT SUBMITTAL REQUIREMENTS

448 East First Street, Suite 112  
Salida, CO 81201  
Phone: 719-530-2626 Fax: 719-539-5271  
Email: [planning@cityofsalida.com](mailto:planning@cityofsalida.com)

*An application is meant to highlight the requirements and procedures of the Land Use Code. With any development application, it is the responsibility of the applicant to read, understand, and follow all of the provisions of the Land Use Code.*

### 1. PROCEDURE (Section 16-3-80)

**A. Development Process** (City Code Section 16-3-50) Any application for approval of a development permit shall include a written list of information which shall constitute the applicant's development plan, which shall be that information necessary to determine whether the proposed development complies with this Code. The development plan shall include the following, as further specified for each level of review on the pre-application checklist:

1. Pre-Application Conference (Limited Impact and Major Impact Review Applications)
2. Submit Application
3. Staff Review. Staff report or decision forwarded to the applicant (Administrative review)
4. Public Notice
5. Public Hearing with Planning Commission (Limited Impact and Major Impact Review Applications)
6. Public Notice
7. Hearing Conducted by City Council (Major Impact Review)

### ☒ **B. Application Contents** (City Code Section (16-3-50))

- ☒ 1. General Development Application;
- ☒ 2. A copy of a current survey or the duly approved and recorded subdivision plat covering the subject lots where the proposal is for development on previously subdivided or platted lots;
- ☒ 3. A brief written description of the proposed development signed by the applicant;
- ☐ 4. Special Fee and Cost Reimbursement Agreement completed. *\*major impact only*
- ☒ 5. Public Notice.
  - a) List. A list shall be submitted by the applicant to the city of adjoining property owners' names and addresses. A property owner is considered adjoining if it is within 175 feet of the subject property regardless of public ways. The list shall be created using the current Chaffee County tax records.
  - b) Postage Paid Envelopes. Each name on the list shall be written on a postage-paid envelope. Postage is required for up to one ounce. Return Address shall be: City of Salida, 448 E. First Street, Suite 112, Salida, CO 81201.
  - c) Applicant is responsible for posting the property and submittal of proof of posting the public notice.

- ☐ 6. Developments involving construction shall provide the following information:
- (i) A development plan map, at a scale of one (1) inch equals fifty (50) feet or larger with title, date, north arrow and scale on a minimum sheet size of eight and one-half (8½) inches by eleven (11) inches, which depicts the area within the boundaries of the subject lot, including:
    - a. The locations of existing and proposed land uses, the number of dwelling units and the square footage of building space devoted to each use;
    - b. The location and dimensions, including building heights, of all existing and proposed Buildings or structures and setbacks from lot lines or building envelopes where exact dimensions are not available;
    - c. Parking spaces;
    - d. Utility distribution systems, utility lines, and utility easements;
    - e. Drainage improvements and drainage easements;
    - f. Roads, alleys, curbs, curb cuts and other access improvements;
    - g. Any other improvements;
    - h. Any proposed reservations or dedications of public right-of-way, easements or other public lands, and
    - i. Existing topography and any proposed changes in topography, using five-foot contour intervals or ten-foot contour intervals in rugged topography.
  - (ii) 24" x 36" paper prints certified by a licensed engineer and drawn to meet City specifications to depict the following:
    - a. Utility plans for water, sanitary sewer, storm sewer, electric, gas and telephone lines;
    - b. Plans and profiles for sanitary and storm sewers; and
    - c. Profiles for municipal water lines; and
    - d. Street plans and profiles.
  - (iii) Developments in the major impact review procedure shall provide a development plan map on paper prints of twenty-four (24) inches by thirty-six (36) inches, with north arrow and scale, and with title and date in lower right corner, at a scale of one (1) inch equals fifty (50) feet or larger which depicts the area within the boundaries of the subject lots and including those items in Section 16-3-40(a)(3).

- ☒ 7. Any request for zoning action, including review criteria for a requested conditional use (Sec. 16-4-190 ) or zoning variance (Sec. 16-4-180);

- ☐ 8. Any subdivision request including a plat meeting the requirements of Section 16-6-110;
- ☐ 9. Any other information which the Administrator determines is necessary to determine whether the proposed development complies with this Code, including but not limited to the following:

(i) A tabular summary of the development proposal, which identifies the total proposed development area in acres, with a breakdown of the percentages and amounts devoted to specific land uses; total number and type of proposed residential units; total number of square feet of proposed nonresidential space; number of proposed lots; and sufficient information to demonstrate that the plat conforms with all applicable dimensional standards and off-street parking requirements.

(ii) A description of those soil characteristics of the site which would have a significant influence on the proposed use of the land, with supporting soil maps, soil logs and classifications sufficient to enable evaluation of soil suitability for development purposes. Data furnished by the USDA Natural Resource Conservation Service or a licensed engineer shall be used. The data shall include the shrink/swell potential of the soils, the groundwater levels and the resulting foundation requirements. Additional data may be required by the City if deemed to be warranted due to unusual site conditions.

(iii) A report on the geologic characteristics of the area, including any potential natural or man-made hazards which would have a significant influence on the proposed use of the land, including but not limited to hazards from steep or unstable slopes, rockfall, faults, ground subsidence or radiation, a determination of what effect such factors would have, and proposed corrective or protective measures.

(iv) Engineering specifications for any improvements.

(v) A plan for erosion and sediment control, stabilization and revegetation.

(vi) A traffic analysis prepared by a qualified expert, including projections of traffic volumes to be generated by the development and traffic flow patterns, to determine the impacts of a proposed development on surrounding City streets and to evaluate the need for road improvements to be made.

(vii) A storm drainage analysis consisting of the following:

(a) A layout map (which may be combined with the topographic map) showing the method of moving storm sewer water through the subdivision shall be provided. The map shall also show runoff concentrations in acres of drainage area on each street entering each intersection. Flow arrows shall clearly show the complete runoff flow pattern at each intersection. The location, size and grades of culverts, drain inlets and storm drainage sewers shall be shown, as applicable.

(b) The applicant shall demonstrate the adequacy of drainage outlets by plan, cross-section and/or notes and explain how diverted stormwater will be handled after it leaves the subdivision. Details for ditches and culverts shall be submitted, as applicable.

(c) The projected quantity of stormwater entering the subdivision naturally from areas outside of subdivision and the quantities of flow at each pickup point shall be calculated.

(viii) Evidence of adequate water supply and sanitary sewer service - Data addressing the population planned to occupy the proposed subdivision and future development phases and other developments that may need to be served by extensions of the proposed water supply and sewage disposal systems. The resulting domestic, irrigation and fire flow demands shall be expressed in terms of gallons of

water needed on an average day and at peak time, and the resulting amounts of sewage to be treated shall be expressed in gallons per day.

(ix) An analysis shall be submitted addressing how water for domestic use and for fire flows is to be provided, along with the collection and treatment of sewage generated by the property to be subdivided.

(x) A statement shall be submitted addressing the quantity, quality and availability of any water that is attached to the land.

(xi) A preliminary estimate of the cost of all required public improvements, tentative development schedule (with development phases identified), proposed or existing covenants and proposed maintenance and performance guarantees. The applicant shall submit, at least in summary or outline form, any agreements as may be required by Section 16-2-70, relating to improvements and dedications.

(xii) If intending to use solar design in the development, include a description of the steps that have been taken to protect and enhance the use of solar energy in the proposed subdivision. This shall include how the streets and lots have been laid out and how the buildings will be sited to enhance solar energy usage.

(xiii) If applicable, a report shall be submitted identifying the location of the one-hundred-year floodplain and the drainageways near or affecting the property being subdivided. If any portion of a one-hundred-year floodplain is located on the property, the applicant shall also identify the floodway and floodway fringe area. The applicant shall also describe the steps that will be taken to ensure that development locating in the floodway fringe area is accomplished in a manner which meets Federal Insurance Administration standards.

(xiv) If applicable, a report shall be submitted on the location of wetlands, as defined by the U.S. Army Corp of Engineers, on or affecting the property being subdivided. The report shall outline the development techniques planned to ensure compliance with federal, state and local regulations.

(xv) A landscape plan, meeting the specifications of Section 16-8-90.

(xvi) If applicable, a description of how the proposal will comply with the standards of any of the overlays.

(xvii) A site plan for parks, trails and/or open space meeting the requirements of Section 16-6-110 below. If an alternate site dedication or fee in lieu of dedication is proposed, detailed information about the proposal shall be submitted.

(xviii) All development and subdivision naming shall be subject to approval by the City. No development or subdivision name shall be used which will duplicate or be confused with the name of any existing street or development in the City or the County;

☐ 10. An access permit from the Colorado Department of Transportation; and

☐ 11. A plan for locations and specifications of street lights, signs and traffic control devices.

## 2. REVIEW STANDARDS (If necessary, attach additional sheets)

The application for Limited or Major Impact Review shall comply with the following standards.

1. **Consistency with Comprehensive Plan.** The use shall be consistent with the City's Comprehensive Plan.

Public Safety and providing Core Services such as a Fire Station is a principle of the Comprehensive Plan.

2. **Conformance to Code.** The use shall conform to all other applicable provisions of this Land Use Code, including, but not limited to:

- a. **Zoning District Standards.** The purpose of the zone district in which it is located, the dimensional standards of that zone district, and any standards applicable to the particular use, all as specified in Article 5, Use and Dimensional Standards.

Adjacent property is C-1. Community bldgs & gov't fac.+ services are Admin Review in C-1.

- b. **Site Development Standards.** The parking, landscaping, sign and improvements standards.

The site will be reviewed for conformance to development standards during Admin Review.

3. **Use Appropriate and Compatible.** The use shall be appropriate to its proposed location and be compatible with the character of neighboring uses, or enhance the mixture of complementary uses and activities in the immediate vicinity.

A community building / gov't facilities and services is an appropriate use within the C-1 zone district. The character of the neighborhood is a mix of residential, commercial, and community uses. Adjacent property to the north is zoned C-1, a school is located to the south, and residential uses are located across Oak Street / SH 291. This location along State Highway 291 provides ideal access and connectivity to the surrounding City for this use.



- 4. Nuisance.** The operating characteristics of the use shall not create a nuisance and the impacts of the use on surrounding properties shall be minimized with respect to noise, odors, vibrations, glare, and similar conditions.

The fire station will comply with Municipal Codes in regards to noise, odors, vibrations, glare and similar conditions.

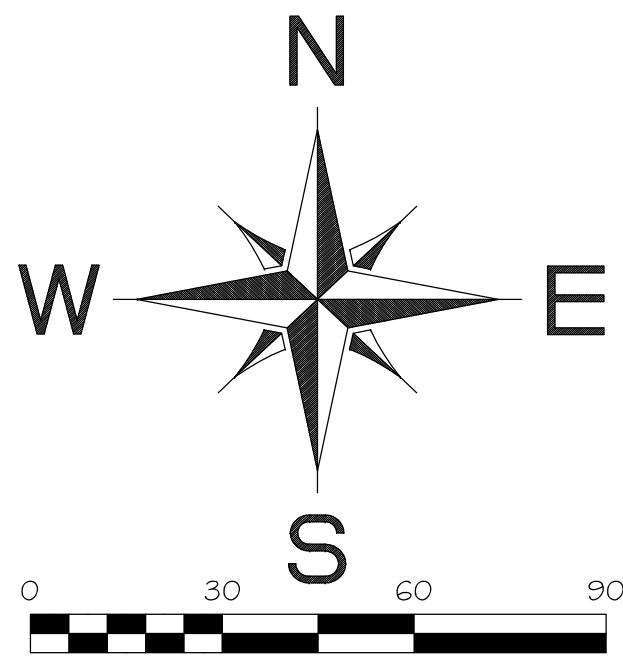
- 5. Facilities.** There shall be adequate public facilities in place to serve the proposed use, or the applicant shall propose necessary improvements to address service deficiencies which the use would cause.

The City will provide adequate public facilities.

- 6. Environment.** The use shall not cause significant deterioration to water resources, wetlands, wildlife habitat, scenic characteristics, or other natural features. As applicable, the proposed use shall mitigate its adverse impacts on the environment.

The use will not cause significant deterioration to the environment. Fire-fighting foam with PFAS will not be introduced to this site.





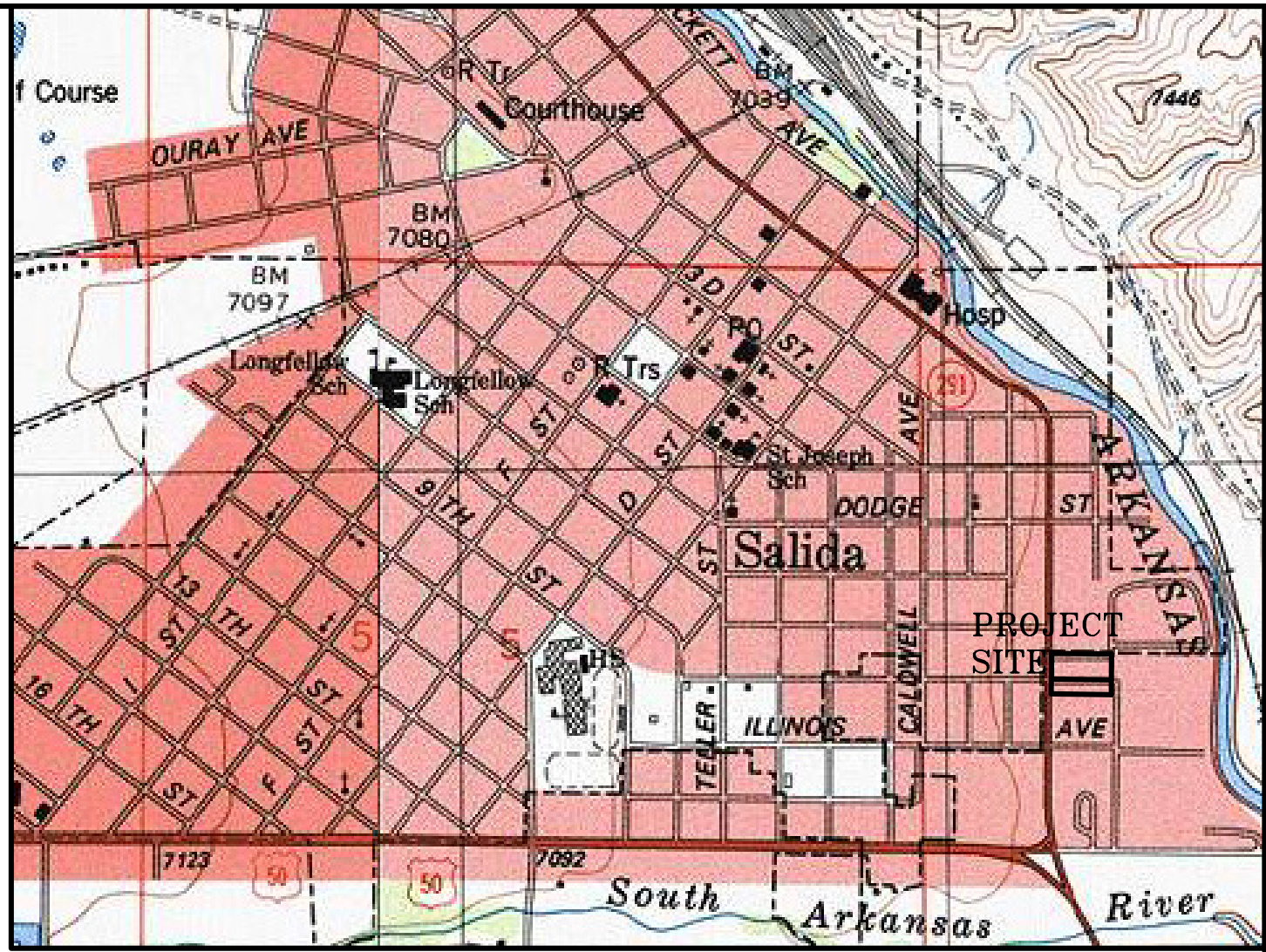
SCALE  
1" = 30'

# SALIDA FIRE STATION ANNEXATION TO THE CITY OF SALIDA

LOCATED WITHIN THE NORTHWEST QUARTER OF THE SOUTHWEST  
QUARTER OF SECTION 4, TOWNSHIP 49 NORTH, RANGE 9 EAST OF  
THE NEW MEXICO PRINCIPAL MERIDIAN,  
CHAFFEE COUNTY, COLORADO

## LEGEND

- FOUND MONUMENT AS NOTED
- ▲ 1 1/2" ALUM. CAP ON #5 REBAR LS 16117
- ⊕ ELECTRIC METER
- ⊕ ELECTRIC TRANSFORMER
- FIRE HYDRANT
- POWER POLE
- SEWER CLEAN OUT
- SEWER MAN HOLE
- WELL
- X — FENCE
- ○ — OVERHEAD UTILITY
- S — S — UNDERGROUND SEWER
- ===== SALIDA CITY LIMITS



VICINITY MAP  
NOT TO SCALE

## CITY COUNCIL APPROVAL

WHEREAS, THE CITY COUNCIL FOR THE CITY OF SALIDA, COLORADO HAS BEEN PRESENTED WITH AN APPLICATION TO ANNEX TERRITORY AS DESCRIBED HEREIN BY THE CITY OF SALIDA, AS OWNERS OF 100 PERCENT OF THE AREA TO BE ANNEXED, EXCEPTING PUBLIC STREETS; AND WHEREAS, THE CITY COUNCIL BY RESOLUTION ADOPTED ON \_\_\_\_\_, 20\_\_\_\_, DETERMINED THAT THE ANNEXATION APPLICATION SUBSTANTIALLY COMPLIES WITH THE REQUIREMENT OF SECTION 31-12-107(1), WHEREAS, AFTER NOTICE AND PUBLIC HEARING ON \_\_\_\_\_, 20\_\_\_\_, AS REQUIRED BY SECTION 31-12-108, C.R.S., THE CITY COUNCIL ADOPTED RESOLUTION NO. \_\_\_\_\_ (SERIES 20\_\_\_\_), DETERMINING THAT THE ANNEXATION ELECTION WAS NOT REQUIRED; AND WHEREAS, ON \_\_\_\_\_, 20\_\_\_\_, THE CITY COUNCIL ADOPTED ORDINANCE NO. \_\_\_\_\_ (SERIES 20\_\_\_\_) APPROVING AND ANNEXING SALIDA FIRE STATION ANNEXATION TO THE CITY OF SALIDA;

NOW, THEREFORE, THE CITY COUNCIL OF SALIDA, COLORADO DOES HEREBY APPROVE AND ACCEPT THE 'SALIDA FIRE STATION ANNEXATION TO THE CITY OF SALIDA' AS DESCRIBED HEREIN, TO WIT:

A TRACT OF LAND LOCATED WITHIN THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 4, TOWNSHIP 49 NORTH, RANGE 9 EAST OF THE NEW MEXICO PRINCIPAL MERIDIAN, CHAFFEE COUNTY, COLORADO, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGINNING AT THE CENTER-WEST CORNER, SAID POINT BEING THE NORTHEAST CORNER OF THE PROPERTY DESCRIBED AT RECEPTION NO. 477122, BEING MARKED BY A 1 1/2" ALUMINUM CAP STAMPED LS 16117, FROM WHENCE THE CENTER QUARTER CORNER OF SAID SECTION 4, BEING MARKED BY A 2 1/2" ALUMINUM CAP STAMPED LS 16117, BEARS SOUTH 89°21'21" EAST, A DISTANCE OF 1262.48 FEET; THENCE NORTH 89°30'29" WEST, A DISTANCE OF 406.23 TO THE NORTHWEST CORNER OF SAID PROPERTY DESCRIBED AT RECEPTION NO. 477122 AND THE EAST RIGHT OF WAY OF COLORADO HIGHWAY NO. 291 (OAK STREET) AS MONUMENTED; THENCE NORTH 88°57'47" WEST, A DISTANCE OF 60.56 FEET TO THE WEST RIGHT OF WAY OF SAID HIGHWAY NO. 291, AS MONUMENTED; THENCE SOUTH 00°16'23" WEST, ALONG SAID WEST RIGHT OF WAY, A DISTANCE OF 274.23 FEET; THENCE SOUTH 89°21'33" EAST, A DISTANCE OF 59.06 FEET TO SAID EAST RIGHT OF WAY AS MONUMENTED AND THE SOUTHWEST CORNER OF THE PROPERTY DESCRIBED AT RECEPTION NO. 476596; THENCE SOUTH 89°21'33" EAST, A DISTANCE OF 407.50 FEET TO THE SOUTHEAST CORNER OF SAID PROPERTY DESCRIBED AT RECEPTION NO. 476596; THENCE NORTH 00°19'13" EAST, ALONG THE EAST LINE OF SAID PROPERTIES DESCRIBED AT RECEPTION NOS. 476596 AND 477122, A DISTANCE OF 274.86 FEET TO THE POINT OF BEGINNING. CONTAINING 2.94 ACRES

SIGNED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2022.

CITY OF SALIDA

BY: \_\_\_\_\_  
MAYOR

## CERTIFICATE OF DEDICATION AND OWNERSHIP

THIS IS TO CERTIFY THAT THE CITY OF SALIDA IS THE OWNER OF 100% OF THE LAND DESCRIBED AND SET FORTH HEREIN, EXCEPT PUBLIC STREETS, THAT SUCH OWNER DESIRES AND APPROVES THE ANNEXATION OF THE TERRITORY DESCRIBED HEREIN TO THE CITY OF SALIDA, COLORADO.

THE UNDERSIGNED OWNER OF PROPERTY TO BE ANNEXED HEREBY DEDICATE AND GRANT FOR PUBLIC USE AS A PUBLIC RIGHT-OF-WAY AND UTILITY EASEMENT, PERPETUAL, UNRESTRICTED USE OF SAID RIGHT-OF-WAY AND UTILITY EASEMENT AS SHOWN HEREON.

EXECUTED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2022.

OWNERS:

MAYOR

COUNTY OF CHAFFEE )  
STATE OF COLORADO ) ss.

THE FORGOING DEDICATION WAS ACKNOWLEDGED BEFORE ME THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2022, BY THE CITY OF SALIDA MAYOR. WITNESS MY HAND AND SEAL.

MY COMMISSION EXPIRES \_\_\_\_\_

NOTARY PUBLIC

## CITY CLERK'S CERTIFICATE

I HEREBY CERTIFY THAT THIS ANNEXATION MAP ALONG WITH THE ORIGINAL ANNEXATION ORDINANCE FOR THE SALIDA FIRE STATION ANNEXATION WERE ACCEPTED FOR FILING IN MY OFFICE ON THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2022, AND IS DULY RECORDED.

CITY CLERK

## CLERK AND RECORDER'S CERTIFICATE

I HEREBY CERTIFY THAT A CERTIFIED COPY OF THIS ANNEXATION MAP ALONG WITH A CERTIFIED COPY OF THE ANNEXATION ORDINANCE FOR THE SALIDA FIRE STATION ANNEXATION WERE ACCEPTED FOR FILING IN MY OFFICE AT \_\_\_\_ M. ON THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2022 UNDER RECEPTION NUMBER \_\_\_\_\_.

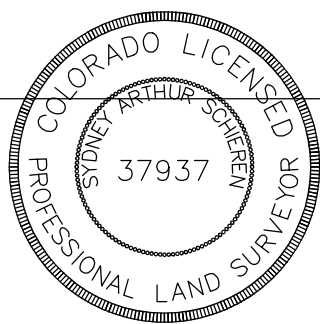
CHAFFEE COUNTY CLERK AND RECORDER

## LAND SURVEYOR'S CERTIFICATE

I, SYDNEY A. SCHIEREN, A REGISTERED LAND SURVEYOR LICENSED TO PRACTICE IN THE STATE OF COLORADO, DO HEREBY CERTIFY THAT THIS LAND SURVEY WAS PERFORMED UNDER MY DIRECT SUPERVISION, AND THAT THE PLAT REPRESENTS THE RESULTS OF SAID SURVEY AND IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

**PRELIMINARY DRAFT**  
FOR REVIEW BY CLIENT  
INVESTMENT AGENT ONLY

SYDNEY A. SCHIEREN  
COLORADO P.L.S. 37937



NOTICE: ACCORDING TO COLORADO LAW YOU MUST COMMENCE ANY LEGAL ACTION BASED UPON ANY DEFECT IN THIS SURVEY WITHIN THREE YEARS AFTER YOU FIRST DISCOVER SUCH DEFECT. IN NO EVENT MAY ANY ACTION BASED UPON ANY DEFECT IN THIS SURVEY BE COMMENCED MORE THAN TEN YEARS FROM THE DATE OF THE SURVEYOR'S STATEMENT CONTAINED HEREON.

## GENERAL NOTES

- 1) BASIS OF BEARING FOR THIS SURVEY IS GRID NORTH FROM COLORADO STATE PLANE COORDINATE SYSTEM CENTRAL ZONE, BASED ON G.P.S. OBSERVATIONS ALONG THE SOUTH LINE OF SUBJECT PROPERTY BETWEEN TWO 1 1/2" ALUMINUM CAPS STAMPED LS 16117 HAVING A BEARING OF NORTH 89°21'33" WEST
- 2) UNDERGROUND UTILITIES SHOWN AS MARKED ON THE SURFACE BY UTILITY NOTIFICATION CENTER OF COLORADO AND OTHERS. LANDMARK SURVEYING AND MAPPING ASSUMES NO RESPONSIBILITY FOR THE ACCURACY OF ANY UNDERGROUND UTILITIES DEPICTED HEREON.
- 3) THIS SURVEY WAS PERFORMED IN CONJUNCTION WITH FIRST AMERICAN TITLE INSURANCE COMPANY (CENTRAL COLORADO TITLE & ESCROW) COMMITMENT NO. 21-1637, DATED NOVEMBER 9, 2021 (NORTH PARCEL) AND 21-15849, DATED AUGUST 30, 2021 (SOUTH PARCEL)
- 4) ROADWAY EASEMENT MAY CEASE TO EXIST DUE TO OTHER MEANS OF CONVENIENT INGRESS AND EGRESS TO AND FROM SAID PROPERTY THAT CURRENTLY EXIST AS STATED IN DEED AT BOOK 282 PAGE 264
- 5) TOTAL AREA TO BE ANNEXED=2.94 ACRES+/-
- 6) THIS ANNEXATION SUBJECT TO THE TERMS AND CONDITIONS AS SET FORTH IN THE ANNEXATION AGREEMENT RECORDED AT RECEPTION NO. \_\_\_\_\_

## CERTIFICATION OF TITLE

I, \_\_\_\_\_, A LICENSED TITLE INSURANCE AGENT IN THE STATE OF COLORADO, DO HEREBY CERTIFY THAT I HAVE EXAMINED THE TITLE TO THE PROPERTY HEREBY DEDICATED AND AS SHOWN AND DESCRIBED ON THIS PLAT AND FOUND TITLE VESTED IN THE CITY OF SALIDA, FREE AND CLEAR OF ALL LIENS AND ENCUMBRANCES EXCEPT AS LISTED BELOW:

DATED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2022.

TITLE AGENT

REVISED:  
DATE: JUNE 22, 2022  
DATE: JULY 13, 2022

JOB # 21184  
DATE: MAY 17, 2022  
SHEET 1 OF 1

## SALIDA FIRE STATION ANNEXATION TO THE CITY OF SALIDA

LOCATED WITHIN THE NORTHWEST QUARTER  
OF THE SOUTHWEST QUARTER OF SECTION  
4, TOWNSHIP 49 NORTH, RANGE 9 EAST OF  
THE NEW MEXICO PRINCIPAL MERIDIAN,  
CHAFFEE COUNTY, COLORADO



**LANDMARK**  
SURVEYING & MAPPING  
P.O. BOX 668 SALIDA, CO. 81201  
PH 719.539.4021 FAX 719.539.4031



**PUBLIC NOTICE  
NOTICE OF PUBLIC HEARING BEFORE  
THE PLANNING COMMISSION AND CITY  
COUNCIL FOR THE CITY OF SALIDA  
CONCERNING ANNEXATION AND  
ZONING APPLICATIONS**

**TO ALL MEMBERS OF THE PUBLIC AND INTERESTED PERSONS: PLEASE TAKE NOTICE:** that on July 25th, 2022 at or about the hour of 6:00 p.m., a public hearing will be conducted by the City of Salida Planning Commission at City Council Chambers, 448 East First Street, Suite 190, Salida, CO and online at the following link: <https://attendee.gotowebinar.com/rt/1909092342220683277>

The hearing is regarding applications for Salida Fire Station Annexation and Zoning submitted by the City of Salida for the property located at 611 Oak Street. The City is currently considering a petition to annex and zone this municipally-owned property into the City. The general purpose of the application is to consider the City's request to annex the property and to zone the property C-1.

Any recommendation by the Planning Commission for the Annexation and Zoning shall be forwarded to the City Council for review and a public hearing scheduled for August 16th, 2022 at or about the hour of 6:00 p.m. at City Council Chambers and online at the following link: <https://attendee.gotowebinar.com/register/6382995264411204366>.

Interested persons are encouraged to attend the public hearing. Further information on the applications may be obtained from the Community Development Department, (719) 530-2631.

\*Please note that it is inappropriate to personally contact individual City Councilors or Planning Commissioners, outside of the public hearing, while an application is pending. Such contact is considered ex parte communication and will have to be disclosed as part of the public hearings on the matter. If you have any questions/ comments, you should email or write a letter to staff, or present your concerns at the public meeting in person or via the above GoToWebinar link so your comments can be made part of the record.

Published in The Mountain Mail July 8, 2022

DRAFT Minutes of the July 25, 2022 Planning Commission:

- 2. Salida Fire Station Annexation** - The City of Salida is requesting approval to annex the 2.94 acres located at 611 Oak Street.

**A. Open Public hearing – 6:01pm**

**B. Proof of Publication -Yes**

**C. Staff Review of Application –**

Planner Dunleavy reviews the application and recommends approval.

**D. Applicant's Presentation –**

Fire Chief Bess and Architect, Seth Clark, were present to answer questions.

Commissioners asked the applicants whether:

- The Stage and Rail Trail along the property would be conserved
- The City was collaborating with the School District

Chief Bess and Seth Clark confirmed that the Stage and Rail Trail are part of the design team plans and that the School District has their own design team.

**E. Public Input – N/A**

**F. Close Public Hearing – 6:07pm**

**G. Commissioner Discussion –**

**H. Commission Recommendation –**

Motion made by Vice-Chair Bomer to recommend City Council approve the Salida Fire Station Annexation application, Seconded by Commissioner Dockery.

Voting Yea: Chairman Follet, Vice-Chair Bomer, Commissioner Dockery, Commissioner Kriebel, Commissioner Walker, Alternate Commissioner Colby

**THE MOTION PASSED.**



# CITY COUNCIL ACTION FORM

<b>DEPARTMENT</b> Planning	<b>PRESENTED BY</b> Kathryn Dunleavy - Planner	<b>DATE</b> August 2, 2022
-------------------------------	---	-------------------------------

## ITEM

Ordinance 2022-13: First reading and setting a public hearing on proposed zoning of Commercial (C-1) for Salida Fire Station Annexation.

## BACKGROUND

The applicant, City of Salida, is requesting Commercial (C-1) zoning for the Salida Fire Station Annexation parcel located at 611 Oak Street. The request was heard by the Planning Commission on July 25, 2022 and the Commission recommended approval of the request.

## SURROUNDING LAND USE AND ZONING:

The site is currently zoned COM (Commercial) in Chaffee County. The properties immediately to the south and east remain in Chaffee County and are zoned COM and RES respectively.

The properties to the north and west are within the city limits. The property to the north is zoned C-1 with SH 291 Established Commercial Overlay, and the properties to the east are zoned Manufactured Housing (R-4) with SH 291 Established Commercial Overlay.

## REVIEW STANDARDS FOR MAP AMENDMENTS (Section 16-4-210):



Overlay Districts	Zone Districts
Salida Downtown Historic District (SDHD)	C-1
Historic Protection Overlay (HPO)	C-2
Creative District Boundary	I
Highway 291 Established Commercial (291 CO)	PD
Highway 291 Established Residential (291 CO)	R-1
Highway 50 Corridor Overlay (50 CO)	R-2
Central Business Economic Overlay (CBE0)	R-3
Sackett's Addition Overlay	R-4
	RMU

- Consistent with Comprehensive Plan.** The proposed amendment shall be consistent with the Comprehensive Plan.
  - The Comprehensive Plan includes the goals that new projects should complement the neighborhood's mass and scale; be focused within the Municipal Services Area (MSA) and be developed at maximum densities to make the best use of available infrastructure.





## CITY COUNCIL ACTION FORM

DEPARTMENT	PRESENTED BY	DATE
Planning	Kathryn Dunleavy - Planner	August 2, 2022

- A fire station will be complimentary to the existing mix of commercial / residential / institutional buildings and uses that exist along this corridor.
- The area is within the MSA.
- The development of a fire station on this lot, with the potential to provide additional future uses such as workforce housing, and/or a training facility, maximizes the utilization of this lot for an essential public service.

**2. Consistency with Purpose of Zone District.** The proposed amendment shall be consistent with the purpose of the zone district to which the property is to be designated.

- Per the land use code, the purpose of the Commercial (C-1) zone district is: “to provide for commercial and service businesses in a pattern that allows ease of access by both vehicles and pedestrians. Typically, residential uses are conditional within a C-1 zone district. Areas designated Commercial (C-1) are located primarily along the City’s main entrance corridors.”
- This is the most compatible zone district that the Land Use Code offers. In lieu of an “Institutional” district which does not exist, this proposed amendment is consistent with the purposes of the Commercial (C-1) district.
- “Government administrative facilities and services” require Administrative Review in C-1. Potential workforce housing options that may be provided on the site would require an Administrative Review, Limited Impact Review, or Major Impact Review depending on the type of residential use and/or the number of units.

**3. Compatibility with Surrounding Zone Districts and Uses.** The development permitted by the proposed amendment shall be compatible with surrounding zone districts, land uses and neighborhood character.

- The zoning classification of Commercial (C-1) is compatible with the surrounding zoning of C-1 and R-4. The existing C-1 and R-4 zoned properties do have an SH 291 Established Commercial Overlay that is not being proposed for this property. The purpose of that Overlay is “to establish standards for development along one of the primary entrances to the City along Highway 291, and to provide for a transitional area between the City’s commercial and residential uses...” and “The established commercial sub-area establishes the initial entry image for the City on its northwestern and southern entrances”. Because the City is the owner and developer of this property, the City has a vested interest in the “entry image” of the City without the added layer of the Overlay, specific details of which may hinder design elements and configurations necessary for a use as specific as a fire station and for related public safety.
- Adjacent uses include a school, manufactured housing, and a proposed multi-family and duplex housing development. Chief Doug Bess emphasized that fire department personnel are trained to be aware of their surroundings when driving a fire truck, and have been without



## CITY COUNCIL ACTION FORM

DEPARTMENT	PRESENTED BY	DATE
Planning	Kathryn Dunleavy - Planner	August 2, 2022

incident in the heavily car- and pedestrian-trafficked area surrounding their downtown station location.

- The City of Salida and Salida School District met on July 15th to discuss the proposals for the Fire Station and for Crest Academy located directly south of the proposed fire station. Several topics including future land uses, access, utilities, and an emphasis on pedestrian and bicyclist safety were discussed. Discussions will continue as will coordination of the respective development proposals. The school district anticipates applying for annexation and zoning of 627 Oak Street later this year.

**4. Changed Conditions or Errors.** The applicant shall demonstrate that conditions affecting the subject parcel or the surrounding neighborhood have changed, or that due to incorrect assumptions or conclusions about the property, one (1) or more errors in the boundaries shown on the Official Zoning Map have occurred.

- The proposed zoning is occurring because of the requirement to zone the property when annexed into the City in accordance with Section 16-4-50 of the Land Use and Development Code.

### **PLANNING COMMISSION RECOMMENDATION**

A public hearing with the Planning Commission was held July 25, 2022 and the Commission recommended Council approve the proposed zoning of the site as Commercial (C-1).

### **STAFF RECOMMENDATION**

Staff recommends approval of the proposed zoning of the Salida Fire Station Annexation site as Commercial (C-1).

### **SUGGESTED MOTION**

A council person should make the motion to “approve Ordinance 2022-13 on first reading and set the second reading and public hearing for August 16, 2022.”

#### Attachment:

Ordinance 2022-13

Application materials

Draft Planning Commission Minutes

**CITY OF SALIDA, COLORADO  
ORDINANCE NO. 13  
SERIES OF 2022**

**AN ORDINANCE OF THE CITY OF SALIDA, COLORADO, ZONING CERTAIN REAL  
PROPERTY KNOWN AS SALIDA FIRE STATION ANNEXATION AS COMMERCIAL  
(C-1) ZONE DISTRICT**

**WHEREAS**, on July 6, 2022, the City of Salida filed a General Development Application (the “Petition”) to commence proceedings to annex to the City of Salida (the “City”) a certain unincorporated tract of land comprised of 2.94 acres located at 611 Oak Street in the County of Chaffee, State of Colorado (the “Property”), and being more particularly described on Exhibit A, attached hereto and incorporated herein by reference; and

**WHEREAS**, by Ordinance No.12, Series of 2022 the City of Salida annexed Salida Fire Station to the City; and;

**WHEREAS**, Petitioner City filed an application to zone the Property within the Commercial (C-1)) zone district, and on July 25, 2022 the City of Salida Planning Commission considered the zoning application for the Property at a duly notice public hearing, and recommended that the City Council zone it as Commercial (C-1); and

**WHEREAS**, as required by the Salida Municipal Code, the public hearing on the zoning application for Salida Fire Station was held on August 16, 2022 at a regularly scheduled meeting of the Salida City Council.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALIDA, COLORADO, THAT:

1. The aforementioned recitals are hereby fully incorporated herein.
2. The Property described on Exhibit A is hereby zoned Commercial (C-1).
3. Promptly following adoption of this Ordinance, the City Administrator shall cause the terms of this Ordinance to be incorporated into the Official Zoning Map of the City pursuant to Section 16-4-210 of the Salida Municipal Code. The signed original copy of the Zoning Map shall be filed with the City Clerk. The Clerk shall also record a certified copy of this Ordinance with the Chaffee County Clerk and Recorder. The City staff is further directed to comply with all provisions of the Salida Land Use Regulations, SMC §16-1-10, et seq., to implement the provisions of this Ordinance.

INTRODUCED ON FIRST READING, on August 2, 2022, ADOPTED and set for second reading and public hearing on the 16<sup>th</sup> of August, 2022.

CITY OF SALIDA, COLORADO

---

Dan Shore, Mayor

[SEAL]

ATTEST:

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City Clerk/Deputy Clerk

PUBLISHED IN FULL in the Mountain Mail after First Reading on the \_\_\_\_ day of \_\_\_\_\_, 2022, and BY TITLE ONLY, after final adoption on the \_\_\_\_ day of \_\_\_\_\_, 2022.

---

City Clerk/Deputy City Clerk

**EXHIBIT A**  
**Legal Description of the Property**

A TRACT OF LAND LOCATED WITHIN THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 4, TOWNSHIP 49 NORTH, RANGE 9 EAST OF THE NEW MEXICO PRINCIPAL MERIDIAN, CHAFFEE COUNTY, COLORADO, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE CENTER-WEST 1/16<sup>TH</sup> CORNER, SAID POINT BEING THE NORTHEAST CORNER OF THE PROPERTY DESCRIBED AT RECEPTION NO. 477122, BEING MARKED BY A 1 ½" ALUMINUM CAP STAMPED LS 16117, FROM WHENCE THE CENTER QUARTER CORNER OF SAID SECTION 4, BEING MARKED BY A 2 ½" ALUMINUM CAP STAMPED LS 16117, BEARS SOUTH 89°21'21" EAST, A DISTANCE OF 1262.48 FEET;

THENCE NORTH 89°30'29" WEST, A DISTANCE OF 406.23 TO THE NORTHWEST CORNER OF SAID PROPERTY DESCRIBED AT RECEPTION NO. 477122 AND THE EAST RIGHT OF WAY OF COLORADO HIGHWAY NO. 291 (OAK STREET) AS MONUMENTED;

THENCE NORTH 88°57'47" WEST, A DISTANCE OF 60.56 FEET TO THE WEST RIGHT OF WAY OF SAID HIGHWAY NO. 291, AS MONUMENTED;

THENCE SOUTH 00°16'23" WEST, ALONG SAID WEST RIGHT OF WAY, A DISTANCE OF 274.23 FEET;

THENCE SOUTH 89°21'33" EAST, A DISTANCE OF 59.06 FEET TO SAID EAST RIGHT OF WAY AS MONUMENTED AND THE SOUTHWEST CORNER OF THE PROPERTY DESCRIBED AT RECEPTION NO. 476596;

THENCE SOUTH 89°21'33" EAST, A DISTANCE OF 407.50 FEET TO THE SOUTHEAST CORNER OF SAID PROPERTY DESCRIBED AT RECEPTION NO. 476596;

THENCE NORTH 00°19'13" EAST, ALONG THE EAST LINE OF SAID PROPERTIES DESCRIBED AT RECEPTION NOS. 476596 AND 477122, A DISTANCE OF 274.86 FEET TO THE POINT OF BEGINNING.

CONTAINING 2.94 ACRES

Also known by the following addresses:

611 Oak Street, Salida, CO 81201

And assessor's schedule or parcel number: 380704300005 & 380704300169





## GENERAL DEVELOPMENT APPLICATION

Item 17.

448 East First Street, Suite 112

Salida, CO 81201

Phone: 719-530-2626 Fax: 719-539-5271

Email: [planning@cityofsalida.com](mailto:planning@cityofsalida.com)

### 1. TYPE OF APPLICATION (Check-off as appropriate)

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Annexation           | <input type="checkbox"/> Administrative Review:<br>(Type) _____                  |
| <input type="checkbox"/> Pre-Annexation Agreement        |  |
| <input type="checkbox"/> Variance                        |  |
| <input type="checkbox"/> Appeal Application              | <input type="checkbox"/> Limited Impact Review:<br>(Type) _____                  |
| <input type="checkbox"/> Certificate of Approval         |  |
| <input type="checkbox"/> Creative Sign Permit            | <input checked="" type="checkbox"/> Major Impact Review:<br>(Type) <u>Zoning</u> |
| <input type="checkbox"/> Historic Landmark/District      |  |
| <input type="checkbox"/> License to Encroach             | <input type="checkbox"/> Other: _____  |
| <input type="checkbox"/> Text Amendment to Land Use Code |  |
| <input type="checkbox"/> Watershed Protection Permit     |  |
| <input type="checkbox"/> Conditional Use                 |  |

### 2. GENERAL DATA (To be completed by the applicant)

#### A. Applicant Information

Name of Applicant: City of Salida

Mailing Address: 448 E. 1st Street Suite 112

Telephone Number: \_\_\_\_\_ FAX: \_\_\_\_\_

Email Address: \_\_\_\_\_

Power of Attorney/ Authorized Representative: Nina Williams  
(Provide a letter authorizing agent to represent you, include representative's name, street and mailing address, telephone number, and FAX)

#### B. Site Data

Name of Development: Oak Street Fire Station

Street Address: 611 Oak Street

Legal Description: Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_ (attach description)

Disclosure of Ownership: List all owners' names, mortgages, liens, easements, judgments, contracts and agreements that run with the land. (May be in the form of a current certificate from a title insurance company, deed, ownership and encumbrance report, attorney's opinion, or other documentation acceptable to the City Attorney)

I certify that I have read the application form and that the information and exhibits herewith submitted are true and correct to the best of my knowledge.

Signature of applicant/agent: \_\_\_\_\_ Date: 07/06/2022

Signature of property owner: \_\_\_\_\_ Date: \_\_\_\_\_



## LIMITED IMPACT & MAJOR IMPACT SUBMITTAL REQUIREMENTS

448 East First Street, Suite 112  
Salida, CO 81201  
Phone: 719-530-2626 Fax: 719-539-5271  
Email: [planning@cityofsalida.com](mailto:planning@cityofsalida.com)

*An application is meant to highlight the requirements and procedures of the Land Use Code. With any development application, it is the responsibility of the applicant to read, understand, and follow all of the provisions of the Land Use Code.*

### 1. PROCEDURE (Section 16-3-80)

**A. Development Process** (City Code Section 16-3-50) Any application for approval of a development permit shall include a written list of information which shall constitute the applicant's development plan, which shall be that information necessary to determine whether the proposed development complies with this Code. The development plan shall include the following, as further specified for each level of review on the pre-application checklist:

1. Pre-Application Conference (Limited Impact and Major Impact Review Applications)
2. Submit Application
3. Staff Review. Staff report or decision forwarded to the applicant (Administrative review)
4. Public Notice
5. Public Hearing with Planning Commission (Limited Impact and Major Impact Review Applications)
6. Public Notice
7. Hearing Conducted by City Council (Major Impact Review)

### ☒ **B. Application Contents** (City Code Section (16-3-50))

- ☒ 1. General Development Application;
- ☒ 2. A copy of a current survey or the duly approved and recorded subdivision plat covering the subject lots where the proposal is for development on previously subdivided or platted lots;
- ☒ 3. A brief written description of the proposed development signed by the applicant;
- ☐ 4. Special Fee and Cost Reimbursement Agreement completed. *\*major impact only*
- ☒ 5. Public Notice.
  - a) List. A list shall be submitted by the applicant to the city of adjoining property owners' names and addresses. A property owner is considered adjoining if it is within 175 feet of the subject property regardless of public ways. The list shall be created using the current Chaffee County tax records.
  - b) Postage Paid Envelopes. Each name on the list shall be written on a postage-paid envelope. Postage is required for up to one ounce. Return Address shall be: City of Salida, 448 E. First Street, Suite 112, Salida, CO 81201.
  - c) Applicant is responsible for posting the property and submittal of proof of posting the public notice.

- ☐ 6. Developments involving construction shall provide the following information:
- (i) A development plan map, at a scale of one (1) inch equals fifty (50) feet or larger with title, date, north arrow and scale on a minimum sheet size of eight and one-half (8½) inches by eleven (11) inches, which depicts the area within the boundaries of the subject lot, including:
    - a. The locations of existing and proposed land uses, the number of dwelling units and the square footage of building space devoted to each use;
    - b. The location and dimensions, including building heights, of all existing and proposed Buildings or structures and setbacks from lot lines or building envelopes where exact dimensions are not available;
    - c. Parking spaces;
    - d. Utility distribution systems, utility lines, and utility easements;
    - e. Drainage improvements and drainage easements;
    - f. Roads, alleys, curbs, curb cuts and other access improvements;
    - g. Any other improvements;
    - h. Any proposed reservations or dedications of public right-of-way, easements or other public lands, and
    - i. Existing topography and any proposed changes in topography, using five-foot contour intervals or ten-foot contour intervals in rugged topography.
  - (ii) 24" x 36" paper prints certified by a licensed engineer and drawn to meet City specifications to depict the following:
    - a. Utility plans for water, sanitary sewer, storm sewer, electric, gas and telephone lines;
    - b. Plans and profiles for sanitary and storm sewers; and
    - c. Profiles for municipal water lines; and
    - d. Street plans and profiles.
  - (iii) Developments in the major impact review procedure shall provide a development plan map on paper prints of twenty-four (24) inches by thirty-six (36) inches, with north arrow and scale, and with title and date in lower right corner, at a scale of one (1) inch equals fifty (50) feet or larger which depicts the area within the boundaries of the subject lots and including those items in Section 16-3-40(a)(3).

- ☒ 7. Any request for zoning action, including review criteria for a requested conditional use (Sec. 16-4-190 ) or zoning variance (Sec. 16-4-180);

- ☐ 8. Any subdivision request including a plat meeting the requirements of Section 16-6-110;
- ☐ 9. Any other information which the Administrator determines is necessary to determine whether the proposed development complies with this Code, including but not limited to the following:

(i) A tabular summary of the development proposal, which identifies the total proposed development area in acres, with a breakdown of the percentages and amounts devoted to specific land uses; total number and type of proposed residential units; total number of square feet of proposed nonresidential space; number of proposed lots; and sufficient information to demonstrate that the plat conforms with all applicable dimensional standards and off-street parking requirements.

(ii) A description of those soil characteristics of the site which would have a significant influence on the proposed use of the land, with supporting soil maps, soil logs and classifications sufficient to enable evaluation of soil suitability for development purposes. Data furnished by the USDA Natural Resource Conservation Service or a licensed engineer shall be used. The data shall include the shrink/swell potential of the soils, the groundwater levels and the resulting foundation requirements. Additional data may be required by the City if deemed to be warranted due to unusual site conditions.

(iii) A report on the geologic characteristics of the area, including any potential natural or man-made hazards which would have a significant influence on the proposed use of the land, including but not limited to hazards from steep or unstable slopes, rockfall, faults, ground subsidence or radiation, a determination of what effect such factors would have, and proposed corrective or protective measures.

(iv) Engineering specifications for any improvements.

(v) A plan for erosion and sediment control, stabilization and revegetation.

(vi) A traffic analysis prepared by a qualified expert, including projections of traffic volumes to be generated by the development and traffic flow patterns, to determine the impacts of a proposed development on surrounding City streets and to evaluate the need for road improvements to be made.

(vii) A storm drainage analysis consisting of the following:

(a) A layout map (which may be combined with the topographic map) showing the method of moving storm sewer water through the subdivision shall be provided. The map shall also show runoff concentrations in acres of drainage area on each street entering each intersection. Flow arrows shall clearly show the complete runoff flow pattern at each intersection. The location, size and grades of culverts, drain inlets and storm drainage sewers shall be shown, as applicable.

(b) The applicant shall demonstrate the adequacy of drainage outlets by plan, cross-section and/or notes and explain how diverted stormwater will be handled after it leaves the subdivision. Details for ditches and culverts shall be submitted, as applicable.

(c) The projected quantity of stormwater entering the subdivision naturally from areas outside of subdivision and the quantities of flow at each pickup point shall be calculated.

(viii) Evidence of adequate water supply and sanitary sewer service - Data addressing the population planned to occupy the proposed subdivision and future development phases and other developments that may need to be served by extensions of the proposed water supply and sewage disposal systems. The resulting domestic, irrigation and fire flow demands shall be expressed in terms of gallons of

water needed on an average day and at peak time, and the resulting amounts of sewage to be treated shall be expressed in gallons per day.

(ix) An analysis shall be submitted addressing how water for domestic use and for fire flows is to be provided, along with the collection and treatment of sewage generated by the property to be subdivided.

(x) A statement shall be submitted addressing the quantity, quality and availability of any water that is attached to the land.

(xi) A preliminary estimate of the cost of all required public improvements, tentative development schedule (with development phases identified), proposed or existing covenants and proposed maintenance and performance guarantees. The applicant shall submit, at least in summary or outline form, any agreements as may be required by Section 16-2-70, relating to improvements and dedications.

(xii) If intending to use solar design in the development, include a description of the steps that have been taken to protect and enhance the use of solar energy in the proposed subdivision. This shall include how the streets and lots have been laid out and how the buildings will be sited to enhance solar energy usage.

(xiii) If applicable, a report shall be submitted identifying the location of the one-hundred-year floodplain and the drainageways near or affecting the property being subdivided. If any portion of a one-hundred-year floodplain is located on the property, the applicant shall also identify the floodway and floodway fringe area. The applicant shall also describe the steps that will be taken to ensure that development locating in the floodway fringe area is accomplished in a manner which meets Federal Insurance Administration standards.

(xiv) If applicable, a report shall be submitted on the location of wetlands, as defined by the U.S. Army Corp of Engineers, on or affecting the property being subdivided. The report shall outline the development techniques planned to ensure compliance with federal, state and local regulations.

(xv) A landscape plan, meeting the specifications of Section 16-8-90.

(xvi) If applicable, a description of how the proposal will comply with the standards of any of the overlays.

(xvii) A site plan for parks, trails and/or open space meeting the requirements of Section 16-6-110 below. If an alternate site dedication or fee in lieu of dedication is proposed, detailed information about the proposal shall be submitted.

(xviii) All development and subdivision naming shall be subject to approval by the City. No development or subdivision name shall be used which will duplicate or be confused with the name of any existing street or development in the City or the County;

☐ 10. An access permit from the Colorado Department of Transportation; and

☐ 11. A plan for locations and specifications of street lights, signs and traffic control devices.

## 2. REVIEW STANDARDS (If necessary, attach additional sheets)

The application for Limited or Major Impact Review shall comply with the following standards.

1. **Consistency with Comprehensive Plan.** The use shall be consistent with the City's Comprehensive Plan.

Public Safety and providing Core Services such as a Fire Station is a principle of the Comprehensive Plan.

2. **Conformance to Code.** The use shall conform to all other applicable provisions of this Land Use Code, including, but not limited to:

- a. **Zoning District Standards.** The purpose of the zone district in which it is located, the dimensional standards of that zone district, and any standards applicable to the particular use, all as specified in Article 5, Use and Dimensional Standards.

Adjacent property is C-1. Community bldgs & gov't fac.+ services are Admin Review in C-1.

- b. **Site Development Standards.** The parking, landscaping, sign and improvements standards.

The site will be reviewed for conformance to development standards during Admin Review.

3. **Use Appropriate and Compatible.** The use shall be appropriate to its proposed location and be compatible with the character of neighboring uses, or enhance the mixture of complementary uses and activities in the immediate vicinity.

A community building / gov't facilities and services is an appropriate use within the C-1 zone district. The character of the neighborhood is a mix of residential, commercial, and community uses. Adjacent property to the north is zoned C-1, a school is located to the south, and residential uses are located across Oak Street / SH 291. This location along State Highway 291 provides ideal access and connectivity to the surrounding City for this use.



- 4. Nuisance.** The operating characteristics of the use shall not create a nuisance and the impacts of the use on surrounding properties shall be minimized with respect to noise, odors, vibrations, glare, and similar conditions.

The fire station will comply with Municipal Codes in regards to noise, odors, vibrations, glare and similar conditions.

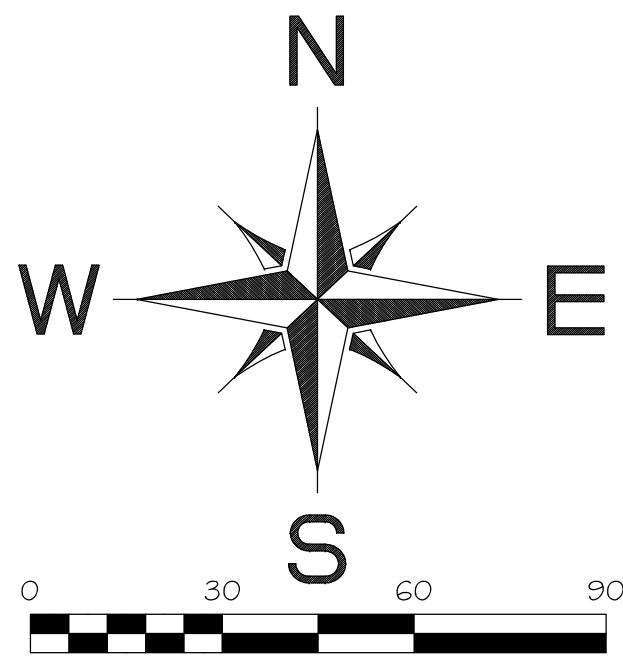
- 5. Facilities.** There shall be adequate public facilities in place to serve the proposed use, or the applicant shall propose necessary improvements to address service deficiencies which the use would cause.

The City will provide adequate public facilities.

- 6. Environment.** The use shall not cause significant deterioration to water resources, wetlands, wildlife habitat, scenic characteristics, or other natural features. As applicable, the proposed use shall mitigate its adverse impacts on the environment.

The use will not cause significant deterioration to the environment. Fire-fighting foam with PFAS will not be introduced to this site.





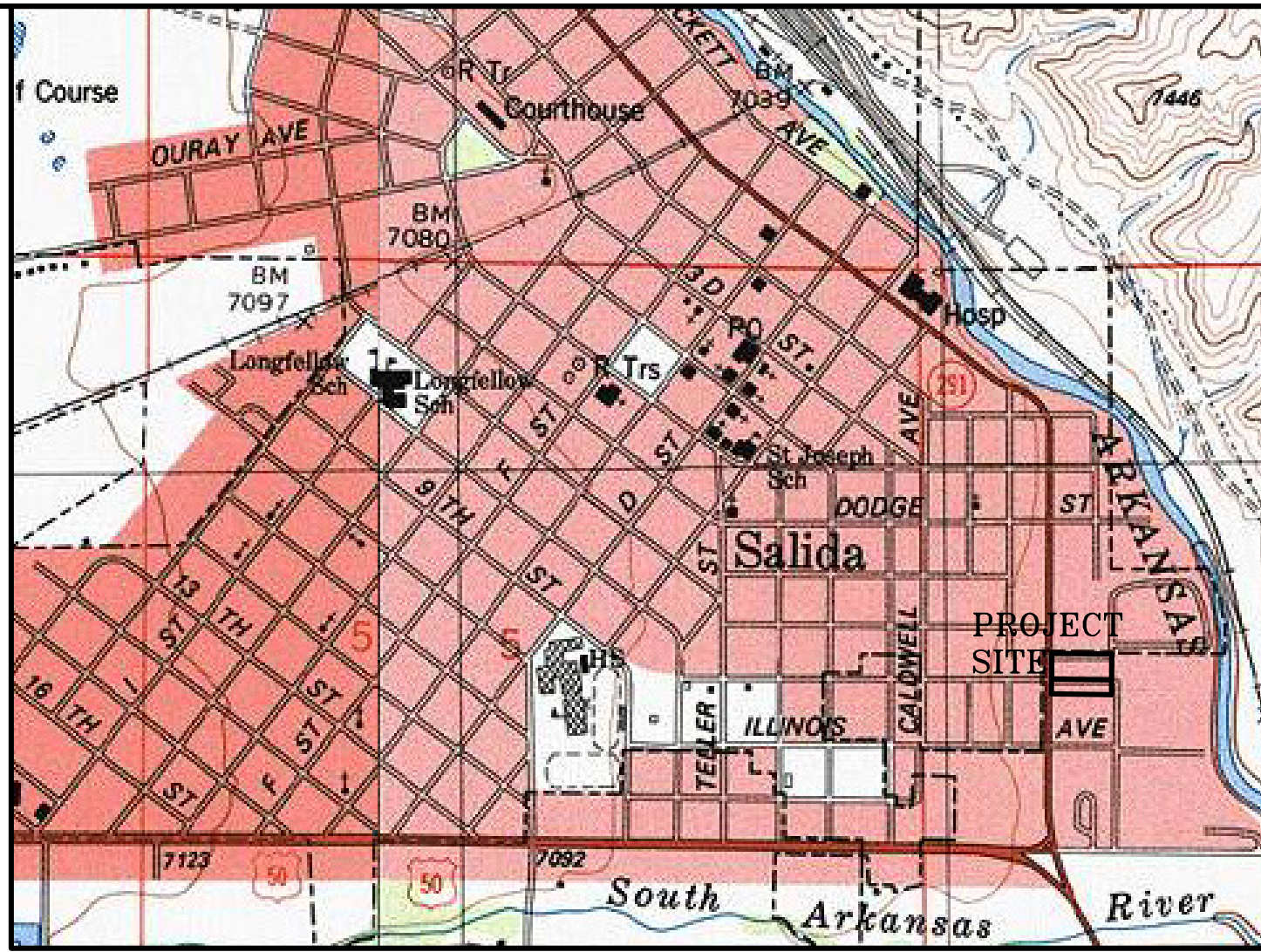
SCALE  
1" = 30'

# SALIDA FIRE STATION ANNEXATION TO THE CITY OF SALIDA

LOCATED WITHIN THE NORTHWEST QUARTER OF THE SOUTHWEST  
QUARTER OF SECTION 4, TOWNSHIP 49 NORTH, RANGE 9 EAST OF  
THE NEW MEXICO PRINCIPAL MERIDIAN,  
CHAFFEE COUNTY, COLORADO

## LEGEND

- FOUND MONUMENT AS NOTED
- ▲ 1 1/2" ALUM. CAP ON #5 REBAR LS 16117
- ⊕ ELECTRIC METER
- ⊕ ELECTRIC TRANSFORMER
- ⊕ FIRE HYDRANT
- ⊕ POWER POLE
- ⊕ SEWER CLEAN OUT
- ⊕ SEWER MAN HOLE
- ⊕ WELL
- X — FENCE
- ○ — OVERHEAD UTILITY
- S — S — UNDERGROUND SEWER
- ===== SALIDA CITY LIMITS



VICINITY MAP  
NOT TO SCALE

## CITY COUNCIL APPROVAL

WHEREAS, THE CITY COUNCIL FOR THE CITY OF SALIDA, COLORADO HAS BEEN PRESENTED WITH AN APPLICATION TO ANNEX TERRITORY AS DESCRIBED HEREIN BY THE CITY OF SALIDA, AS OWNERS OF 100 PERCENT OF THE AREA TO BE ANNEXED, EXCEPTING PUBLIC STREETS; AND WHEREAS, THE CITY COUNCIL BY RESOLUTION ADOPTED ON \_\_\_\_\_, 20\_\_\_\_, DETERMINED THAT THE ANNEXATION APPLICATION SUBSTANTIALLY COMPLIES WITH THE REQUIREMENT OF SECTION 31-12-107(1), WHEREAS, AFTER NOTICE AND PUBLIC HEARING ON \_\_\_\_\_, 20\_\_\_\_, AS REQUIRED BY SECTION 31-12-108, C.R.S., THE CITY COUNCIL ADOPTED RESOLUTION NO. \_\_\_\_\_ (SERIES 20\_\_\_\_), DETERMINING THAT THE ANNEXATION ELECTION WAS NOT REQUIRED; AND WHEREAS, ON \_\_\_\_\_, 20\_\_\_\_, THE CITY COUNCIL ADOPTED ORDINANCE NO. \_\_\_\_\_ (SERIES 20\_\_\_\_) APPROVING AND ANNEXING SALIDA FIRE STATION ANNEXATION TO THE CITY OF SALIDA;

NOW, THEREFORE, THE CITY COUNCIL OF SALIDA, COLORADO DOES HEREBY APPROVE AND ACCEPT THE 'SALIDA FIRE STATION ANNEXATION TO THE CITY OF SALIDA' AS DESCRIBED HEREIN, TO WIT:

A TRACT OF LAND LOCATED WITHIN THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 4, TOWNSHIP 49 NORTH, RANGE 9 EAST OF THE NEW MEXICO PRINCIPAL MERIDIAN, CHAFFEE COUNTY, COLORADO, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGINNING AT THE CENTER-WEST CORNER, SAID POINT BEING THE NORTHEAST CORNER OF THE PROPERTY DESCRIBED AT RECEPTION NO. 477122, BEING MARKED BY A 1 1/2" ALUMINUM CAP STAMPED LS 16117, FROM WHENCE THE CENTER QUARTER CORNER OF SAID SECTION 4, BEING MARKED BY A 2 1/2" ALUMINUM CAP STAMPED LS 16117, BEARS SOUTH 89°21'21" EAST, A DISTANCE OF 1262.48 FEET; THENCE NORTH 89°30'29" WEST, A DISTANCE OF 406.23 TO THE NORTHWEST CORNER OF SAID PROPERTY DESCRIBED AT RECEPTION NO. 477122 AND THE EAST RIGHT OF WAY OF COLORADO HIGHWAY NO. 291 (OAK STREET) AS MONUMENTED; THENCE NORTH 88°57'47" WEST, A DISTANCE OF 60.56 FEET TO THE WEST RIGHT OF WAY OF SAID HIGHWAY NO. 291, AS MONUMENTED; THENCE SOUTH 00°16'23" WEST, ALONG SAID WEST RIGHT OF WAY, A DISTANCE OF 274.23 FEET; THENCE SOUTH 89°21'33" EAST, A DISTANCE OF 59.06 FEET TO SAID EAST RIGHT OF WAY AS MONUMENTED AND THE SOUTHWEST CORNER OF THE PROPERTY DESCRIBED AT RECEPTION NO. 476596; THENCE SOUTH 89°21'33" EAST, A DISTANCE OF 407.50 FEET TO THE SOUTHEAST CORNER OF SAID PROPERTY DESCRIBED AT RECEPTION NO. 476596; THENCE NORTH 00°19'13" EAST, ALONG THE EAST LINE OF SAID PROPERTIES DESCRIBED AT RECEPTION NOS. 476596 AND 477122, A DISTANCE OF 274.86 FEET TO THE POINT OF BEGINNING. CONTAINING 2.94 ACRES

SIGNED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2022.

CITY OF SALIDA

BY: \_\_\_\_\_  
MAYOR

## CERTIFICATE OF DEDICATION AND OWNERSHIP

THIS IS TO CERTIFY THAT THE CITY OF SALIDA IS THE OWNER OF 100% OF THE LAND DESCRIBED AND SET FORTH HEREIN, EXCEPT PUBLIC STREETS, THAT SUCH OWNER DESIRES AND APPROVES THE ANNEXATION OF THE TERRITORY DESCRIBED HEREIN TO THE CITY OF SALIDA, COLORADO.

THE UNDERSIGNED OWNER OF PROPERTY TO BE ANNEXED HEREBY DEDICATE AND GRANT FOR PUBLIC USE AS A PUBLIC RIGHT-OF-WAY AND UTILITY EASEMENT, PERPETUAL, UNRESTRICTED USE OF SAID RIGHT-OF-WAY AND UTILITY EASEMENT AS SHOWN HEREON.

EXECUTED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2022.

OWNERS:

MAYOR

COUNTY OF CHAFFEE )  
STATE OF COLORADO ) ss.

THE FORGOING DEDICATION WAS ACKNOWLEDGED BEFORE ME THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2022, BY THE CITY OF SALIDA MAYOR. WITNESS MY HAND AND SEAL.

MY COMMISSION EXPIRES \_\_\_\_\_

NOTARY PUBLIC

## CITY CLERK'S CERTIFICATE

I HEREBY CERTIFY THAT THIS ANNEXATION MAP ALONG WITH THE ORIGINAL ANNEXATION ORDINANCE FOR THE SALIDA FIRE STATION ANNEXATION WERE ACCEPTED FOR FILING IN MY OFFICE ON THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2022, AND IS DULY RECORDED.

CITY CLERK

## CLERK AND RECORDER'S CERTIFICATE

I HEREBY CERTIFY THAT A CERTIFIED COPY OF THIS ANNEXATION MAP ALONG WITH A CERTIFIED COPY OF THE ANNEXATION ORDINANCE FOR THE SALIDA FIRE STATION ANNEXATION WERE ACCEPTED FOR FILING IN MY OFFICE AT \_\_\_\_ M. ON THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2022 UNDER RECEPTION NUMBER \_\_\_\_\_.

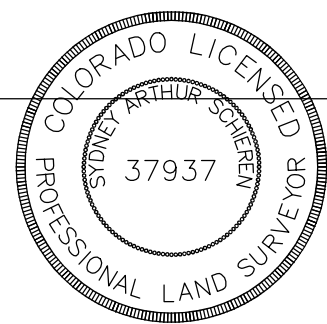
CHAFFEE COUNTY CLERK AND RECORDER

## LAND SURVEYOR'S CERTIFICATE

I, SYDNEY A. SCHIEREN, A REGISTERED LAND SURVEYOR LICENSED TO PRACTICE IN THE STATE OF COLORADO, DO HEREBY CERTIFY THAT THIS LAND SURVEY WAS PERFORMED UNDER MY DIRECT SUPERVISION, AND THAT THE PLAT REPRESENTS THE RESULTS OF SAID SURVEY AND IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

**PRELIMINARY DRAFT**  
FOR REVIEW BY CLIENT  
FOR REVIEW BY AGENT ONLY

SYDNEY A. SCHIEREN  
COLORADO P.L.S. 37937



NOTICE: ACCORDING TO COLORADO LAW YOU MUST COMMENCE ANY LEGAL ACTION BASED UPON ANY DEFECT IN THIS SURVEY WITHIN THREE YEARS AFTER YOU FIRST DISCOVER SUCH DEFECT. IN NO EVENT MAY ANY ACTION BASED UPON ANY DEFECT IN THIS SURVEY BE COMMENCED MORE THAN TEN YEARS FROM THE DATE OF THE SURVEYOR'S STATEMENT CONTAINED HEREON.

## GENERAL NOTES

- 1) BASIS OF BEARING FOR THIS SURVEY IS GRID NORTH FROM COLORADO STATE PLANE COORDINATE SYSTEM CENTRAL ZONE, BASED ON G.P.S. OBSERVATIONS ALONG THE SOUTH LINE OF SUBJECT PROPERTY BETWEEN TWO 1 1/2" ALUMINUM CAPS STAMPED LS 16117 HAVING A BEARING OF NORTH 89°21'33" WEST
- 2) UNDERGROUND UTILITIES SHOWN AS MARKED ON THE SURFACE BY UTILITY NOTIFICATION CENTER OF COLORADO AND OTHERS. LANDMARK SURVEYING AND MAPPING ASSUMES NO RESPONSIBILITY FOR THE ACCURACY OF ANY UNDERGROUND UTILITIES DEPICTED HEREON.
- 3) THIS SURVEY WAS PERFORMED IN CONJUNCTION WITH FIRST AMERICAN TITLE INSURANCE COMPANY (CENTRAL COLORADO TITLE & ESCROW) COMMITMENT NO. 21-1637, DATED NOVEMBER 9, 2021 (NORTH PARCEL) AND 21-15849, DATED AUGUST 30, 2021 (SOUTH PARCEL)
- 4) ROADWAY EASEMENT MAY CEASE TO EXIST DUE TO OTHER MEANS OF CONVENIENT INGRESS AND EGRESS TO AND FROM SAID PROPERTY\* THAT CURRENTLY EXIST AS STATED IN DEED AT BOOK 282 PAGE 264
- 5) TOTAL AREA TO BE ANNEXED=2.94 ACRES+/-
- 6) THIS ANNEXATION SUBJECT TO THE TERMS AND CONDITIONS AS SET FORTH IN THE ANNEXATION AGREEMENT RECORDED AT RECEPTION NO. \_\_\_\_\_

## CERTIFICATION OF TITLE

I, \_\_\_\_\_, A LICENSED TITLE INSURANCE AGENT IN THE STATE OF COLORADO, DO HEREBY CERTIFY THAT I HAVE EXAMINED THE TITLE TO THE PROPERTY HEREBY DEDICATED AND AS SHOWN AND DESCRIBED ON THIS PLAT AND FOUND TITLE VESTED IN THE CITY OF SALIDA, FREE AND CLEAR OF ALL LIENS AND ENCUMBRANCES EXCEPT AS LISTED BELOW:

DATED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2022.

TITLE AGENT

REVISED:	
DATE: JUNE 22, 2022	
DATE: JULY 13, 2022	
JOB # 21184	
DATE: MAY 17, 2022	
SHEET 1 OF 1	

## SALIDA FIRE STATION ANNEXATION TO THE CITY OF SALIDA

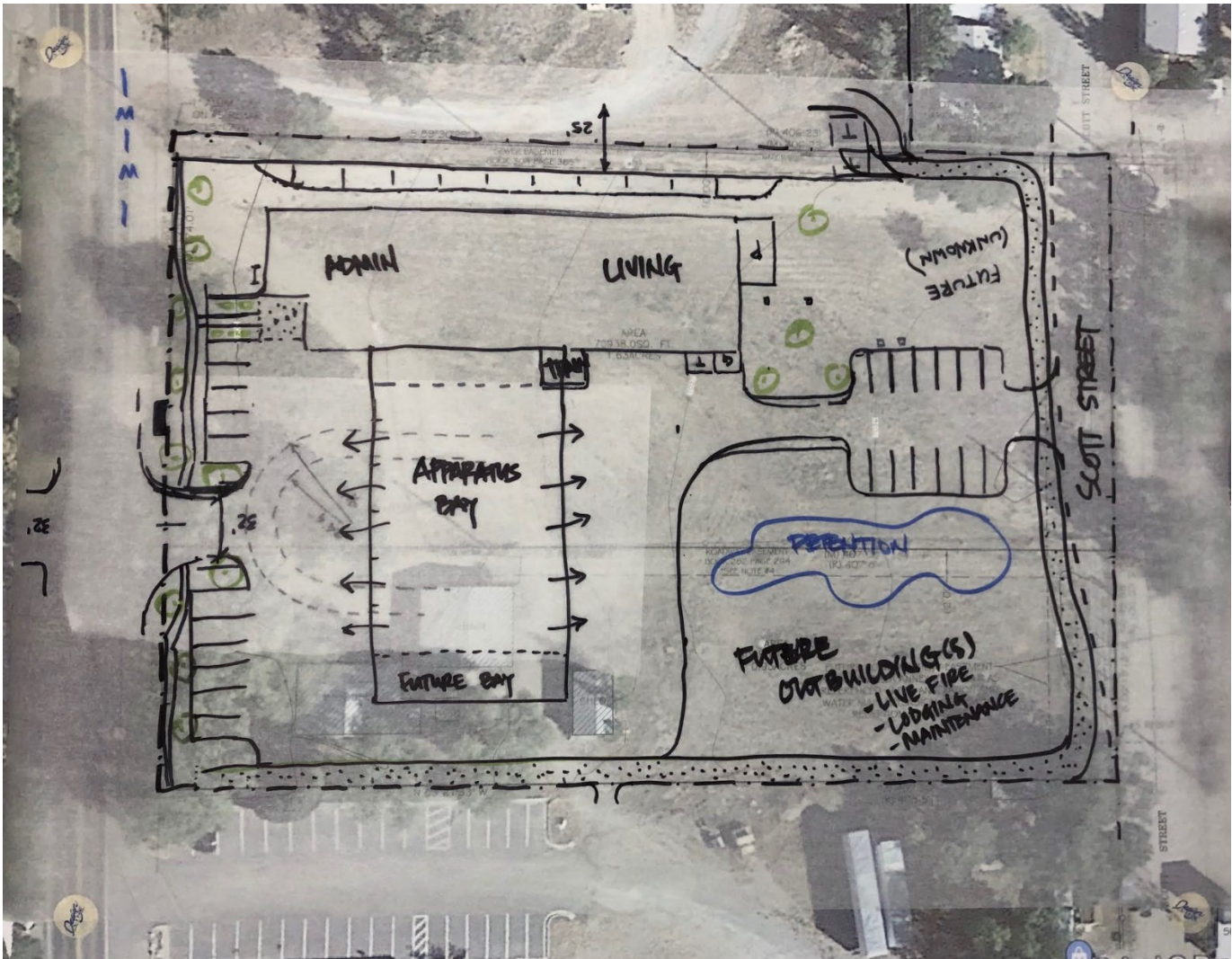
LOCATED WITHIN THE NORTHWEST QUARTER  
OF THE SOUTHWEST QUARTER OF SECTION  
4, TOWNSHIP 49 NORTH, RANGE 9 EAST OF  
THE NEW MEXICO PRINCIPAL MERIDIAN,  
CHAFFEE COUNTY, COLORADO



**LANDMARK**  
SURVEYING & MAPPING  
P.O. BOX 668 SALIDA, CO. 81201  
PH 719.539.4021 FAX 719.539.4031



Initial Concept Sketch of Fire Station Site Plan. This is the first preliminary draft developed during a design workshop on June 30, 2022 and is subject to change:



**PUBLIC NOTICE  
NOTICE OF PUBLIC HEARING BEFORE  
THE PLANNING COMMISSION AND CITY  
COUNCIL FOR THE CITY OF SALIDA  
CONCERNING ANNEXATION AND  
ZONING APPLICATIONS**

**TO ALL MEMBERS OF THE PUBLIC AND INTERESTED PERSONS: PLEASE TAKE NOTICE:** that on July 25th, 2022 at or about the hour of 6:00 p.m., a public hearing will be conducted by the City of Salida Planning Commission at City Council Chambers, 448 East First Street, Suite 190, Salida, CO and online at the following link: <https://attendee.gotowebinar.com/rt/1909092342220683277>

The hearing is regarding applications for Salida Fire Station Annexation and Zoning submitted by the City of Salida for the property located at 611 Oak Street. The City is currently considering a petition to annex and zone this municipally-owned property into the City. The general purpose of the application is to consider the City's request to annex the property and to zone the property C-1.

Any recommendation by the Planning Commission for the Annexation and Zoning shall be forwarded to the City Council for review and a public hearing scheduled for August 16th, 2022 at or about the hour of 6:00 p.m. at City Council Chambers and online at the following link: <https://attendee.gotowebinar.com/register/6382995264411204366>.

Interested persons are encouraged to attend the public hearing. Further information on the applications may be obtained from the Community Development Department, (719) 530-2631.

\*Please note that it is inappropriate to personally contact individual City Councilors or Planning Commissioners, outside of the public hearing, while an application is pending. Such contact is considered ex parte communication and will have to be disclosed as part of the public hearings on the matter. If you have any questions/ comments, you should email or write a letter to staff, or present your concerns at the public meeting in person or via the above GoToWebinar link so your comments can be made part of the record.

Published in The Mountain Mail July 8, 2022

DRAFT Planning Commission Minutes, July 25, 2022:

- 3. Salida Fire Station zoning** - The City of Salida is requesting a zoning designation of Commercial (C-1), should the property be annexed.

**A. Open Public hearing – 6:08pm**

**B. Proof of Publication -Yes**

**C. Staff Review of Application –**

Planner Dunleavy explained the request to rezone the property to Commercial (C1) and recommends approval.

**D. Applicant's Presentation –**

Fire Chief Bess and Seth Clark were present to answer questions.

**E. Public Input – N/A**

**F. Close Public Hearing – 6:14pm**

**G. Commissioner Discussion –**

Commissioners asked about the difference between commercial and institutional zoning and whether a new institutional zoning would be a possibility for that lot in the future.

**H. Commission Recommendation –**

Motion made by Vice-Chair Bomer to recommend City Council approve the Salida Fire Station Annexation Zoning application, Seconded by Commissioner Kriebel.

Voting Yea: Chairman Follet, Vice-Chair Bomer, Commissioner Dockery, Commissioner Kriebel, Commissioner Walker, Alternate Commissioner Colby

**THE MOTION PASSED.**





## CITY COUNCIL ACTION FORM

DEPARTMENT	PRESENTED BY	DATE
Planning	Kathryn Dunleavy - Planner	August 2, 2022

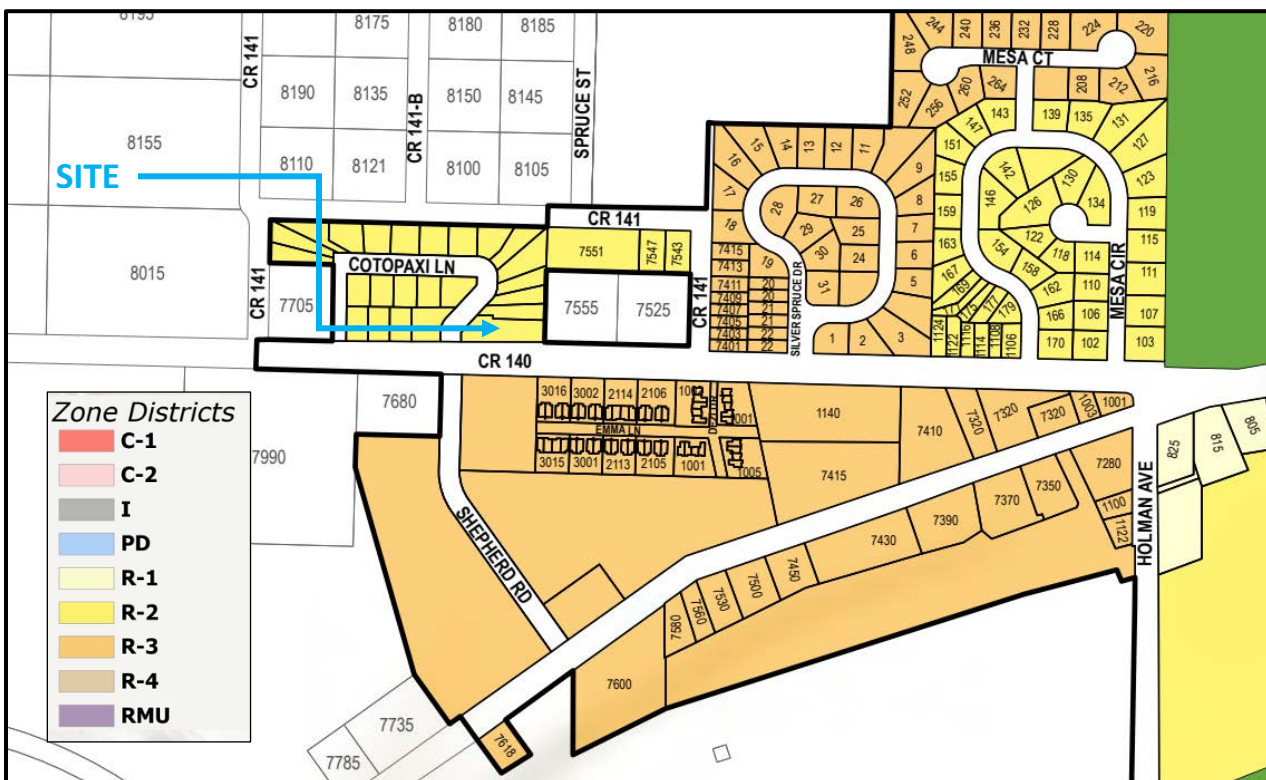
### ITEM

Ordinance 2022-14: First reading and setting a public hearing on proposed rezoning of Lot 15, West End Subdivision from Medium-Density Residential (R-2) to High-Density Residential (R-3).

### BACKGROUND

The applicant, Tory Upchurch, is requesting to rezone a 0.36 acre lot. The property was annexed in 2021 as part of the Upchurch Annexation as a single 5.32 acre parcel and zoned R-2. The applicant had expressed interest in zoning Lot 15 as R-3 during the annexation process; however, such a split-zoning was not possible because the subdivision had not yet been platted.

Five (5) Inclusionary Housing units are required to be built for West End Subdivision and will be located on Lot 15. The current R-2 zoning allows for a maximum of 5 units; the proposed rezoning of this lot would allow up to 7 units to be built. The applicant plans to construct 3 duplexes for a total of 6 units, all of which will be deed-restricted. The request was heard by the Planning Commission on July 25, 2022 and the Commission recommended approval of the request.





## CITY COUNCIL ACTION FORM

<b>DEPARTMENT</b> Planning	<b>PRESENTED BY</b> Kathryn Dunleavy - Planner	<b>DATE</b> August 2, 2022
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### REVIEW STANDARDS FOR MAP AMENDMENTS (Section 16-4-210):

- 1. Consistent with Comprehensive Plan.** The proposed amendment shall be consistent with the Comprehensive Plan.
  - The proposed amendment is consistent with The City of Salida Comprehensive Plan, Principle H-II, regarding policies and actions to provide affordable housing in the community. As a Condition of Approval, staff recommends:
    - The West End Major Subdivision SIA and IH Agreement shall be amended to require six (6) deed-restricted units. If for sale, the sixth unit shall be restricted to a maximum 140% AMI.
- 2. Consistency with Purpose of Zone District.** The proposed amendment shall be consistent with the purpose of the zone district to which the property is to be designated.
  - The proposed amendment is consistent with High-Density Residential (R-3). "The purpose of R-3 zone district is to provide for relatively high density duplex and multi-family residential areas, including primarily triplex, townhouse, and apartment uses." The provision of 3 duplexes on a 15,718 square foot lot is compatible with the intent of R-3.





## CITY COUNCIL ACTION FORM

DEPARTMENT	PRESENTED BY	DATE
Planning	Kathryn Dunleavy - Planner	August 2, 2022

**3. Compatibility with Surrounding Zone Districts and Uses.** The development permitted by the proposed amendment shall be compatible with surrounding zone districts, land uses and neighborhood character.

- The in-City zone districts closest to the subject property are zoned either R-2, Medium – Density Residential, or R-3, High-Density Residential. The R-3 properties consist of the Angelview multi-family development located across CR 140, and Cochetopa Estates, located approximately 500 feet to the east and is a mix of single-family and duplexes. The properties that are zoned R-2 are the remaining lots of this development – West End Subdivision – which serve as a buffer to the single-family County lots to the north. Directly east of the site is a County property zoned RES, containing a single family home.
- The applicant plans to construct 3 duplexes for a total of 6 units. This would be compatible with existing zone districts, land uses, and the mixed housing types and character of surrounding uses.

**4. Changed Conditions or Errors.** The applicant shall demonstrate that conditions affecting the subject parcel or the surrounding neighborhood have changed, or that due to incorrect assumptions or conclusions about the property, one (1) or more errors in the boundaries shown on the Official Zoning Map have occurred.

- The applicant had expressed interest in zoning Lot 15 as R-3 during the annexation and zoning, but it was not possible until the subdivision had been platted.

### PLANNING COMMISSION RECOMMENDATION

A public hearing with the Planning Commission was held July 25, 2022 and the Commission recommended Council approve the rezoning of the subject site from Medium-Density Residential (R-2) to High-Density Residential (R-3) as it meets the review standards for map amendments. The proposed condition of approval was added after Planning Commission review.

### STAFF RECOMMENDATION

Staff recommends approval of the proposed re-zoning the subject site from Medium-Density Residential (R-2) to High-Density Residential (R-3) with the following condition:

1. The West End Major Subdivision SIA and IH Agreement shall be amended to require six (6) deed-restricted units. If for sale, the sixth unit shall be restricted to a maximum 140% AMI.



## CITY COUNCIL ACTION FORM

DEPARTMENT	PRESENTED BY	DATE
Planning	Kathryn Dunleavy - Planner	August 2, 2022

### **SUGGESTED MOTION**

A council person should make the motion to “approve Ordinance 2022-14 on first reading and set the second reading and public hearing for August 16, 2022.”

#### Attachments:

Ordinance 2022-14

Application materials

Draft Planning Commission Minutes

Proof of Publication

**CITY OF SALIDA, COLORADO  
ORDINANCE NO. 14  
SERIES OF 2022**

**AN ORDINANCE OF THE CITY OF SALIDA, COLORADO, REZONING CERTAIN REAL PROPERTY KNOWN AS LOT 15, WEST END MAJOR SUBDIVISION FROM MEDIUM DENSITY RESIDENTIAL DISTRICT (R-2) TO HIGH DENSITY RESIDENTIAL DISTRICT (R-3)**

**WHEREAS**, SGP, LLC (“Petitioner”) is the owner of a certain tract of 0.36 acres of land located in the City of Salida described as Lot 15, West End Major Subdivision, Salida, County of Chaffee, State of Colorado (the “Property”); and

**WHEREAS**, on July 5, 2022, pursuant to Section 16-4-210 of the Salida Municipal Code, Petitioner filed a General Development Application to commence proceedings to rezone the Property from Medium Density Residential (R-2) to High Density Residential (R-3); and

**WHEREAS**, the Property was annexed with other land as part of the Upchurch Annexation which was approved by the City Council by Ordinance 2021-05 on April 20, 2021; and

**WHEREAS**, the Property was zoned to Medium Density Residential (R-2) by Ordinance 2021-06 on April 20, 2021; and

**WHEREAS**, an Annexation Agreement regarding development of the Property was approved by the City Council by Resolution No. 2021-11 on April 20, 2021 and recorded at Reception No. 472070, Chaffee County Recorder’s Office, Chaffee County; and

**WHEREAS**, a public hearing on the rezoning application for the Property was held on July 25, 2022 by the City of Salida Planning Commission who found that the review standards for rezoning were met and recommended that the City Council zone it as High Density Residential (R-3); and

**WHEREAS**, as required by the Salida Municipal Code, the public hearing on the rezoning application for the Property was held on August 16, 2022 at a regularly scheduled meeting of the Salida City Council.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALIDA, COLORADO, THAT:**

1. The aforementioned recitals are hereby fully incorporated herein.
2. The Property, Lot 15, West End Major Subdivision, Salida, County of Chaffee, State of Colorado, is hereby zoned High Density Residential (R-3).



3. Promptly following adoption of this Ordinance, the City Administrator shall cause the terms of this Ordinance to be incorporated into the Official Zoning Map of the City pursuant to Section 16-4-210 of the Salida Municipal Code. The signed original copy of the Zoning Map shall be filed with the City Clerk. The Clerk shall also record a certified copy of this Ordinance with the Chaffee County Clerk and Recorder. The City staff is further directed to comply with all provisions of the Salida Land Use Regulations, SMC §16-1-10, *et seq.*, to implement the provisions of this Ordinance.

4. Prior to issuance of a building permit, Section 7 – Inclusionary Housing of the Subdivision Improvements and Inclusionary Housing Agreement (West End Major Subdivision), Paragraph 7.1, shall be amended to require the construction of six (6) deed-restricted units.

INTRODUCED ON FIRST READING, on August 2, 2022 ADOPTED and ORDERED PUBLISHED IN FULL in a newspaper of general circulation in the City of Salida by the City Council on the \_\_\_\_ day of \_\_\_\_\_, 2022 and set for second reading and public hearing on the 16th day of August, 2022.

INTRODUCED ON SECOND READING, FINALLY ADOPTED and ORDERED BY TITLE ONLY, by the City Council on the 16th day of August, 2022.

CITY OF SALIDA, COLORADO

\_\_\_\_\_  
Dan Shore, Mayor

[SEAL]

ATTEST:

\_\_\_\_\_  
City Clerk/Deputy Clerk

PUBLISHED IN FULL in the Mountain Mail after First Reading on the \_\_\_\_ day of \_\_\_\_\_, 2022, and BY TITLE ONLY, after final adoption on the \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
City Clerk/Deputy City Clerk

**GENERAL DEVELOPMENT APPLICATION**

448 East First Street, Suite 112

Salida, CO 81201

Phone: 719-530-2626 Fax: 719-539-5271

Email: [planning@cityofsalida.com](mailto:planning@cityofsalida.com)**1. TYPE OF APPLICATION** (Check-off as appropriate)

- |  |   |
|--|---|
| <input type="checkbox"/> Annexation                          | <input type="checkbox"/> Administrative Review:<br>(Type) _____                         |
| <input type="checkbox"/> Pre-Annexation Agreement            |   |
| <input type="checkbox"/> Appeal Application (Interpretation) | <input type="checkbox"/> Limited Impact Review:<br>(Type) _____                         |
| <input type="checkbox"/> Certificate of Approval             |   |
| <input type="checkbox"/> Creative Sign Permit                | <input checked="" type="checkbox"/> Major Impact Review:<br>(Type) <u>Re-Zone</u> _____ |
| <input type="checkbox"/> Historic Landmark/District          |   |
| <input type="checkbox"/> License to Encroach                 | <input type="checkbox"/> Other: _____   |
| <input type="checkbox"/> Text Amendment to Land Use Code     |   |
| <input type="checkbox"/> Watershed Protection Permit         |   |
| <input type="checkbox"/> Conditional Use                     |   |

**2. GENERAL DATA** (To be completed by the applicant)**A. Applicant Information**Name of Applicant: SGP LLCMailing Address: 901 North Pennsylvania St Denver CO 80203Telephone Number: (512)826-6152 FAX: \_\_\_\_\_Email Address: toryup@gmail.comPower of Attorney/ Authorized Representative: \_\_\_\_\_  
(Provide a letter authorizing agent to represent you, include representative's name, street and mailing address, telephone number, and FAX)**B. Site Data**Name of Development: West End SubdivisionStreet Address: TBD CR 140Legal Description: Lot 15 Block \_\_\_\_\_ Subdivision West End (attach description)

Disclosure of Ownership: List all owners' names, mortgages, liens, easements, judgments, contracts and agreements that run with the land. (May be in the form of a current certificate from a title insurance company, deed, ownership and encumbrance report, attorney's opinion, or other documentation acceptable to the City Attorney)

I certify that I have read the application form and that the information and exhibits herewith submitted are true and correct to the best of my knowledge.

Signature of applicant/agent: Tory Upchurch Date: 7/5/22  
Signature of property owner: \_\_\_\_\_ Date: \_\_\_\_\_



## LIMITED IMPACT & MAJOR IMPACT SUBMITTAL REQUIREMENTS

448 East First Street, Suite 112  
Salida, CO 81201  
Phone: 719-530-2626 Fax: 719-539-5271  
Email: [planning@cityofsalida.com](mailto:planning@cityofsalida.com)

*An application is meant to highlight the requirements and procedures of the Land Use Code. With any development application, it is the responsibility of the applicant to read, understand, and follow all of the provisions of the Land Use Code.*

### 1. PROCEDURE (Section 16-3-80)

**A. Development Process** (City Code Section 16-3-50) Any application for approval of a development permit shall include a written list of information which shall constitute the applicant's development plan, which shall be that information necessary to determine whether the proposed development complies with this Code. The development plan shall include the following, as further specified for each level of review on the pre-application checklist:

1. Pre-Application Conference (Limited Impact and Major Impact Review Applications)
2. Submit Application
3. Staff Review. Staff report or decision forwarded to the applicant (Administrative review)
4. Public Notice
5. Public Hearing with Planning Commission (Limited Impact and Major Impact Review Applications)
6. Public Notice
7. Hearing Conducted by City Council (Major Impact Review)

### ☒ **B. Application Contents** (City Code Section 16-3-50)

#### ☒ 1. A General Development Application

#### ☒ 2. A copy of a current survey or the duly approved and recorded subdivision plat covering the subject lots where the proposal is for development on previously subdivided or platted lots;

#### ☒ 3. A brief written description of the proposed development signed by the applicant;

#### ☐ 4. Special Fee and Cost Reimbursement Agreement completed. *\*major impact only*

#### ☐ 5. Public Notice.

- a) List. A list shall be submitted by the applicant to the city of adjoining property owners' names and addresses. A property owner is considered adjoining if it is within 175 feet of the subject property regardless of public ways. The list shall be created using the current Chaffee County tax records.
- b) Postage Paid Envelopes. Each name on the list shall be written on a postage-paid envelope. Postage is required for up to one ounce. Return Address shall be: City of Salida, 448 E. First Street, Suite 112, Salida, CO 81201.
- c) Applicant is responsible for posting the property and submittal of proof of posting the public notice.

- ☐ 6. Developments involving construction shall provide the following information:
- (i) A development plan map, at a scale of one (1) inch equals fifty (50) feet or larger with title, date, north arrow and scale on a minimum sheet size of eight and one-half (8½) inches by eleven (11) inches, which depicts the area within the boundaries of the subject lot, including:
    - a. The locations of existing and proposed land uses, the number of dwelling units and the square footage of building space devoted to each use;
    - b. The location and dimensions, including building heights, of all existing and proposed Buildings or structures and setbacks from lot lines or building envelopes where exact dimensions are not available;
    - c. Parking spaces;
    - d. Utility distribution systems, utility lines, and utility easements;
    - e. Drainage improvements and drainage easements;
    - f. Roads, alleys, curbs, curb cuts and other access improvements;
    - g. Any other improvements;
    - h. Any proposed reservations or dedications of public right-of-way, easements or other public lands, and
    - i. Existing topography and any proposed changes in topography, using five-foot contour intervals or ten-foot contour intervals in rugged topography.
  - (ii) 24" x 36" paper prints certified by a licensed engineer and drawn to meet City specifications to depict the following:
    - a. Utility plans for water, sanitary sewer, storm sewer, electric, gas and telephone lines;
    - b. Plans and profiles for sanitary and storm sewers; and
    - c. Profiles for municipal water lines; and
    - d. Street plans and profiles.
  - (iii) Developments in the major impact review procedure shall provide a development plan map on paper prints of twenty-four (24) inches by thirty-six (36) inches, with north arrow and scale, and with title and date in lower right corner, at a scale of one (1) inch equals fifty (50) feet or larger which depicts the area within the boundaries of the subject lots and including those items in Section 16-3-40(a)(3).

- ☐ 7. Any request for zoning action, including review criteria for a requested conditional use (Sec. 16-4-190 ) or zoning variance (Sec. 16-4-180);

- ☐ 8. Any subdivision request including a plat meeting the requirements of Section 16-6-110;
- ☐ 9. Any other information which the Administrator determines is necessary to determine whether the proposed development complies with this Code, including but not limited to the following:

(i) A tabular summary of the development proposal, which identifies the total proposed development area in acres, with a breakdown of the percentages and amounts devoted to specific land uses; total number and type of proposed residential units; total number of square feet of proposed nonresidential space; number of proposed lots; and sufficient information to demonstrate that the plat conforms with all applicable dimensional standards and off-street parking requirements.

(ii) A description of those soil characteristics of the site which would have a significant influence on the proposed use of the land, with supporting soil maps, soil logs and classifications sufficient to enable evaluation of soil suitability for development purposes. Data furnished by the USDA Natural Resource Conservation Service or a licensed engineer shall be used. The data shall include the shrink/swell potential of the soils, the groundwater levels and the resulting foundation requirements. Additional data may be required by the City if deemed to be warranted due to unusual site conditions.

(iii) A report on the geologic characteristics of the area, including any potential natural or man-made hazards which would have a significant influence on the proposed use of the land, including but not limited to hazards from steep or unstable slopes, rockfall, faults, ground subsidence or radiation, a determination of what effect such factors would have, and proposed corrective or protective measures.

(iv) Engineering specifications for any improvements.

(v) A plan for erosion and sediment control, stabilization and revegetation.

(vi) A traffic analysis prepared by a qualified expert, including projections of traffic volumes to be generated by the development and traffic flow patterns, to determine the impacts of a proposed development on surrounding City streets and to evaluate the need for road improvements to be made.

(vii) A storm drainage analysis consisting of the following:

(a) A layout map (which may be combined with the topographic map) showing the method of moving storm sewer water through the subdivision shall be provided. The map shall also show runoff concentrations in acres of drainage area on each street entering each intersection. Flow arrows shall clearly show the complete runoff flow pattern at each intersection. The location, size and grades of culverts, drain inlets and storm drainage sewers shall be shown, as applicable.

(b) The applicant shall demonstrate the adequacy of drainage outlets by plan, cross-section and/or notes and explain how diverted stormwater will be handled after it leaves the subdivision. Details for ditches and culverts shall be submitted, as applicable.

(c) The projected quantity of stormwater entering the subdivision naturally from areas outside of subdivision and the quantities of flow at each pickup point shall be calculated.

(viii) Evidence of adequate water supply and sanitary sewer service - Data addressing the population planned to occupy the proposed subdivision and future development phases and other developments that may need to be served by extensions of the proposed water supply and sewage disposal systems. The resulting domestic, irrigation and fire flow demands shall be expressed in terms of gallons of



water needed on an average day and at peak time, and the resulting amounts of sewage to be treated shall be expressed in gallons per day.

(ix) An analysis shall be submitted addressing how water for domestic use and for fire flows is to be provided, along with the collection and treatment of sewage generated by the property to be subdivided.

(x) A statement shall be submitted addressing the quantity, quality and availability of any water that is attached to the land.

(xi) A preliminary estimate of the cost of all required public improvements, tentative development schedule (with development phases identified), proposed or existing covenants and proposed maintenance and performance guarantees. The applicant shall submit, at least in summary or outline form, any agreements as may be required by Section 16-2-70, relating to improvements and dedications.

(xii) If intending to use solar design in the development, include a description of the steps that have been taken to protect and enhance the use of solar energy in the proposed subdivision. This shall include how the streets and lots have been laid out and how the buildings will be sited to enhance solar energy usage.

(xiii) If applicable, a report shall be submitted identifying the location of the one-hundred-year floodplain and the drainageways near or affecting the property being subdivided. If any portion of a one-hundred-year floodplain is located on the property, the applicant shall also identify the floodway and floodway fringe area. The applicant shall also describe the steps that will be taken to ensure that development locating in the floodway fringe area is accomplished in a manner which meets Federal Insurance Administration standards.

(xiv) If applicable, a report shall be submitted on the location of wetlands, as defined by the U.S. Army Corp of Engineers, on or affecting the property being subdivided. The report shall outline the development techniques planned to ensure compliance with federal, state and local regulations.

(xv) A landscape plan, meeting the specifications of Section 16-8-90.

(xvi) If applicable, a description of how the proposal will comply with the standards of any of the overlays.

(xvii) A site plan for parks, trails and/or open space meeting the requirements of Section 16-6-110 below. If an alternate site dedication or fee in lieu of dedication is proposed, detailed information about the proposal shall be submitted.

(xviii) All development and subdivision naming shall be subject to approval by the City. No development or subdivision name shall be used which will duplicate or be confused with the name of any existing street or development in the City or the County;

☐ 10. An access permit from the Colorado Department of Transportation; and

☐ 11. A plan for locations and specifications of street lights, signs and traffic control devices.

## 2. REVIEW STANDARDS (If necessary, attach additional sheets)

The application for Limited or Major Impact Review shall comply with the following standards.

1. **Consistency with Comprehensive Plan.** The use shall be consistent with the City's Comprehensive Plan.

Our intent is provide more inclusionary housing options which is consistent with the City of Salida's Comprehensive Plan.

2. **Conformance to Code.** The use shall conform to all other applicable provisions of this Land Use Code, including, but not limited to:

- a. **Zoning District Standards.** The purpose of the zone district in which it is located, the dimensional standards of that zone district, and any standards applicable to the particular use, all as specified in Article 5, Use and Dimensional Standards.

Our request is to rezone Lot 15 to R3 which will allow us to build 6 inclusionary housing units. Currently under R2 Zoning, we are limited to a minimum sq. footage per principal dwelling unit of 3125 sq ft. R2 Zoning would allow for a minimum square footage per unit of 2400 sq ft would would allow us to add an additional unit.

- b. **Site Development Standards.** The parking, landscaping, sign and improvements standards.

We will follow the same site development standards we have agreed to for the West End

3. **Use Appropriate and Compatible.** The use shall be appropriate to its proposed location and be compatible with the character of neighboring uses, or enhance the mixture of complementary uses and activities in the immediate vicinity.

The density on Lot 15 under R3 zoning would allow us to add 6 total units. This would be similar density as the triplexes and duplexes being built in the West End Subdivision as well as the Angel View Condominiums on CR 140.

- 4. Nuisance.** The operating characteristics of the use shall not create a nuisance and the impacts of the use on surrounding properties shall be minimized with respect to noise, odors, vibrations, glare, and similar conditions.

We will follow the same guidelines we are following and have agreed to in the Annexation Agreement for West End Subdivision.

- 5. Facilities.** There shall be adequate public facilities in place to serve the proposed use, or the applicant shall propose necessary improvements to address service deficiencies which the use would cause.

There will be no additional need for public facilities and no service deficiencies associated with this request.

- 6. Environment.** The use shall not cause significant deterioration to water resources, wetlands, wildlife habitat, scenic characteristics, or other natural features. As applicable, the proposed use shall mitigate its adverse impacts on the environment.

We will follow the same guidelines we are following and have agreed to in the Annexation Agreement for West End Subdivision.

## Information for Major Impact Review (Re-Zoning) Application: WestEnd Development

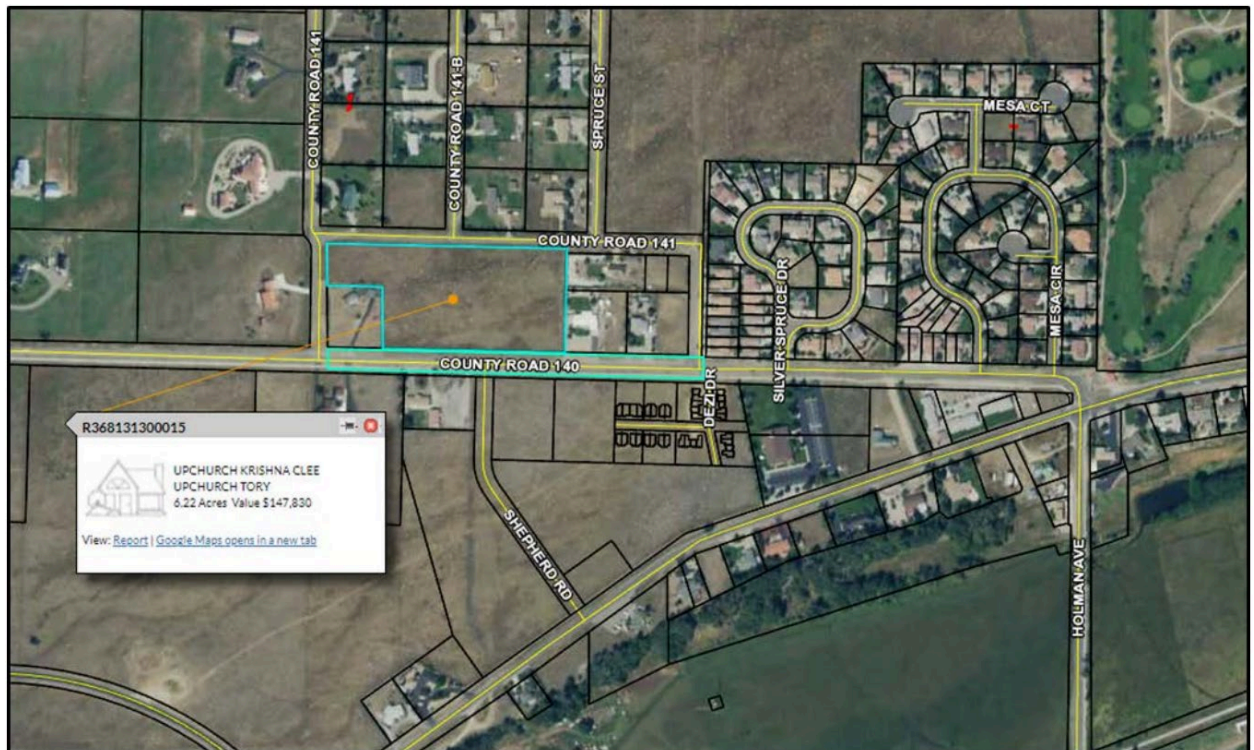
**PREPARED BY:** Tory Upchurch, SGP LLC

Address: 901 North Pennsylvania St Denver CO 80203

Prepared for: City of Salida Planning Commission

**PURPOSE OF REPORT:** Tory Upchurch of SGP LLC is submitting applications to the City of Salida for a Major Subdivision/ Major Impact Review. This narrative report provides development information of the Subdivision and explains how the project meets the city's review standards and code.

**BASIC SITE INFORMATION:** General Description: The 5.32 acre site is located on the west boundary of Salida. The property sits north of CR 140 or Airport Rd., south of CR 141 or Ouray Ave., and east of Pinion Dr. It is currently raw and empty land. The AngelView Condominium Development is located across Airport Rd to the south. The property is zoned R2 and has been subdivided into 24 lots.



## **WRITTEN NARRATIVE**

### **WestEnd Subdivision: Re-Zone Request**

**Purpose and Objective and Statement of Planning Objectives:** Our request is to re-zone Lot 15 to R3 to allow for additional density and the ability to add one additional inclusionary housing unit. .

- Lot 15 is 15,718 sq ft. R2 Zoning has a minimum square footage per dwelling unit of 3125 sq ft, which limits us to 5 units on Lot 15. R3 Zoning would decrease the minimum square footage per dwelling unit to 2400 sq ft allowing us to build an additional unit on the lot.

**Inclusionary Housing Obligations:** Per our negotiated Annexation Agreement, we “shall meet the affordable housing requirement of 12.5% of all future units built.” Thus, given that we are proposing to build 43 units, we were building five (5) affordable housing units in a manner that complies with the requirements of the Inclusionary Housing ordinance. We would now like to build an additional unit for the following reasons:

- More affordable housing is a good thing.
- We do not want to underutilize Lot 15.
- 6 Units will allow us to build 3 duplexes which we feel will blend in to the neighborhood more effectively

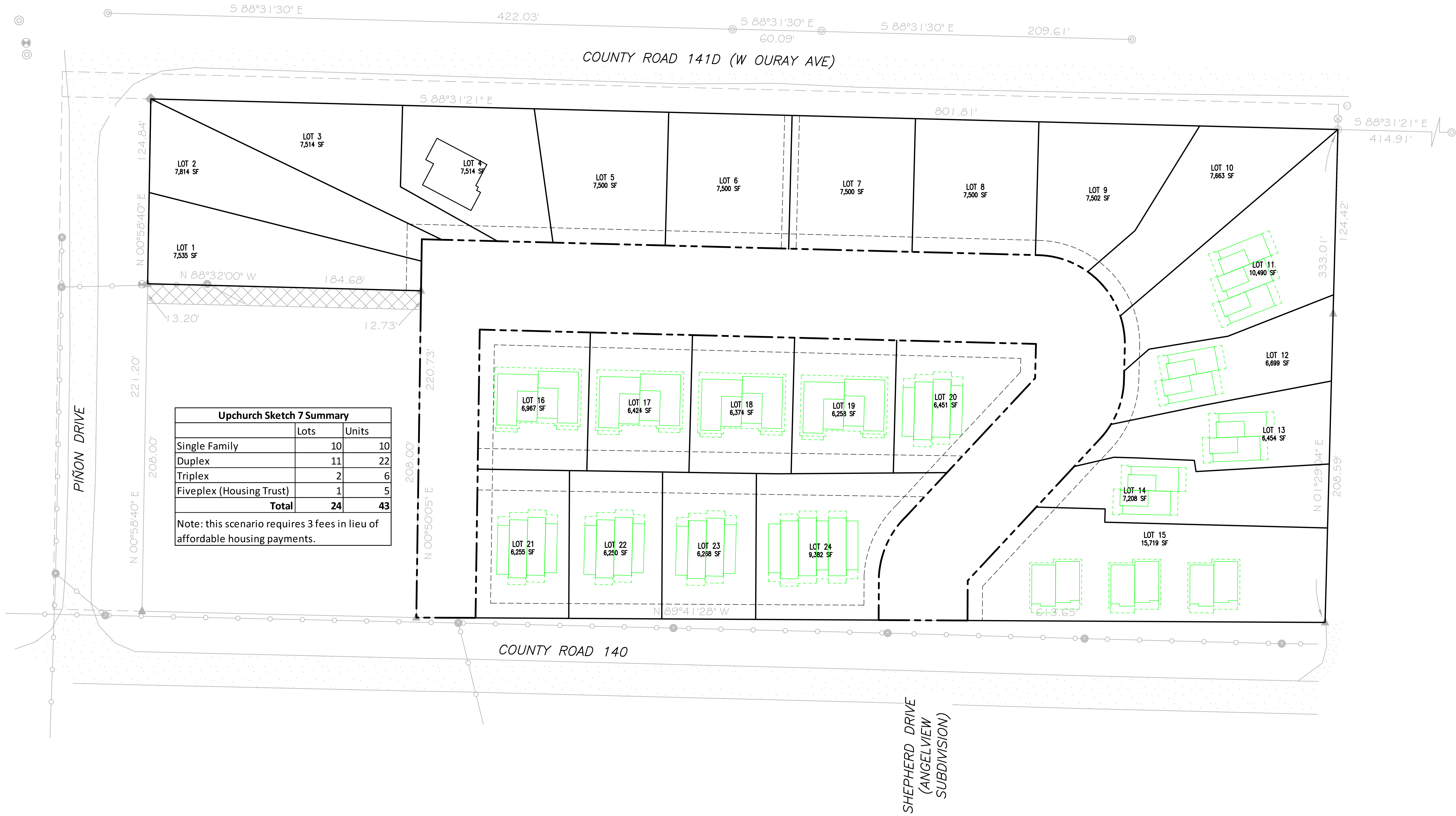
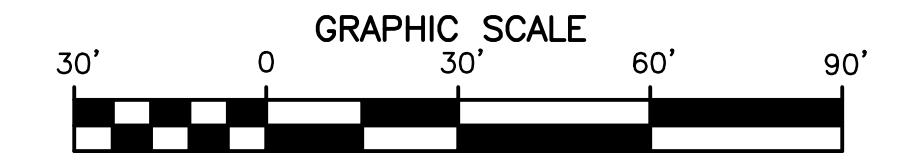
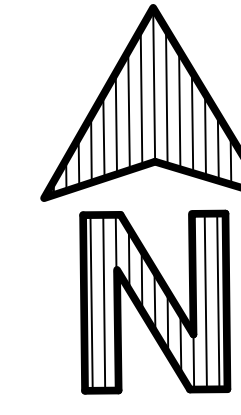
As a part of the Annexation Agreement, SGP agreed to build all the affordable units according to the following:

“The first of such built inclusionary housing units shall receive certificate of occupancy (“CO”) prior to the eighth (8th) unit on the Property receiving CO or, if provided via multi-family housing, the first of such required inclusionary housing units shall receive CO prior to the twelfth (12th) unit on the Property receiving CO, and the last of such required units shall receive CO prior to the 24th unit on the Property receiving CO. The number of units required to be physically built will be specified within the subdivision improvement agreement or development agreement, based upon the 12.5% City Code requirement.”

After we planned out the timing WestEnd, we found it more efficient to include all six units in Phase 1 of our development which should be completed by May 2023.



# WEST END SUBDIVISION LAYOUTS



Upchurch Sketch 7 Summary		
	Lots	Units
Single Family	10	10
Duplex	11	22
Triplex	2	6
Fiveplex (Housing Trust)	1	5
<b>Total</b>	<b>24</b>	<b>43</b>
Note: this scenario requires 3 fees in lieu of affordable housing payments.		

DRAFT Planning Commission Minutes, July 25, 2022:

- 6. Major Impact Review - West End Subdivision Rezone** - The applicant Tory Upchurch is requesting to rezone Lot 15 of the West End Subdivision from Medium Density Residential (R-2) to High Density Residential (R-3).

**A. Open Public hearing – 6:49pm**

**B. Proof of Publication -Yes**

**C. Staff Review of Application –**

Planner Dunleavy reviews request to rezone a parcel of the Upchurch property to R3. The purpose of the request is so the applicant, Tory Upchurch, can build 6 deed restricted units on Lot 15 instead of 5 deed restricted units.

Staff believes that this request is compatible with the existing structures and recommends approval contingent on approval from the Department of Public Works.

Commissioners asked staff the following:

- Whether the lot would still be eligible for the 6<sup>th</sup> deed restricted unit if it was not rezoned
- If the lot was rezoned to R-3, would there be room for 7 deed restricted units.

**D. Applicant's Presentation –**

Applicant, Tory Upchurch, was online and available to answer questions.

Commissioners asked the applicant the following:

- Whether there was a 7<sup>th</sup> deed restricted unit in the budget for this project.

Tory Upchurch responded that they will be building the affordable units at the same time and then donate them to Chaffee Housing Trust. The Housing Trust would then be responsible for filling the homes. Tory Upchurch explained that finances are an issue for the 7<sup>th</sup> unit.

Commissioners asked if there are different designs for the different units in the Upchurch Property.

Tory Upchurch confirmed that there are a variance in designs but it would not be eligible for the deed restricted units.

Director Almquist talked about the possibility of adding an Accessory Dwelling Unit to the property down the line.

**E. Public Input – N/A**

**F. Close Public Hearing – 7:06pm**

**G. Commissioner Discussion –**

Commissioners discussed the following:

- Can commission recommend that any additional units built on that lot should also be deed restricted?
- Whether the deed restricted homes are rented or are they for sale.
- The language of the annexation agreement for the deed restriction units.

**H. Commission Recommendation –**

Motion made by Alternate Commissioner Colby, to recommend City Council approve the West End Subdivision Rezone application. The motion was Seconded by Commissioner Walker.

Voting Yea: Chairman Follet, Vice-Chair Bomer, Commissioner Dockery, Commissioner Kriebel, Commissioner Walker, Alternate Commissioner Colby

**THE MOTION PASSED.**

**PUBLIC NOTICE**  
**NOTICE OF PUBLIC HEARING BEFORE**  
**THE PLANNING COMMISSION AND CITY**  
**COUNCIL FOR THE CITY OF SALIDA**  
**CONCERNING A REZONE APPLICATION**  
**TO ALL MEMBERS OF THE PUBLIC**  
**AND INTERESTED PERSONS: PLEASE**  
**TAKE NOTICE:** that on July 25th, 2022 at  
 or about the hour of 6:00 p.m., a public  
 hearing will be conducted by the City of  
Salida Planning Commission at City  
 Council Chambers, 448 East First Street,  
 Suite 190, Salida, CO and online at the  
 following link: <https://attendee.gotowebinar.com/rt/1909092342220683277>

The hearing is regarding an application to  
 rezone Lot 15, West End Major Subdivision,  
 a 15,718 square foot lot located at the  
 northeast corner of County Road 140 and  
 Cotopaxi Lane. The general purpose of the  
 application is to consider the applicant's  
 request to rezone the property from R-2 to  
 R-3.

Any recommendation by the Planning  
 Commission for the Rezone shall be  
 forwarded to the City Council for review  
 and a public hearing scheduled for August  
16th, 2022 at or about the hour of 6:00 p.m.  
 at City Council Chambers and online at the  
 following link: <https://attendee.gotowebinar.com/register/6382995264411204366>.

Interested persons are encouraged to attend  
 the public hearing. Further information on  
 the applications may be obtained from the  
 Community Development Department, (719)  
 530-2631.

\*Please note that it is inappropriate to  
 personally contact individual City Councilors  
 or Planning Commissioners, outside of  
 the public hearing, while an application is  
 pending. Such contact is considered ex  
 parte communication and will have to be  
 disclosed as part of the public hearings  
 on the matter. If you have any questions/  
 comments, you should email or write a letter  
 to staff, or present your concerns at the  
 public meeting in person or via the above  
 GoToWebinar link so your comments can be  
 made part of the record.

Published in The Mountain Mail July 8, 2022