



2016

# Minturn Council Meeting

Wednesday August 3, 2016

**Work Session:** **5:00pm**  
**(Town Center)**

**Regular Session:** **6:30pm**  
**(Town Center)**



## **Agenda**

**MEETING OF THE MINTURN TOWN COUNCIL**  
**Minturn Town Center, 302 Pine Street**  
**Minturn, CO 81645 • (970) 827-5645**

**Wednesday August 3, 2016**

**Work Session – 5:00pm**  
**Regular Session – 6:30pm**

**MAYOR – Matt Scherr**  
**MAYOR PRO TEM – Earle Bidez**

**COUNCIL MEMBERS:**

Terry Armistead  
Harvey Craig  
Sidney Harrington  
Sage Pierson  
John Widerman

When addressing the Council, please state your name and your address for the record prior to providing your comments. Please address the Council as a whole through the Mayor. All supporting documents are available for public review in the Town Offices – located at 302 Pine Street, Minturn CO 81645 – during regular business hours between 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding holidays.

**Work Session – 5:00 – 6:30 pm**

1. Discussion – Water issues – Powell/Brunvand
2. Discussion of Fire District Training Facility and upcoming lease IGA – Powell Pg 4
3. Update on TAP grant application – Powell Pg 8
4. Council Priorities, as discussed at Retreat – Powell Pg 18

**Regular Session – 6:30 pm**

**1. Call to Order**

- Roll Call
- Pledge of Allegiance

**2. Approval of Agenda**

- Items to be Pulled or Added

**3. Liquor License Authority**

- The Bunkhouse approval of a new Tavern Liquor license; 175 Williams St.; Ryan Richards, Owner/Manager – Brunvand Pg 23
- Town of Minturn-Minturn Market Request for Special Event Permit; 175 Williams St.; Michelle Metteer, Town Economic Dev Coordinator – Brunvand Pg 45

**4. Approval of Minutes**

- July 20, 2016 Pg 53

**5. Public comments on items, which are NOT on the agenda (5-minute time limit per person)**

**6. Special Presentations**

- 2016 State Legislative Update – Rep Diane Mitsch Bush, District 26
- Committee Reports

**PUBLIC HEARINGS, DISCUSSION, AND ACTION ITEMS**

**7. Discussion/Action Item: Resolution 20 – 2016 a Resolution approving CUP 05-2016 at 107 Williams St. – Hawkinson Pg 61**

**8. Discussion Item: Boneyard Conservation Easement Plan – Hawkinson Pg 72**

**COUNCIL AND STAFF REPORTS**

**9. Town Planner**

- PUD Concept Plan for 947 Main
- Zoning Code Text Amendment

**10. Town Manager**

- Manager's Report
  - Budget Calendar review and direction Pg 79

**11. Town Council Comments**

**12. Town Attorney**

**FUTURE AGENDA ITEMS**

**13. Next Meeting – August 17, 2016**

**14. Future Meetings:**

- Review of Minturn Water Rates
- Review of overnight parking at Eagle River Park
- Boneyard Management plan and conservation easement
- Work Session on housing

**15. Set Future Meeting Dates**

a) Council Meetings:

- August 17, 2016
- September 7, 2016
- September 21, 2016

**16. Other Dates:**

**17. Adjournment**

July 28, 2016

To: Town Council  
Fr: Willy Powell  
Town Manager

Re: Fire District lease of Town property at Lease Lot for a Training Facility

As mentioned to you in a recent email the District would like to pursue planning/engineering and construction of the Training Facility as soon as possible, with construction as early as next Spring. This will necessitate a lease agreement with the District before the planning work begins.

The Town and District met last year to discuss terms of a lease. See attached memo from town manager to Council related to terms. At the time, it was contemplated the terms would be captured in a memorandum of understanding, but no MOU was executed. In general terms the conditions were the following.

- The district pays for all water, sewer roadway improvements from US 24 to the project site.
- In compensation for the improvements the town leases the property at no cost for the length of the bond term—30 years.
- After the bond term, negotiate a fair rent schedule for an additional 25 years.
- Place the facility in the lower lease lot.

In my meeting with Chief Karl Bauer he mentions his Board has two issues.

1. Needing a semi-permanent commitment to the property  
The town cannot sell the land without an election. I recommended this option not be pursued. Discussion ensued to have a 50 year lease, with renewal options. The District will have a substantial investment in the property.
2. Lease payments after 30 years  
The district would not like to have lease payments after 30 years, as they are a government agency with limited resources. If the town accepts no lease payments it would mean the initial improvements would be the total quid pro quo for any lease period both initial and extended. The water, sewer and roadway improvements are estimated to cost \$943,575

Also attached is the site plan provided to the town. Staff would like the facilities shown on the upper lot to be moved to the lower lot.

Council should discuss the concerns of the District and give direction.

January 26, 2016

To: Town Council  
Fr: Willy Powell, Town Manager

Re: Memorandum of Understanding with Fire District

### **Background**

The Eagle River Fire Protection District plans to hold an election to fund certain improvements throughout the district, including the construction of a fire practice facility. The District has proposed to Council use of the lease lot for construction of the practice facility and has proposed making road and utility improvements in exchange for free rent. At question is how to account for the arrangement so both parties receive an equitable deal. At this time it is recommended to enter into a memorandum of understanding with the District. If the election is successful, the MOU would serve as a basis for a future intergovernmental agreement between the Town and District.

### **The Numbers (see attachment)**

Water costs: \$380,300  
Sewer costs: \$295,000  
Total utilities: \$675,300

Total estimated road and utility costs: \$943,575

Estimated Foot Print: 24,360 square feet

Amount Minturn charges for lease lot: \$2.00—2.50/SF/YR. Below evaluation also looks \$1.50/SF/YR.

### **Alternative valuations of foregone rent in exchange for improvements**

1. Utilities only at \$2.00/SF  
 $24,360\text{SF} \times \$2.00/\text{SF} = \$48,720$  per year rent  
 $\$675,300/\$48,720 = 13.86$  years pay off period
2. Utilities only at \$1.50/SF  
 $24,360 \times \$1.50/\text{SF} = \$36,540$  per year rent  
 $\$675,300/\$36,540 = 18.48$  years pay off period
3. Road and Utilities at \$2.00/SF  
 $24,360\text{SF} \times \$2.00/\text{SF} = \$48,720$  per year rent  
 $\$943,575/\$48,720 = 16.07$  years pay off period
4. Road and Utilities at \$1.50/SF  
 $24,360 \times \$1.50/\text{SF} = \$36,540$  per year rent  
 $\$943,575/\$36,540 = 25.82$  years pay off period

### **Intangibles**

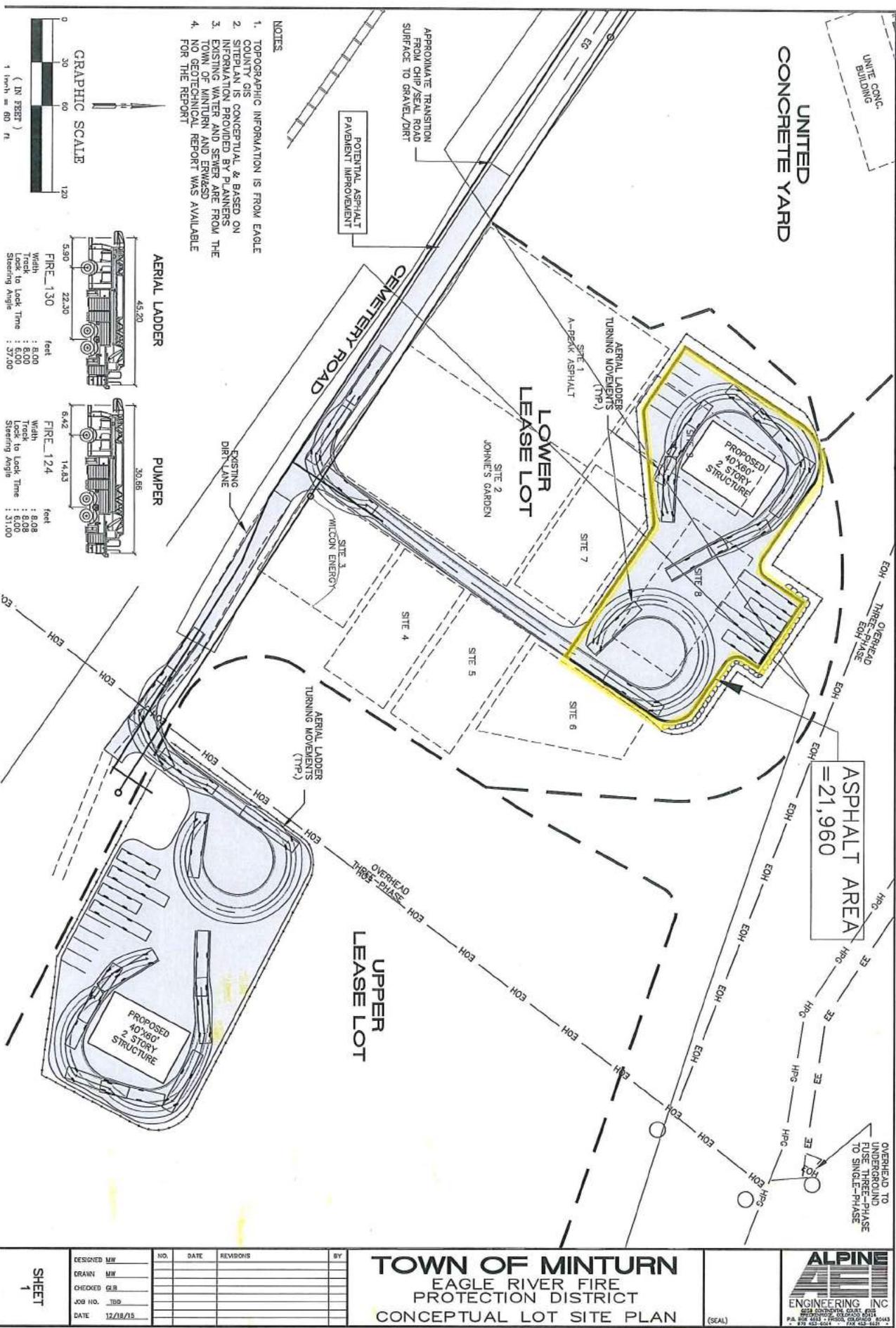
The town has long had the goal of extending utilities to Little Beach Park and beyond. Having utilities would possibly place the town in a better position of receiving grant funds for improving the park. The

town now owns a bathroom which could be placed at the park when water and sewer are available. Providing utilities and an improved road could allow the town to lease other lease lots to higher quality tenants with a higher rent schedule. Eventual use of the upper lease lot may require utilities.

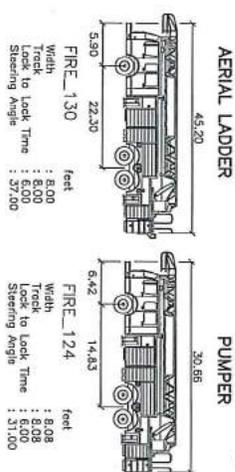
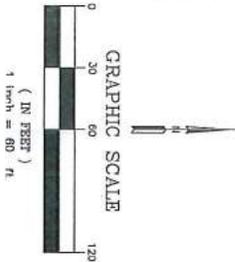
### **Conclusion and Recommendation**

The numbers could be arranged to come to varying conclusions. Rather than parsing about various alternative scenarios, staff recommends the following.

1. Provide free rent in exchange for road and utility improvements for a period of the bond term, not to exceed 30 years.
2. After the bond term ends, negotiate a fair rent for the premises for an additional 25 years.
3. Place the practice facility in lower lease lot in order to keep alternative use options open for the upper lot.



- NOTES**
1. TOPOGRAPHIC INFORMATION IS FROM EAGLE COUNTY GIS
  2. SITEPLAN IS CONCEPTUAL & BASED ON INFORMATION PROVIDED BY PLANNERS
  3. EXISTING WATER AND SEWER ARE FROM THE TOWN OF MINTURN AND ERWASD
  4. NO GEOTECHNICAL REPORT WAS AVAILABLE FOR THE REPORT



**ASPHALT AREA**

=21,960

**TOWN OF MINTURN**  
 EAGLE RIVER FIRE PROTECTION DISTRICT  
 CONCEPTUAL LOT SITE PLAN

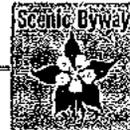
**ALPINE ENGINEERING INC**

1000 N. 10TH ST. SUITE 100  
 MINTURN, CO 80551  
 PH: 303-651-5041 FAX: 303-651-5042

DESIGNED	NO.	DATE	REVISIONS	BY
MW				
MW				
CBR				
TBB				
12/18/15				

DATE 12/18/15

**SHEET 1**



## ATTACHMENT F – BUDGET AND IMPLEMENTATION SCHEDULE

### ***Budget***

The Town of Minturn has dedicated \$240,000 to be used as a 20% local match for the 2018 TAP Grant. This amount has been approved as a resolution, supported by the Minturn Town Council. The Town also has \$340,000 in Regional Priority Program (RPP) funds available that would be used in combination with the TAP Grant. The RPP funding is currently available in fiscal year (FY) 2022; however, CDOT has given the Town direction that RPP funding could be available sooner if funds are combined with a larger project in FY 2018.

The Town is also applying for a DOLA Grant to match the 2018 TAP Grant. CDOT staff has encouraged the town to use any 2018 TAP Grant funding to match DOLA Grant on a 50/50 basis. Dialogue has also occurred with DOLA staff. Currently, DOLA funds are frozen and not available until next year due to an adverse legal ruling against the State; therefore, the town cannot commit to the funding at time of this application. The Town intends to apply for DOLA funding at the earliest opportunity pending release of DOLA funds, likely in Spring 2017.

### **Funding Alternatives**

Two different funding scenarios have been identified by the Town:

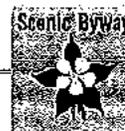
- Alternative 1: Combine 2018 TAP Grant with RPP funding.
- Alternative 2: Combine 2018 TAP Grant with a 50/50 DOLA Grant match and RPP funding.

<b>Funding Source</b>	<b>Alternative 1</b>	<b>Alternative 2</b>
TAP Grant 20% local match	\$240,000	\$240,000
TAP Grant 80% federal match	\$960,000	\$960,000
<i>TAP Grant Subtotal</i>	<i>\$1,200,000</i>	<i>\$1,200,000</i>
DOLA Grant 50/50 match with TAP	N/A	\$1,200,000
RPP Funding	\$340,000	\$340,000
<b>Total</b>	<b>\$1,540,000</b>	<b>\$2,740,000</b>

### ***Implementation***

Limited funding sources have required the Town to prioritize what segment to construct first. After a series of public open houses and deliberation by Town Council, the Council passed a resolution to make Segment 2 facilities the highest priority for construction funding, with some improvements at the south end of Segment 1. Construction of these improvements would join together existing sidewalk in the downtown area to new sidewalks and drainage improvements in Segments 1 and 2, where no facilities currently exist. Existing conditions in Segment 2 are highly insufficient with no sidewalks, poor drainage control and certain dangers to bicyclists. Additionally, many school age children live in the area and must walk to school bus stops on road shoulders.

Currently, CDOT is working on a resurfacing project along US 24, and a portion of that project runs through the Town project area. Minturn would like to take advantage of the resurfacing project schedule and construct both projects concurrently. The Town of Minturn has been working closely with CDOT to match plan submissions and advertisement dates so that the



Town project can be incorporated with the CDOT project. The primary goal for the Town is to have funding available in 2018 to match the year that funding is available for the resurfacing project. Constructing both projects at the same time will result in lower construction costs and a cleaner final product with minimal roadway pavement joints.

Logical Termini

The project team has developed logical termini and an Engineer's Opinion of Probable Cost (OPC) for each funding alternative, given the amount of funding available for each scenario. The logical termini considered the Town of Minturn's entire project vision for all three segments, so that the portions constructed with the TAP Grant and/or DOLA Grant can easily be continued at a later date when more funding becomes available to the Town.

- Alternative 1:
  - Sidewalk, curb, gutter, and drainage improvements on the east side of Main Street in Segment 2 from Cemetery Road approximately 2,650 feet south to Station 1162+00 (see Attachment B Exhibits).
  - The improvements with this alternative will connect South Minturn (Segment 2) to downtown Minturn on the east side, and Little Beach Park, where many people walk to for events and recreational activities.
- Alternative 2:
  - Sidewalk, curb, gutter, and drainage improvements on the west side of Main Street in Segment 1 from Meek Avenue to Cemetery Road, where no pedestrian facilities currently exist.
  - Sidewalk, curb, gutter, and parallel parking on Main Street in Segment 2 from Cemetery Road along the east and west (both) sides approximately 2,000 feet south to Station 1155+50, (see Attachment B Exhibits).
  - The improvements with this alternative provide a continuous sidewalk connection between downtown Minturn and South Minturn (Segment 2) on both the east and west sides of Main Street.

The alternatives provide the greatest benefit to the Town, given the needs, goals, and priorities identified by Town Staff, Council, and Minturn residents through the public process.

Through Phase I of the initial TAP Grant awarded to the Town of Minturn, the Town selected Stolfus and Associates, Inc. to complete the conceptual, preliminary, and final design for all three segments identified by the Town through a competitive request for proposal (RFP) process. Preliminary design is currently in progress, and Engineer's Opinion of Probable Costs have been developed for both funding alternative scenarios using recent survey data and preliminary design quantities. The following pages are exhibits to Attachment F:

Exhibit F.1     Engineer's Opinion of Probable Cost: Alternative 1

Exhibit F.2     Engineer's Opinion of Probable Cost: Alternative 2

CDOT Signature: \_\_\_\_\_ Date: \_\_\_\_\_

COLORADO DEPARTMENT OF TRANSPORTATION R3 <b>ENGINEER'S OPINION OF PROBABLE COST</b>		Project # TAP M890-001	
		Stolfus	
Project Name	Main Street (US 24) Pedestrian/Bicycle Plan - Funding Alternative #1	Date:	07/27/16
County of	Eagle	Length in Feet	2,650
Type	Roadway Pavement	Length in Miles	0.60
Prepared by	Stolfus & Associates, Inc.	Thickness in inches	Roadway: 8" HMA / 6" ABC Shoulders:

In providing opinions of probable construction cost, the Client understands that Stolfus & Associates Inc. has no control over costs or the price of labor, equipment or materials, or over the Contractor's method of pricing, and that the opinions of probable construction costs provided herein are to be made on the basis of our qualifications and experience. These costs do not reflect escalation for future costs. Stolfus & Associates, Inc. makes no warranty, expressed or implied, as to the accuracy of such opinions as compared to bid or actual costs.

ITEM NO.	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT COST	COST
202-00019	REMOVAL OF INLET (STORM)	EACH	2	\$1,200.00	\$2,400
202-00035	REMOVAL OF PIPE (STORM)	LF	79	\$25.00	\$2,000
202-00200	REMOVAL OF SIDEWALK	SY	110	\$17.00	\$1,900
202-00210	REMOVAL OF CONCRETE PAVEMENT	SY	60	\$12.00	\$800
202-00220	REMOVAL OF ASPHALT MAT	SY	1,630	\$5.00	\$8,200
202-05030	SAWCUTTING ASPHALT MATERIAL (10")	LF	4,070	\$6.00	\$24,500
203-00060	EMBANKMENT MATERIAL (COMPLETE IN PLACE)	CY	780	\$20.00	\$15,600
206-00085	ADD FLOWFILL (TOP 3' OF TRENCH)	CY	80	\$190.00	\$15,200
304-06007	AGGREGATE BASE COURSE (CLASS 6)	CY	260	\$50.00	\$13,000
403-00720	HOT MIX ASPHALT (PATCHING) (ASPHALT)	TON	690	\$145.00	\$100,100
412-00600	CONCRETE PAVEMENT (8 INCH)	SY	520	\$75.00	\$39,000
514-03411	RETAINING WALL (1) (ALTERNATIVE SYSTEMS)	SF	600	\$60.00	\$36,000
603-01185	18 INCH REINFORCED CONCRETE PIPE (COMPLETE IN PLACE)	LF	810	\$95.00	\$77,000
603-01245	24 INCH REINFORCED CONCRETE PIPE (COMPLETE IN PLACE)	LF	1,200	\$115.00	\$138,000
603-05018	18 INCH REINFORCED CONCRETE END SECTION	EACH	1	\$1,200.00	\$1,500
603-05024	24 INCH REINFORCED CONCRETE END SECTION	EACH	2	\$1,800.00	\$3,900
604-00305	INLET TYPE C (6 FOOT)	EACH	1	\$4,000.00	\$4,000
604-13006	INLET TYPE 13 (5 FOOT) (SPECIAL)	EACH	12	\$3,000.00	\$36,000
604-20003	OUTLET STRUCTURE (SPECIAL) - WATER QUALITY	EACH	3	\$12,000.00	\$36,000
606-11000	BRIDGE RAIL TYPE 10	LF	200	\$165.00	\$33,000
608-00000	CONCRETE SIDEWALK	SY	1,180	\$50.00	\$59,000
609-21020	CURB AND GUTTER TYPE 2 (SECTION II-B)	LF	2,720	\$28.00	\$70,800

Total Major Items					\$717,200
Total Major Items (A)					\$717,200

Item	Percent Range	Percent Selected	Cost \$
Major Items (above)			\$717,200 (A)
Signing & Striping	1 to 5% of (A)	1%	\$8,000 (B)
Erosion Control	1 to 5% of (A)	5%	\$36,000 (C)
Construction Surveying	1 to 5% of (A)	3%	\$22,000 (D)
Construction Phasing & Traffic Control	5 to 25% of (A+B+C+D)	12%	\$94,000 (E)
Landscaping	1 to 5% of (A)	1%	\$8,000 (F)
Mobilization	4 to 10% of (A+B+C+D+E)	9%	\$79,000 (F2)
Contingency	20% of (A)	20%	\$144,000 (F3)
<b>TOTAL OPINION OF PROBABLE CONSTRUCTION BID ITEMS COST, CBI</b>	<b>(A+B+C+D+E+F+F2+F3)</b>		<b>\$1,108,200 (G)</b>
Force Account - Utilities	1 to 5% of (G)	3%	\$34,000 (H)
Force Account - Miscellaneous	1 to 5% of (G)	3%	\$34,000 (I)
<b>TOTAL OPINION OF PROBABLE CONSTRUCTION ITEMS COST, CI</b>	<b>(G+H+I)</b>		<b>\$1,176,200 (J)</b>
Construction Engineering, CE	22% of (J)	22%	\$259,000 (K)
Utilities	5 to 10% of (J)	8%	\$85,000 (L)
<b>TOTAL COMPONENT PROJECT OPINION OF PROBABLE COST</b>	<b>(J+K+L)</b>		<b>\$1,540,000 (M)</b>

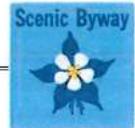
COLORADO DEPARTMENT OF TRANSPORTATION R3 <b>ENGINEER'S OPINION OF PROBABLE COST</b>		Project # TAP M890-001 	
Project Name	Main Street (US 24) Pedestrian/Bicycle Plan - Funding Alternative #2	Date:	07/27/16
County of	Eagle	Length In Feet	3,500
Type	Roadway Pavement	Length In Miles	0.66
Prepared by	Stolfus & Associates, Inc.	Thickness in inches	Asphalt
		Roadway:	8" HMA / 6" ABC
		Stickers:	

In providing opinions of probable construction cost, the Client understands that Stolfus & Associates Inc. has no control over costs or the price of labor, equipment or materials, or over the Contractor's method of pricing, and that the opinions of probable construction costs provided herein are to be made on the basis of our qualifications and experience. These costs do not reflect escalation for future costs. Stolfus & Associates, Inc. makes no warranty, expressed or implied, as to the accuracy of such opinions as compared to bid or actual costs.

ITEM NO.	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT COST	COST
202-00015	REMOVAL OF HEADWALL (STORM)	EACH	1	\$300.00	\$300
202-00019	REMOVAL OF INLET (STORM)	EACH	6	\$1,200.00	\$7,200
202-00035	REMOVAL OF PIPE (STORM)	LF	275	\$25.00	\$6,900
202-00200	REMOVAL OF SIDEWALK	SY	110	\$17.00	\$1,900
202-00210	REMOVAL OF CONCRETE PAVEMENT	SY	90	\$12.00	\$1,100
202-00220	REMOVAL OF ASPHALT MAT	SY	2,630	\$5.00	\$13,200
202-01000	REMOVAL OF FENCE	LF	190	\$2.00	\$400
202-05030	SAWCUTTING ASPHALT MATERIAL (10")	LF	6,140	\$6.00	\$36,900
203-00060	EMBANKMENT MATERIAL (COMPLETE IN PLACE)	CY	960	\$20.00	\$19,200
206-00065	ADD FLOWFILL (TOP 3" OF TRENCH)	CY	264	\$190.00	\$50,200
304-06007	AGGREGATE BASE COURSE (CLASS 6)	CY	530	\$50.00	\$26,500
403-00720	HOT MIX ASPHALT (PATCHING)(ASPHALT)	TON	1,400	\$145.00	\$203,000
412-00600	CONCRETE PAVEMENT (6 INCH)	SY	980	\$75.00	\$73,500
514-03411	RETAINING WALL (1) (ALTERNATIVE SYSTEMS)	SF	3,100	\$60.00	\$186,000
603-01185	18 INCH REINFORCED CONCRETE PIPE (COMPLETE IN PLACE)	LF	1,000	\$95.00	\$95,000
603-01245	24 INCH REINFORCED CONCRETE PIPE (COMPLETE IN PLACE)	LF	960	\$115.00	\$110,400
603-01365	36 INCH REINFORCED CONCRETE PIPE (COMPLETE IN PLACE)	LF	120	\$135.00	\$16,200
603-05018	18 INCH REINFORCED CONCRETE END SECTION	EACH	5	\$1,200.00	\$6,000
603-05024	24 INCH REINFORCED CONCRETE END SECTION	EACH	2	\$1,600.00	\$3,200
603-05036	36 INCH REINFORCED CONCRETE END SECTION	EACH	2	\$1,800.00	\$3,600
604-00305	INLET TYPE C (5 FOOT)	EACH	1	\$4,000.00	\$4,000
604-13006	INLET TYPE 13 (5 FOOT) (SPECIAL)	EACH	22	\$3,000.00	\$64,800
604-20003	OUTLET STRUCTURE (SPECIAL) - WATER QUALITY	EACH	4	\$12,000.00	\$48,000
606-11000	BRIDGE RAIL TYPE 10	LF	200	\$165.00	\$33,000
607-11455	FENCE (WOOD)	LF	160	\$50.00	\$8,000
607-53148	FENCE CHAIN LINK	LF	30	\$70.00	\$2,100
608-00000	CONCRETE SIDEWALK	SY	2,500	\$50.00	\$125,000
608-00010	CONCRETE CURB RAMP	SY	60	\$120.00	\$7,200
609-21020	CURB AND GUTTER TYPE 2 (SECTION II-B)	LF	5,570	\$26.00	\$144,900

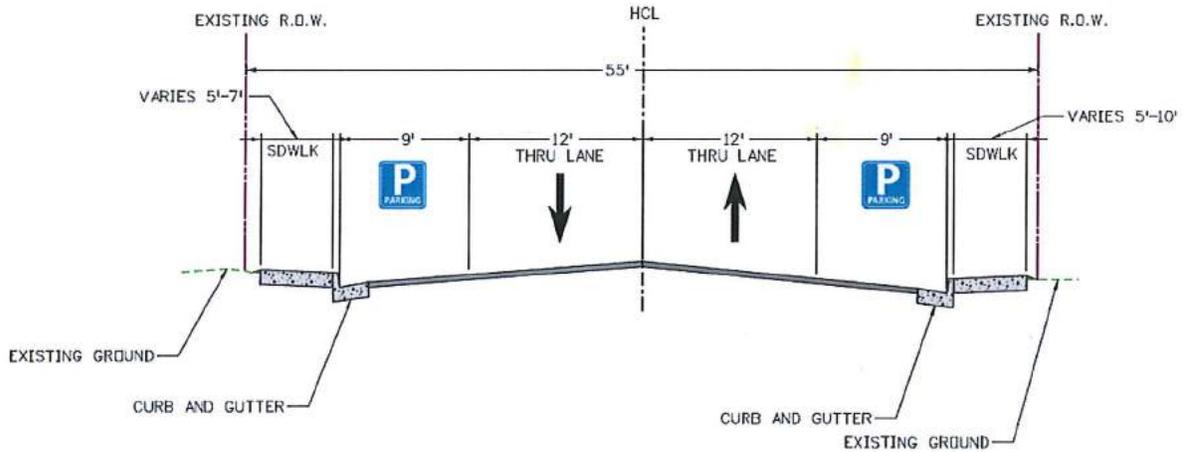
Total Major Items	\$1,283,300
Total Major Items (A)	\$1,283,300

Item	Percent Range	Percent Selected	Costs \$
Major Items (above)			\$1,283,300 (A)
Signing & Striping	1 to 5% of (A)	1%	\$13,000 (B)
Erosion Control	1 to 5% of (A)	5%	\$65,000 (C)
Construction Surveying	1 to 5% of (A)	3%	\$40,000 (D)
Construction Phasing & Traffic Control	5 to 25% of (A+B+C+D)	12%	\$169,000 (E)
Landscaping	1 to 5% of (A)	1%	\$13,000 (F)
Mobilization	4 to 10% of (A+B+C+D+E)	9%	\$142,000 (F2)
Contingency	20% of (A)	20%	\$257,000 (F3)
<b>TOTAL OPINION OF PROBABLE CONSTRUCTION BID ITEMS COST, CBI</b>	<b>(A+B+C+D+E+F+F2+F3)</b>		<b>\$1,982,300 (G)</b>
Force Account - Utilities	1 to 5% of (G)	3%	\$60,000 (H)
Force Account - Miscellaneous	1 to 5% of (G)	3%	\$60,000 (I)
<b>TOTAL OPINION OF PROBABLE CONSTRUCTION ITEMS COST, CI</b>	<b>(G+H+I)</b>		<b>\$2,102,300 (J)</b>
Construction Engineering, CE	22% of (J)	22%	\$463,000 (K)
Utilities	5 to 10% of (J)	8%	\$169,000 (L)
<b>TOTAL COMPONENT PROJECT OPINION OF PROBABLE COST</b>	<b>(J+K+L)</b>		<b>\$2,740,000 (M)</b>

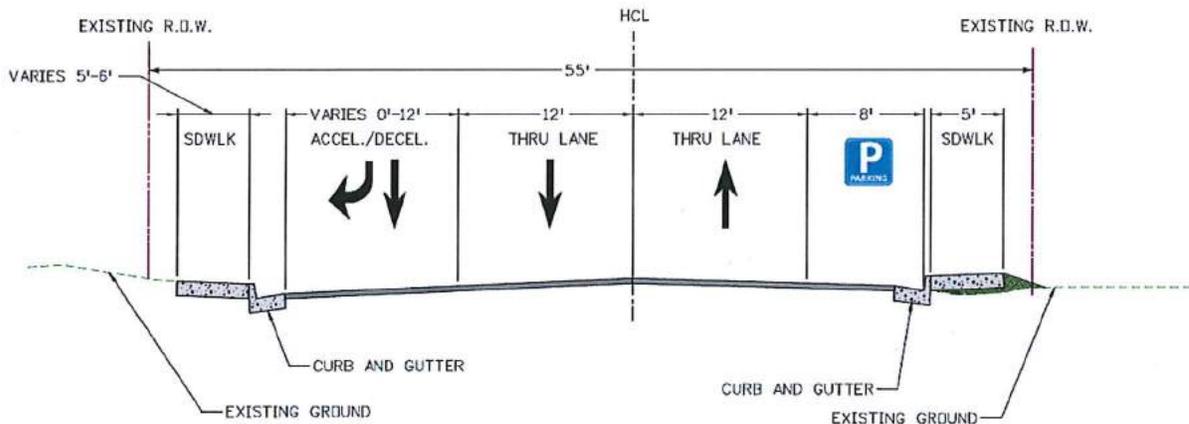


## Typical Sections

### Segment 1 (Toledo Avenue to Cemetery Road)



SEGMENT I  
 TOLEDO AVENUE TO MEEK AVENUE  
 STA. 1100+05 TO STA. 1120+50

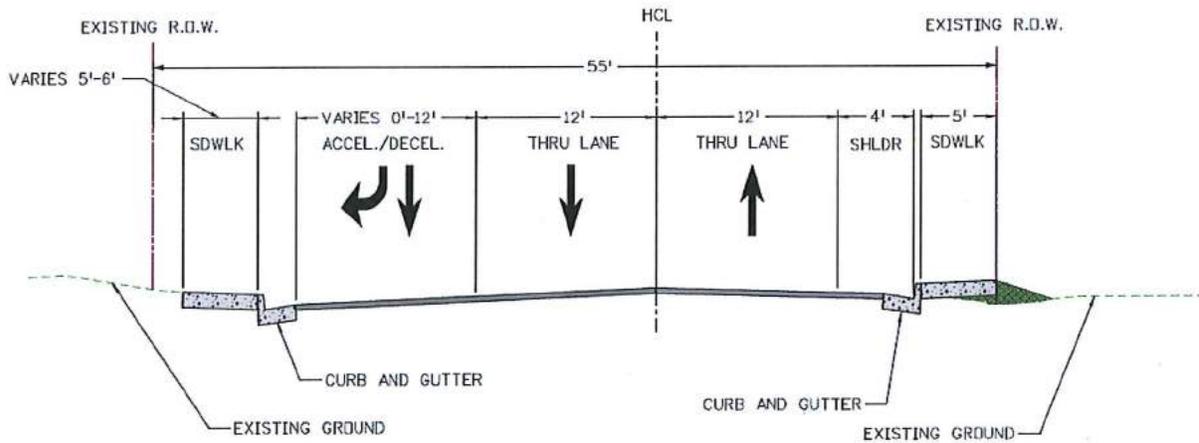


SEGMENT I  
 MEEK AVENUE TO MANN STREET  
 STA. 1120+50 TO STA. 1124+72



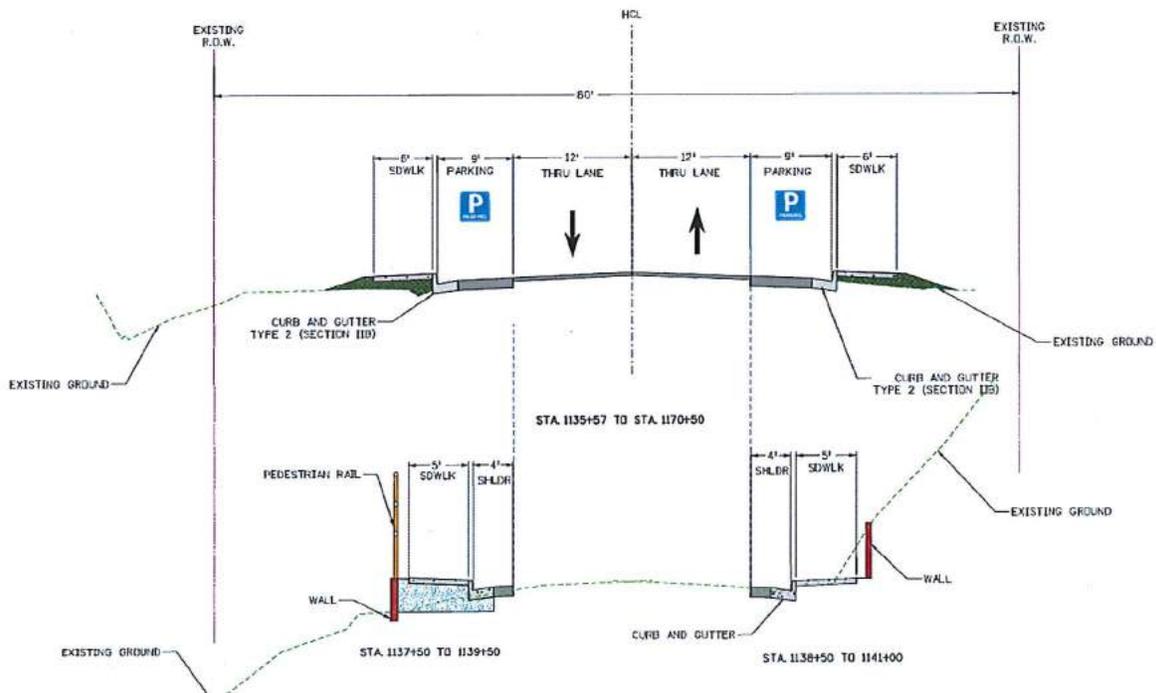
## Typical Sections

### Segment 1 (continued)



SEGMENT I  
MANN STREET TO CEMETERY ROAD  
STA. 1124+72 TO STA. 1135+57

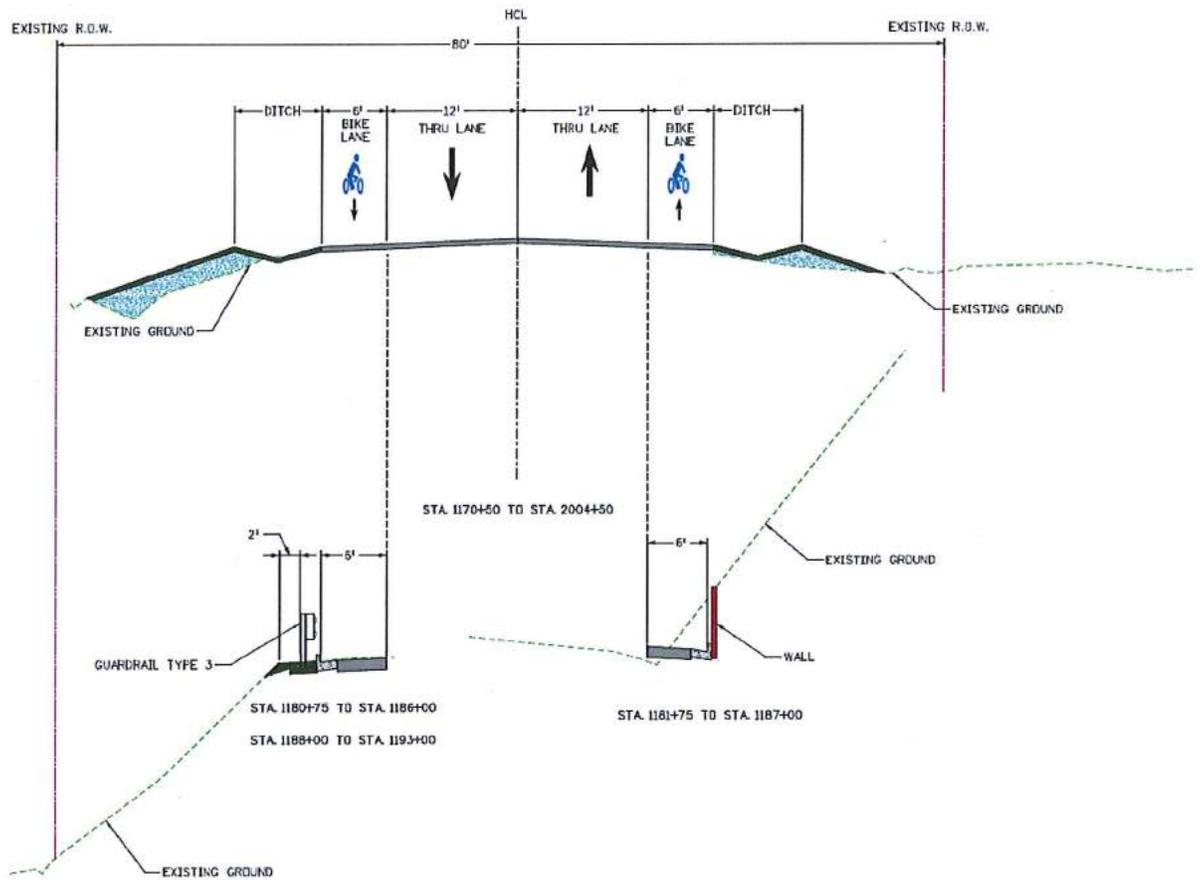
### Segment 2 (Cemetery Road to Boneyard Open Space)





## Typical Sections

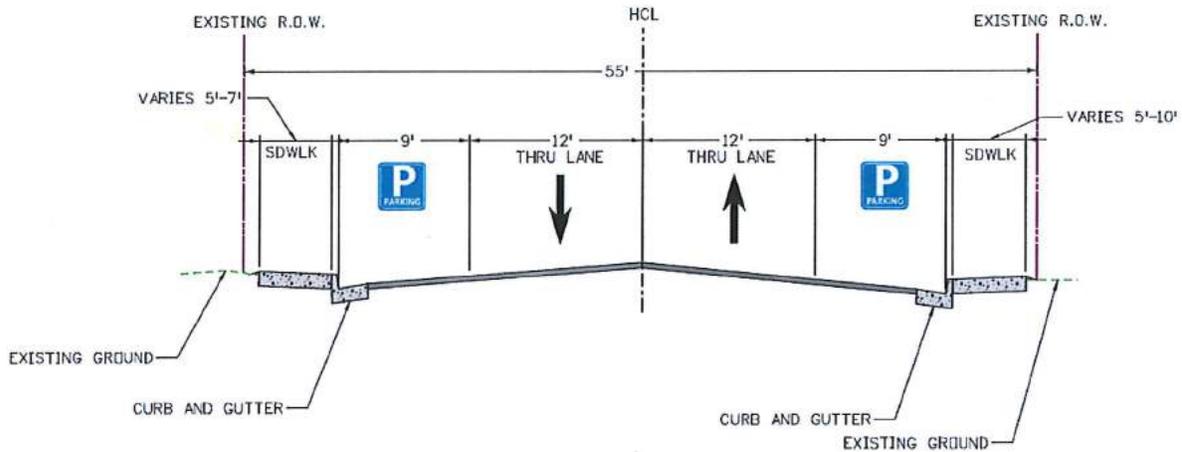
### Segment 3 (Boneyard Open Space to Maloit Park Road)



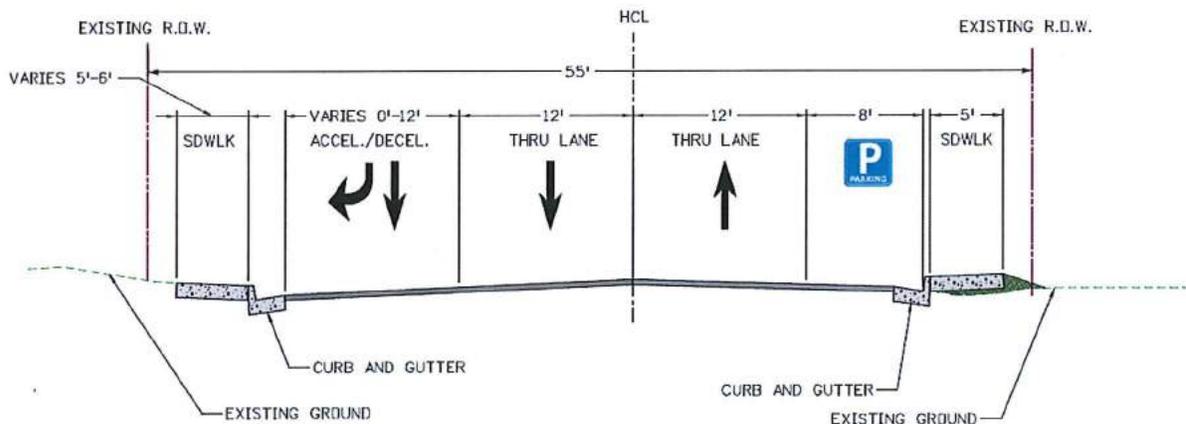


## Typical Sections

### Segment 1 (Toledo Avenue to Cemetery Road)



SEGMENT I  
 TOLEDO AVENUE TO MEEK AVENUE  
 STA. 1100+05 TO STA. 1120+50

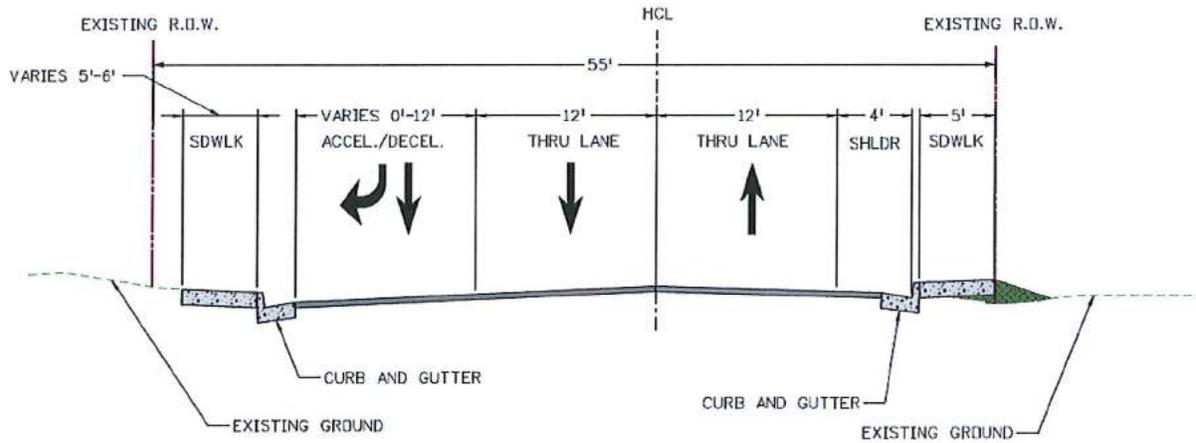


SEGMENT I  
 MEEK AVENUE TO MANN STREET  
 STA. 1120+50 TO STA. 1124+72



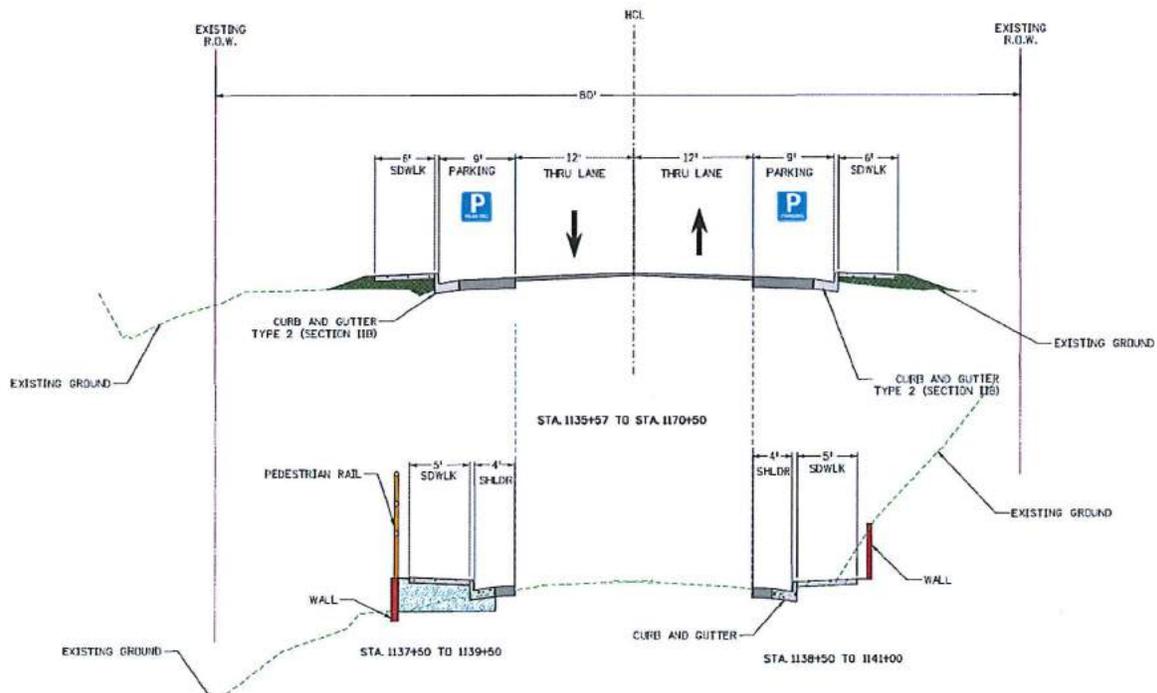
## Typical Sections

### Segment 1 (continued)



SEGMENT I  
MANN STREET TO CEMETERY ROAD  
STA. 1124+72 TO STA. 1135+57

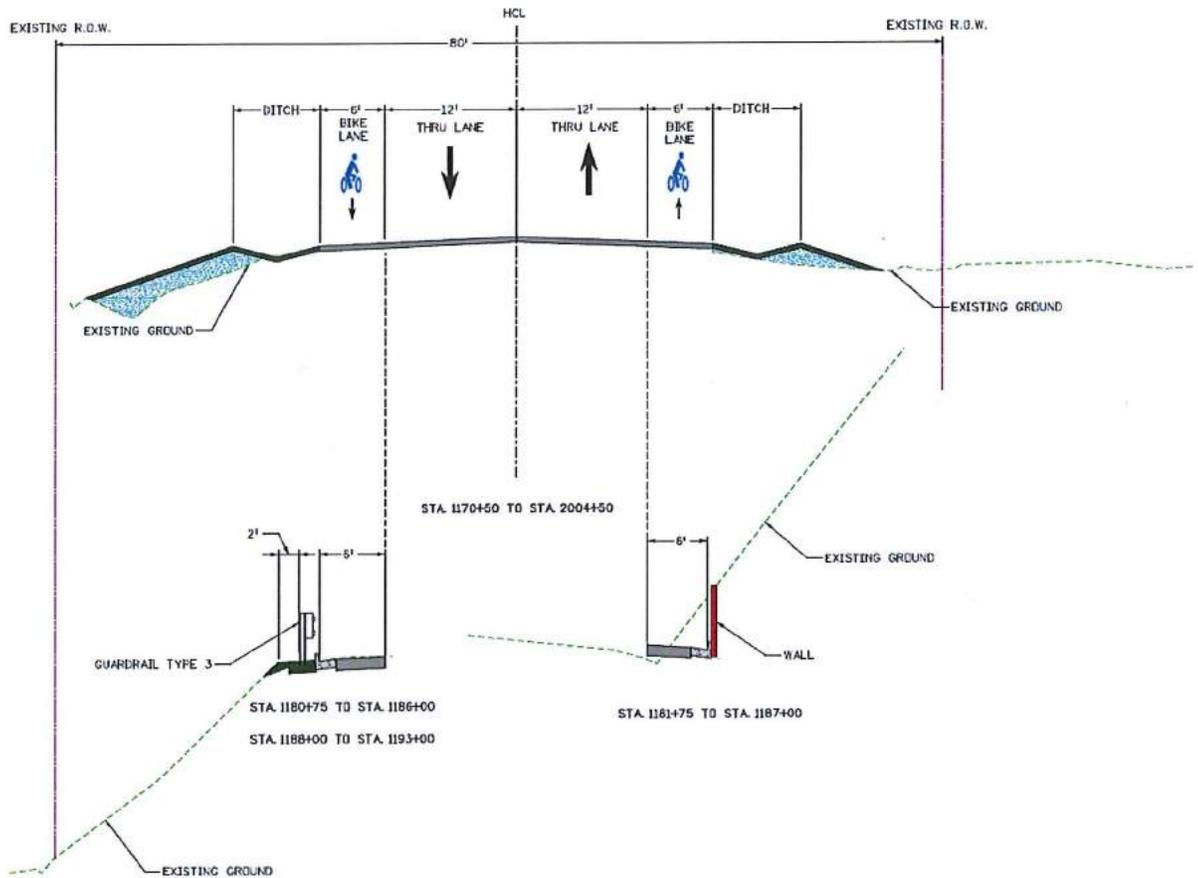
### Segment 2 (Cemetery Road to Boneyard Open Space)





## Typical Sections

### Segment 3 (Boneyard Open Space to Maloit Park Road)



## Priorities Identified During Retreat July 25, 2016

### TOP PRIORITIES

1. Code Enforcement Strategy
  - Provide necessary funds in 2017 budget for contract services.
  - Firm understanding of staff, Council, court roles.
  - Develop strategy to inform residents of efforts and priorities.
2. Communication Strategies
  - See attachment
3. Economic Development Strategies
  - Draft strategy to be considered at next EDAC meeting.
4. Recreation Plan
  - How is planned developed
  - Is public engaged
  - Is there a task force charged with developing a plan to be reviewed by PZ and approved by Council

### OTHER PRIORITIES IDENTIFIED (not in priority order)

#### Priorities currently being studied

1. Water Rates
  - Staff will have a report on adequacy of rate structure in August.
2. Zoning code amendment for Dowd Junction uses
3. Bike Path
  - Minturn to Dowd path currently being studied for alignment, costs and permits needed and secured
  - Soft paths scheduled for upgrades, east side of town.
4. Speed Limits
  - Information gathered by public.
  - What is strategy moving forward? Does Minturn initiate its own study and budget for 2017.
5. Governance
  - Council discussed term limits during 2015, but deferred action due to other priorities.
  - Other issues identified at that time, not studied.
6. Zoning Code update for 100 block standards
  - Planning and Zoning currently studying.

### OTHER PRIORITIES (not in priority order)

1. Comprehensive Plan Update
  - Decided not to pursue at this time, but needed in future.
  - Some amendments may be needed for consideration of amended Battle Mountain plan.

2. Zoning Code, Subdivision and PUD Code Updates

- Cross Creek Character area may be of immediate importance.
- See Dowd use chart amendments needed above.
- Major code revision needed as time allows.

3. Parking Plan

- What alternatives exist
- Should a task force be formed of downtown business owners to make recommendations?

4. Management Succession

- Schedule as worksession item in August.

5. Street Sweeping

- Consider upgraded program in 2017 budget

6. Affordable Housing

- Adopting a comprehensive program for small lot subdivisions likely not worth the effort.
- Any program for Battle Mountain can be negotiated in an amended Annexation Agreement.

7. Childcare

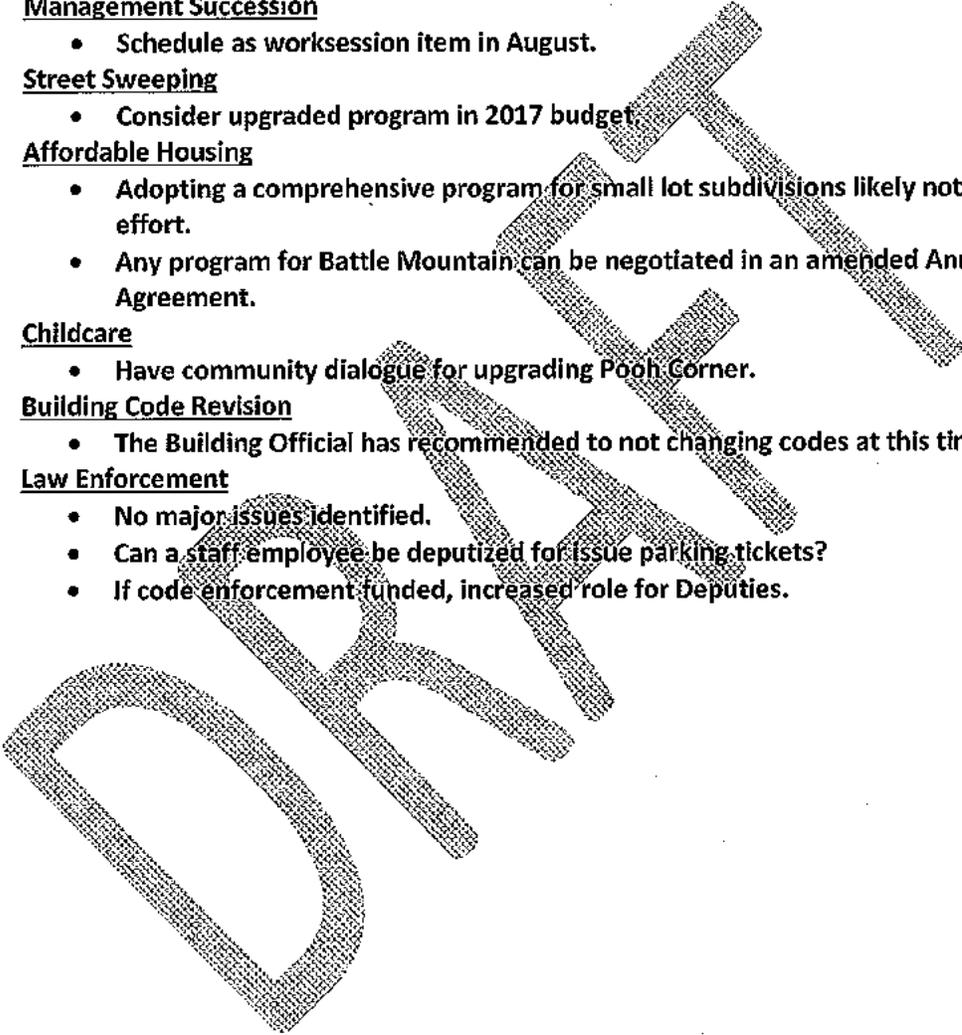
- Have community dialogue for upgrading Pooh Corner.

8. Building Code Revision

- The Building Official has recommended to not changing codes at this time.

9. Law Enforcement

- No major issues identified.
- Can a staff employee be deputized for issue parking tickets?
- If code enforcement funded, increased role for Deputies.



Michelle Metteer, CMC  
Economic Development  
Deputy Clerk  
Minturn Market  
Special Events  
P.O. Box 309 ♦ 302 Pine Street  
Minturn, CO 81645  
970-827-5645  
[mmetteer@minturn.org](mailto:mmetteer@minturn.org)



Town Council  
Mayor – Matt Scherr  
Mayor Pro Tem – Earle Bidez  
Council Members:  
Terry Armistead  
Harvey Craig  
Sidney Harrington  
Sage Pierson  
John Widerman

---

## COMMUNICATION PLAN

Per directive from the July 25, 2016 Town Council Retreat, Communications is one of Minturn's top-three priorities.

Council and staff will need to lay the foundation for a strategic approach to the communication plan. The EXTERNAL plan will emphasize the municipality's commitment to open, two-way dialogue in an effort to collaboratively engage citizens. The INTERNAL plan will emphasize staff and Council communication to properly relay facts and findings for high-level decision making.

### COMMUNICATION GOALS (for revision by Council)

- Open dialogue
- Engage citizens early
- Communicate openly, honestly and proactively
- Provide clear, relevant information
- Keep citizens informed, and provide notice of change
- Be responsive and ensure follow up
- Celebrate success but be honest about failures
- Educate democratic process

**Draft Outline – for the Communication Plan** (starting point to begin the creation of a plan):

**I. Audiences**

- a. Internal Audiences
  - i. Council
  - ii. Manager
  - iii. Attorney
  - iv. Staff
  - v. Other
  
- b. External Audiences
  - i. Minturn citizens
  - ii. Business community
  - iii. Local non-profits
  - iv. Schools
  - v. Churches
  - vi. Tourists

**II. Communication Tools** (Clear guidelines required for the: utilization of platforms, timeframes, budget, stakeholders, decision making, etc.)

- a. Internal Communication Tools
  - i. Staff meetings
  - ii. Project reviews by staff
  - iii. Email
  - iv. Council highlights (for utilization in staff meetings)
  - v. Word of mouth (risky as can lead to errors and misinformation)
  
- b. External Communication Tools
  - i. Council meetings (review rules of engagement with public to ensure necessary level of professionalism and integrity)
  - ii. Websites
  - iii. Social media
  - iv. Advertising
  - v. Letters
  - vi. Open Houses
  - vii. Signage
  - viii. Telephone
  - ix. Surveys
  - x. Events
  - xi. Bulletin Boards
  - xii. Utilities mailing
  - xiii. Newsletter

### III. **Communication Procedures**

- a. Internal Procedures
  - i. Guidelines for using the right tools at the right time
  - ii. Council receives complete information, in a standard format from staff for informed decision-making
  - iii. Ensure communication is a standing agenda point on all relevant meetings, and that the interaction and feedback routes are clearly mapped between all forums
  
- b. External Procedures
  - i. Timeline format
    - 1. Annual (Ex: State of the Town Report)
    - 2. Quarterly and as-needed (Ex: Construction updates, projects, grants)
    - 3. Monthly (Ex: Events, Council and staff messages, new programs/opportunities as they arise)
    - 4. Ad hoc (for specific purposes)



TOWN OF MINTURN  
P.O. Box 309 (302 Boulder Street)  
Minturn, Colorado 81645-0309  
970-827-5645 Fax: 970-827-5545  
treasurer@minturn.org

---

**FROM THE DESK OF  
JAY BRUNVAND, TREASURER/FINANCE**

*MEMORANDUM*

TO: Town Manger, Mayor, and Council  
FROM: Jay Brunvand, Treasurer/Clerk  
CC:  
DATE: Tuesday, July 26, 2016  
RE: The Bunkhouse, 175 Williams St

**SUMMARY:**

At tonight's meeting the Council is asked to approve a new Tavern License. The location of this license is 175 Williams Street. This is a new license. A Tavern License is slightly different for other licenses that exist in the area. The applicant will not have a full kitchen which limits the type of food and meals they can serve. This reduced capability is a working part of the Tavern License class and legally tailors to the existing business plan better.

**PREVIOUS COUNCIL ACTION:**

The Council has not considered this establishment in the past.

**STAFF RECOMMENDATION:**

Approve the request as presented with the detailed conditions.

**RECOMMENDED MOTION:**

I move to approve the proposed Tavern Liquor license application for The Bunkhouse, 175 Williams St as presented with the following conditions:

- The application was submitted on June 9, 2016. The Notice of Public Hearing on this matter was posted on the premises by the Town Treasurer on Thursday July 14, 2016 at least 10 days prior to the hearing, and the publication for the hearing was published in a newspaper of general circulation on July 15, 2016 at least 10 days prior to the Public Hearing.

- That the selling liquor in the manner currently proposed in the application is not in violation of the Minturn Municipal Code.
- That pursuant to C.R.S. 12-47-313(1)(d) – Restrictions for applications for new license: the physical location where the applicant proposes to exercise the privilege of selling liquor does not appear to be within 500 feet from any public or parochial school or principal campus of any college, university, or seminary.
- That Minturn Police Dept/ECSO has conducted a background investigation on the listed owner(s). This investigation was not able to identify any conditions or information, which in and of itself would forbid the approval of the applicant's license. However, the following considerations will be attached to the approval:
  - The applicant's fingerprints are still being reviewed by the CBI and the FBI and it is foreseeable this process will not be completed in a timely manner. Staff has preformed a background check using available resources and is comfortable recommending approval. In the event the applicant fingerprints are returned indicating sufficient reason to dispute good moral character the license will be forfeited.
  - The Local Liquor Authority has duly emphasized the requirement of operating an orderly establishment as related to noise and or live entertainment and the well being of the neighborhood.
  - Staff recommends the establishment maintain server training certification on all servers.

**ATTACHMENTS:**

- Application

## Colorado Liquor Retail License Application

<input checked="" type="checkbox"/> <b>New License</b> <input type="checkbox"/> <b>New-Concurrent</b> <input type="checkbox"/> <b>Transfer of Ownership</b>			
• All answers must be printed in black ink or typewritten • Applicant must check the appropriate box(es) • Applicant should obtain a copy of the Colorado Liquor and Beer Code: <a href="http://www.colorado.gov/enforcement/liquor">www.colorado.gov/enforcement/liquor</a> • Local License Fee \$ _____			
1. Applicant is applying as a/an <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership (includes Limited Liability and Husband and Wife Partnerships)		<input type="checkbox"/> Individual <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Association or Other	
2. Applicant If an LLC, name of LLC; if partnership, at least 2 partner's names; if corporation, name of corporation <del>THE VAIL BUNKHOUSE</del> <b>THE BUNKHOUSE</b>		FEIN Number <b>47-5151491</b>	
2a. Trade Name of Establishment (DBA) <b>THE BUNKHOUSE</b>		State Sales Tax Number <b>31414917</b>	Business Telephone <b>9703939003</b>
3. Address of Premises (specify exact location of premises, include suite/unit numbers) <b>175 WILLIAMS STREET</b>			
City <b>MINTURN</b>	County <b>EAGLE</b>	State <b>CO</b>	ZIP Code <b>81645</b>
4. Mailing Address (Number and Street) <b>POB 1496</b>		City or Town <b>AVON</b>	State <b>CO</b>
5. Email Address <b>ryan@vailbunkhouse.com</b>			
6. If the premises currently has a liquor or beer license, you must answer the following questions			
Present Trade Name of Establishment (DBA)	Present State License Number	Present Class of License	Present Expiration Date
<b>Section A                      Nonrefundable Application Fees</b>		<b>Section B (Cont.)                      Liquor License Fees</b>	
<input checked="" type="checkbox"/> Application Fee for New License..... \$ 600.00 <input type="checkbox"/> Application Fee for New License w/Concurrent Review .... \$ 700.00 <input type="checkbox"/> Application Fee for Transfer..... \$ 600.00		<input type="checkbox"/> Liquor Licensed Drugstore (City)..... \$227.50 <input type="checkbox"/> Liquor Licensed Drugstore (County) ..... \$312.50 <input type="checkbox"/> Manager Registration - H & R ..... \$ 75.00 <input checked="" type="checkbox"/> Manager Registration - Tavern ..... \$ 75.00	
<b>Section B                      Liquor License Fees</b>			
<input type="checkbox"/> Add Optional Premises to H & R.....\$100.00 X _____ Total _____ <input type="checkbox"/> Add Related Facility to Resort Complex....\$ 75.00 X _____ Total _____		<input type="checkbox"/> Master File Location Fee .....\$ 25.00 X _____ Total _____ <input type="checkbox"/> Master File Background .....\$250.00 X _____ Total _____	
<input type="checkbox"/> Arts License (City) .....\$308.75 <input type="checkbox"/> Arts License (County) .....\$308.75 <input type="checkbox"/> Beer and Wine License (City).....\$351.25 <input type="checkbox"/> Beer and Wine License (County) .....\$436.25 <input type="checkbox"/> Brew Pub License (City) .....\$750.00 <input type="checkbox"/> Brew Pub License (County).....\$750.00 <input type="checkbox"/> Club License (City).....\$308.75 <input type="checkbox"/> Club License (County) .....\$308.75 <input type="checkbox"/> Distillery Pub License (City).....\$750.00 <input type="checkbox"/> Distillery Pub License (County) .....\$750.00 <input type="checkbox"/> Hotel and Restaurant License (City).....\$500.00 <input type="checkbox"/> Hotel and Restaurant License (County) .....\$500.00 <input type="checkbox"/> Hotel and Restaurant License w/one opt premises (City).....\$600.00 <input type="checkbox"/> Hotel and Restaurant License w/one opt premises(County).....\$600.00		<input type="checkbox"/> Optional Premises License (City).....\$500.00 <input type="checkbox"/> Optional Premises License (County) .....\$500.00 <input type="checkbox"/> Racetrack License (City).....\$500.00 <input type="checkbox"/> Racetrack License (County).....\$500.00 <input type="checkbox"/> Resort Complex License (City).....\$500.00 <input type="checkbox"/> Resort Complex License (County).....\$500.00 <input type="checkbox"/> Retail Gaming Tavern License (City) .....\$500.00 <input type="checkbox"/> Retail Gaming Tavern License (County).....\$500.00 <input type="checkbox"/> Retail Liquor Store License (City).....\$227.50 <input type="checkbox"/> Retail Liquor Store License (County).....\$312.50 <input checked="" type="checkbox"/> Tavern License (City) .....\$500.00 <input type="checkbox"/> Tavern License (County).....\$500.00 <input type="checkbox"/> Vintners Restaurant License (City) .....\$750.00 <input type="checkbox"/> Vintners Restaurant License (County).....\$750.00	
<b>Questions? Visit: <a href="http://www.colorado.gov/enforcement/liquor">www.colorado.gov/enforcement/liquor</a> for more information</b>			
<b>Do not write in this space - For Department of Revenue use only</b>			
<b>Liability Information</b>			
License Account Number	Liability Date	License Issued Through (Expiration Date)	Total \$

## Application Documents Checklist and Worksheet

**Instructions:** This checklist should be utilized to assist applicants with filing all required documents for licensure. **All** documents must be properly signed and correspond with the name of the applicant exactly. **All** documents must be typed or legibly printed. Upon final State approval the license will be mailed to the local licensing authority. Application fees are nonrefundable.

**Questions? Visit: [www.colorado.gov/enforcement/liquor](http://www.colorado.gov/enforcement/liquor) for more information**

Items submitted, please check all appropriate boxes completed or documents submitted	
<b>I.</b>	<b>Applicant information</b> <input checked="" type="checkbox"/> A. Applicant/Licensee identified <input checked="" type="checkbox"/> B. State sales tax license number listed or applied for at time of application <input checked="" type="checkbox"/> C. License type or other transaction identified <input checked="" type="checkbox"/> D. Return originals to local authority <input type="checkbox"/> E. Additional information may be required by the local licensing authority
<b>II.</b>	<b>Diagram of the premises</b> <input checked="" type="checkbox"/> A. No larger than 8 1/2" X 11" <input checked="" type="checkbox"/> B. Dimensions included (does not have to be to scale). Exterior areas should show type of control (fences, walls, entry/exit points, etc.) <input checked="" type="checkbox"/> C. Separate diagram for each floor (if multiple levels) <input checked="" type="checkbox"/> D. Kitchen - identified if Hotel and Restaurant <input type="checkbox"/> E. Bold/Outlined Licensed Premises
<b>III.</b>	<b>Proof of property possession (One Year Needed)</b> <input type="checkbox"/> A. Deed in name of the Applicant (or) (matching question #2) date stamped / filed with County Clerk <input checked="" type="checkbox"/> B. Lease in the name of the Applicant (or) (matching question #2) <input type="checkbox"/> C. Lease Assignment in the name of the Applicant with proper consent from the Landlord and acceptance by the Applicant <input type="checkbox"/> D. Other Agreement if not deed or lease. (matching question #2) (Attach prior lease to show right to assumption)
<b>IV.</b>	<b>Background information and financial documents</b> <input checked="" type="checkbox"/> A. Individual History Records(s) (Form DR 8404-I) <input checked="" type="checkbox"/> B. Fingerprints taken and submitted to local authority (State Authority for Master File applicants) <input type="checkbox"/> C. Purchase agreement, stock transfer agreement, and or authorization to transfer license <input type="checkbox"/> D. List of all notes and loans (Copies to also be attached)
<b>V.</b>	<b>Sole proprietor / husband and wife partnership</b> <input type="checkbox"/> A. Form DR4679 <input type="checkbox"/> B. Copy of State issued Driver's License or Colorado Identification Card for each applicant
<b>VI.</b>	<b>Corporate applicant information (if applicable)</b> <input type="checkbox"/> A. Certificate of Incorporation dated stamped by the Secretary of State <input type="checkbox"/> B. Certificate of Good Standing <input type="checkbox"/> C. Certificate of Authorization if foreign corporation <input type="checkbox"/> D. List of officers, directors and stockholders of Applying Corporation (If wholly owned, designate a minimum of one person as Principal Officer of Parent)
<b>VII.</b>	<b>Partnership applicant information (if applicable)</b> <input type="checkbox"/> A. Partnership Agreement (general or limited). Not needed if husband and wife <input type="checkbox"/> B. Certificate of Good Standing (If formed after 2009)
<b>VIII.</b>	<b>Limited Liability Company applicant information (if applicable)</b> <input checked="" type="checkbox"/> A. Copy of articles of organization (date stamped by Colorado Secretary of State's Office) <input checked="" type="checkbox"/> B. Certificate of Good Standing <input type="checkbox"/> C. Copy of operating agreement <input type="checkbox"/> D. Certificate of Authority if foreign company
<b>IX.</b>	<b>Manager registration for hotel and restaurant, tavern licenses when included with this application</b> <input type="checkbox"/> A. \$75.00 fee <input type="checkbox"/> B. Individual History Record (DR 8404-I) <input type="checkbox"/> C. If owner is managing, no fee required

7. Is the applicant (including any of the partners, if a partnership; members or manager if a limited liability company; or officers, stockholders or directors if a corporation) or manager under the age of twenty-one years?	Yes	No		
	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
8. Has the applicant (including any of the partners, if a partnership; members or manager if a limited liability company; or officers, stockholders or directors if a corporation) or manager ever (in Colorado or any other state):				
(a) Been denied an alcohol beverage license?	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
(b) Had an alcohol beverage license suspended or revoked?	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
(c) Had interest in another entity that had an alcohol beverage license suspended or revoked?	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
If you answered yes to 8a, b or c, explain in detail on a separate sheet.				
9. Has a liquor license application (same license class), that was located within 500 feet of the proposed premises, been denied within the preceding two years? If "yes", explain in detail.	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
10. Are the premises to be licensed within 500 feet of any public or private school that meets compulsory education requirements of Colorado law, or the principal campus of any college, university or seminary?	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
	Waiver by local ordinance?	or		
	Other: _____	<input type="checkbox"/> <input type="checkbox"/>		
11. Has a liquor or beer license ever been issued to the applicant (including any of the partners, if a partnership; members or manager if a Limited Liability Company; or officers, stockholders or directors if a corporation)? If yes, identify the name of the business and list any <u>current</u> financial interest in said business including any loans to or from a licensee.	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
12. Does the Applicant, as listed on line 2 of this application, have legal possession of the premises by virtue of ownership, lease or other arrangement?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Ownership <input checked="" type="checkbox"/> Lease <input type="checkbox"/> Other (Explain in Detail) _____				
a. If leased, list name of landlord and tenant, and date of expiration, exactly as they appear on the lease:				
Landlord NELSON AVENUE FAMILY PARTNERS LLC	Tenant THE BUNKHOUSE LLC	Expires 2/28/19		
b. Is a percentage of alcohol sales included as compensation to the landlord? If yes complete question 13.	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
c. Attach a diagram and outline or designate the area to be licensed (including dimensions) which shows the bars, brewery, walls, partitions, entrances, exits and what each room shall be utilized for in this business. This diagram should be no larger than 8 1/2" X 11".				
13. Who, besides the owners listed in this application (including persons, firms, partnerships, corporations, limited liability companies), will loan or give money, inventory, furniture or equipment to or for use in this business; or who will receive money from this business. Attach a separate sheet if necessary.				
Last Name	First Name	Date of Birth	FEIN or SSN	Interest/Percentage
Last Name	First Name	Date of Birth	FEIN or SSN	Interest/Percentage
Attach copies of all notes and security instruments, and any written agreement, or details of any oral agreement, by which any person (including partnerships, corporations, limited liability companies, etc.) will share in the profit or gross proceeds of this establishment, and any agreement relating to the business which is contingent or conditional in any way by volume, profit, sales, giving of advice or consultation.				
14. Optional Premises or Hotel and Restaurant Licenses with Optional Premises:				
Has a local ordinance or resolution authorizing optional premises been adopted? <input type="checkbox"/> <input type="checkbox"/>				
Number of additional Optional Premise areas requested. (See license fee chart)				<input type="checkbox"/>
15. Liquor Licensed Drug Store applicants, answer the following:				
(a) Does the applicant for a Liquor Licensed Drug Store have a license issued by the Colorado Board of Pharmacy? <input type="checkbox"/> <input type="checkbox"/>				
If "yes" a copy of license must be attached.				
16. Club Liquor License applicants answer the following: Attach a copy of applicable documentation				
(a) Is the applicant organization operated solely for a national, social, fraternal, patriotic, political or athletic purpose and not for pecuniary gain? <input type="checkbox"/> <input type="checkbox"/>				
(b) Is the applicant organization a regularly chartered branch, lodge or chapter of a national organization which is operated solely for the object of a patriotic or fraternal organization or society, but not for pecuniary gain? <input type="checkbox"/> <input type="checkbox"/>				
(c) How long has the club been incorporated? _____				
(d) Has applicant occupied an establishment for three years (three years required) that was operated solely for the reasons stated above? <input type="checkbox"/> <input type="checkbox"/>				
17. Brew-Pub License or Vintner Restaurant Applicants answer the following:				
(a) Has the applicant received or applied for a Federal Permit? (Copy of permit or application must be attached) <input type="checkbox"/> <input type="checkbox"/>				
18a. For all on-premises applicants.				
(If this is an application for a Hotel, Restaurant or Tavern License, the manager must also submit an individual History Record - DR 8404-I)				
Last Name of Manager RICHARDS	First Name of Manager RYAN	Date of Birth 9/27/79		
18b. Does this manager act as the manager of, or have a financial interest in, any other liquor licensed establishment in the State of Colorado? If yes, provide name, type of license and account number. <input type="checkbox"/> <input checked="" type="checkbox"/>				
Name	Type of License	Account Number		
19. Tax Distraint Information. Does the applicant or any other person listed on this application and including its partners, officers, directors, stockholders, members (LLC) or managing members (LLC) and any other persons with a 10% or greater financial interest in the applicant currently have an outstanding tax distraint issued to them by the Colorado Department of Revenue? <input type="checkbox"/> <input checked="" type="checkbox"/>				
If yes, provide an explanation and include copies of any payment agreements.				

20. If applicant is a corporation, partnership, association or limited liability company, applicant must list all **Officers, Directors, General Partners, and Managing Members**. In addition, applicant must list any stockholders, partners, or members with ownership of 10% or more in the Applicant. All persons listed below must also attach form DR 8404-I (Individual History Record), and submit fingerprint cards to the local licensing authority.

Name	Home Address, City & State	DOB	Position	% Owned
MICHAEL L. JOSEPH	348 HARRIS HILL RD, WILLIAMSVILLE NY	5/2/59	CLASS A MEMBER	37.5
GERALD S. LIPPEJ	665 MAIN ST. BUFFALO, NY	3/23/40	CLASS A MEMBER	37.5
RYAN RICHARDS	POB 1496 AVON CO	9/27/72	CLASS B MEMBER	12.5
NANCY RICHARDS	POB 1496 AVON CO	12/27/73	CLASS B MEMBER	12.5
Name	Home Address, City & State	DOB	Position	% Owned

\*\* If Applicant is owned 100% by a parent company, please list the designated principal officer on question #20  
 \*\*\* Corporations - The President, Vice-President, Secretary and Treasurer must be accounted for on question #20 (Include ownership percentage if applicable)  
 \*\* If total ownership percentage disclosed here does not total 100%, applicant must check this box:  
 Applicant affirms that no individual other than these disclosed herein, owns 10% or more of the applicant, and does not have ownership in a prohibited liquor license pursuant to Title 47 or 48, C.R.S.

**Oath Of Applicant**

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct, and complete to the best of my knowledge. I also acknowledge that it is my responsibility and the responsibility of my agents and employees to comply with the provisions of the Colorado Liquor or Beer Code which affect my license.

Authorized Signature 	Printed Name and Title RYAN RICHARDS, OWNER, CLASS B	Date 3/10/16
--------------------------	---	-----------------

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

Date application filed with local authority June 9, 2016	Date of local authority hearing (for new license applicants; cannot be less than 30 days from date of application 12-47-311 (1) C.R.S.) July 20, 2016 (42 days)
---	--

The Local Licensing Authority Hereby Affirms that each person required to file DR 8404-I (Individual History Record) has:

- Been fingerprinted
- Been subject to background investigation, including NCIC/CCIC check for outstanding warrants

That the local authority has conducted, or intends to conduct, an inspection of the proposed premises to ensure that the applicant is in compliance with, and aware of, liquor code provisions affecting their class of license

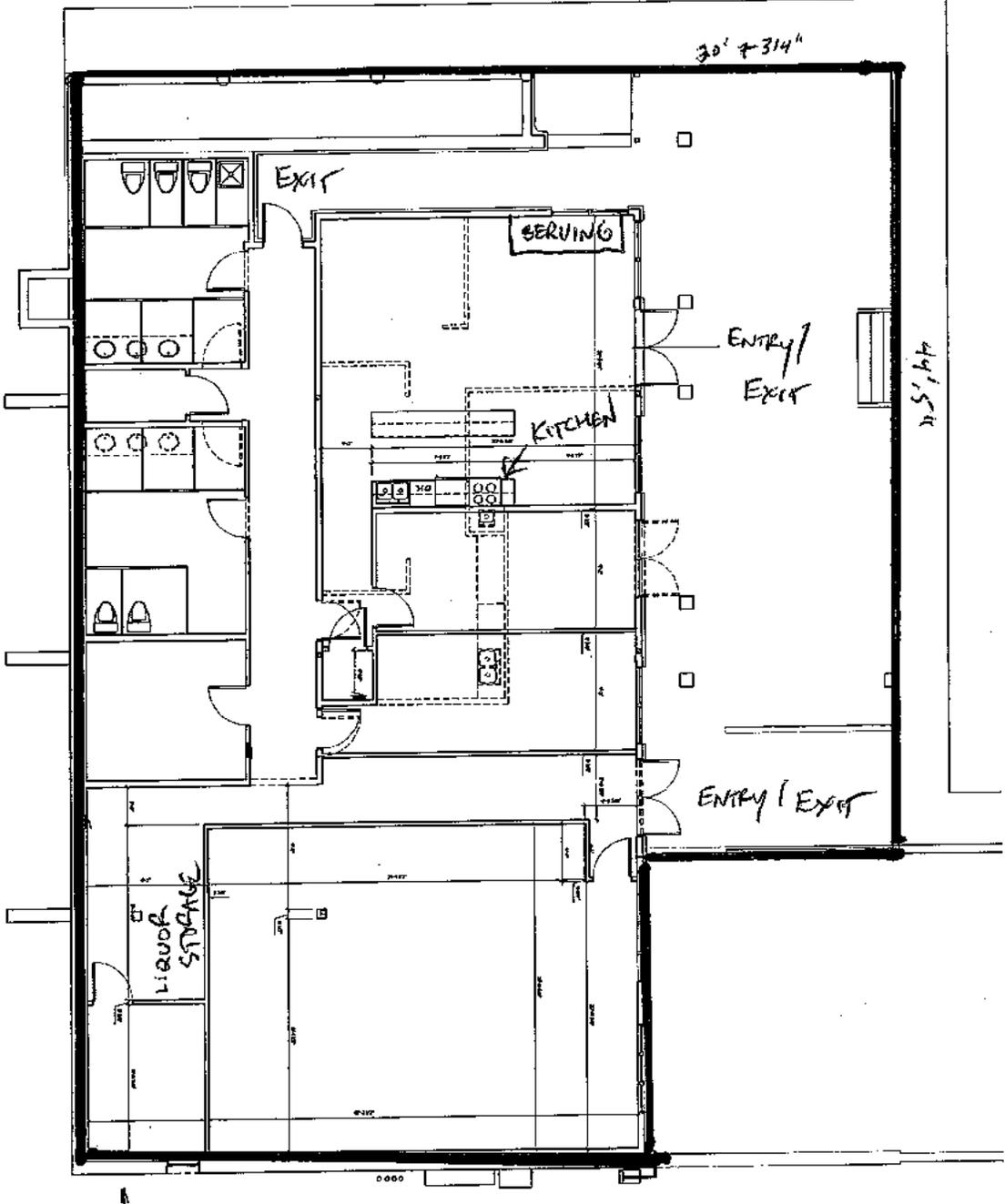
- (Check One)
- Date of inspection or anticipated date 7/14/16
  - Will conduct inspection upon approval of state licensing authority

The foregoing application has been examined; and the premises, business to be conducted, and character of the applicant are satisfactory. We do report that such license, if granted, will meet the reasonable requirements of the neighborhood and the desires of the adult inhabitants, and will comply with the provisions of Title 12, Article 46 or 47, C.R.S.

**Therefore, this application is approved.**

Local Licensing Authority for	Telephone Number	<input type="checkbox"/> Town, City <input type="checkbox"/> County	
Signature	Print	Title	Date
Signature (attest)	Print	Title	Date

NOT FOR  
 PROPOSED FLOOR PLAN  
 CONSTRUCTION



## Individual History Record

To be completed by the following persons, as applicable: sole proprietors; general partners regardless of percentage ownership, and limited partners owning 10% or more of the partnership; all principal officers of a corporation, all directors of a corporation, and any stockholder of a corporation owning 10% or more of the outstanding stock; managing members or officers of a limited liability company, and members owning 10% or more of the company; and any intended registered manager of Hotel and Restaurant or Tavern class of retail license

**Notice:** This Individual history record requires information that is necessary for the licensing investigation or inquiry. All questions must be answered in their entirety or the license application may be delayed or denied. If a question is not applicable, please indicate so by "N/A". Any deliberate misrepresentation or material omission may jeopardize the license application. (Please attach a separate sheet if necessary to enable you to answer questions completely)

1. Name of Business	Home Phone Number	Cellular Number
---------------------	-------------------	-----------------

2. Your Full Name (last, first, middle) Gerald Sanford Lippes	3. List any other names you have used
--	---------------------------------------

4. Mailing address (if different from residence) 50 Fountain Plaza, Ste 1700, Buffalo, NY 14202	Email Address
--	---------------

5. List current residence address. Include any previous addresses within the last five years. (Attach separate sheet if necessary)			
Street and Number	City, State, Zip	From	To
Current 10 Seagate Drive, PH1N	Naples, FL 34103	12/2011	present
Previous			

6. List all employment within the last five years. Include any self-employment. (Attach separate sheet if necessary)				
Name of Employer or Business	Address (Street, Number, City, State, Zip)	Position Held	From	To
Lippes Mathias, et al	50 Fountain Plz Ste 1700 Buffalo, NY 14202	Founder	1965	present

7. List the name(s) of relatives working in or holding a financial interest in the Colorado alcohol beverage industry.			
Name of Relative	Relationship to You	Position Held	Name of Licensee

8. Have you ever applied for, held, or had an interest in a Colorado Liquor or Beer License, or loaned money, furniture, fixtures, equipment or inventory to any licensee? (If yes, answer in detail.)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

9. Have you ever received a violation notice, suspension, or revocation for a liquor law violation, or have you applied for or been denied a liquor or beer license anywhere in the United States? (If yes, explain in detail.)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

10. Have you ever been convicted of a crime or received a suspended sentence, deferred sentence, or forfeited bail for any offense in criminal or military court or do you have any charges pending? (If yes, explain in detail.)  Yes  No

11. Are you currently under probation (supervised or unsupervised), parole, or completing the requirements of a deferred sentence? (If yes, explain in detail.)  Yes  No

12. Have you ever had any professional license suspended, revoked, or denied? (If yes, explain in detail.)  Yes  No

**Personal and Financial Information**

Unless otherwise provided by law, the personal information required in question #13 will be treated as confidential. The personal information required in question #13 is solely for identification purposes.

13a. Date of Birth 03/23/40	b. Social Security Number [REDACTED]	c. Place of Birth Buffalo, NY	d. U.S. Citizen <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
e. If Naturalized, state where		f. When	g. Name of District Court
h. Naturalization Certificate Number	i. Date of Certification	j. If an Alien, Give Alien's Registration Card Number	k. Permanent Residence Card Number
l. Height 6'	m. Weight 155	n. Hair Color Gray	o. Eye Color Brown
p. Gender Male	q. Race Caucasian	r. Do you have a current Driver's License/D? If so, give number and state. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [REDACTED] State FL	

**14. Financial Information.**

a. Total purchase price or investment being made by the applying entity, corporation, partnership, limited liability company, other.  
\$ 420,000.00

b. List the total amount of the personal investment, made by the person listed on question #2, in this business including any notes, loans, cash, services or equipment, operating capital, stock purchases or fees paid. \$ 180,000.00

\* If corporate investment only please skip to and complete section (d)  
\*\* Section b should reflect the total of sections c and e

c. Provide details of the personal investment described in 14b. You must account for all of the sources of this investment. (Attach a separate sheet if needed)

Type: Cash, Services or Equipment	Account Type	Bank Name	Amount
Cash (personal funds)	Checking	M&T Bank	\$180,000

d. Provide details of the corporate investment described in 14 b. You must account for all of the sources of this investment. (Attach a separate sheet if needed)

Type: Cash, Services or Equipment	Loans	Account Type	Bank Name	Amount

e. Loan Information (Attach copies of all notes or loans)

Name of Lender	Address	Term	Security	Amount

**Oath of Applicant**

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

Authorized Signer 	Print Signature Gerald S. Lippes	Title	Date 03/30/16
--	-------------------------------------	-------	------------------

## Individual History Record

To be completed by the following persons, as applicable: sole proprietors; general partners regardless of percentage ownership, and limited partners owning 10% or more of the partnership; all principal officers of a corporation, all directors of a corporation, and any stockholder of a corporation owning 10% or more of the outstanding stock; managing members or officers of a limited liability company, and members owning 10% or more of the company; and any intended registered manager of Hotel and Restaurant or Tavern class of retail license

**Notice:** This individual history record requires information that is necessary for the licensing investigation or inquiry. All questions must be answered in their entirety or the license application may be delayed or denied. If a question is not applicable, please indicate so by "N/A". Any deliberate misrepresentation or material omission may jeopardize the license application. (Please attach a separate sheet if necessary to enable you to answer questions completely)

1. Name of Business <b>THE BUNKHOUSE, LLC</b>		Home Phone Number <b>N/A</b>	
2. Your Full Name (last, first, middle) <b>REICHARDS NANCY LYNNE</b>		3. List any other names you have used <b>NANCY WALKER</b>	
4. Mailing address (if different from residence) <b>PO Box 1496 Avon, CO 81620</b>			
5. List current residence address. Include any previous addresses within the last five years. (Attach separate sheet if necessary)			
Street and Number		City, State, Zip	
Current <b>511 WEST BEAVER CREEK Blvd # C-7</b>		<b>Avon, CO 81620</b>	
Previous			
From		To	
		<b>9/2007 Present</b>	
6. List all employment within the last five years. Include any self-employment. (Attach separate sheet if necessary)			
Name of Employer or Business		Address (Street, Number, City, State, Zip)	
<b>Marriott</b>		<b>715 W. Lionhead Cir. Vail 81657</b>	
Position Held		From	
<b>Banquets Server</b>		<b>2013</b>	
To			
		<b>Present</b>	
7. List the name(s) of relatives working in or holding a financial interest in the Colorado alcohol beverage industry.			
Name of Relative		Relationship to You	
<b>N/A</b>			
Position Held		Name of Licensee	
8. Have you ever applied for, held, or had an interest in a Colorado Liquor or Beer License, or loaned money, furniture, fixtures, equipment or inventory to any licensee? (If yes, answer in detail.)			
		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>N/A</b>			
9. Have you ever received a violation notice, suspension, or revocation for a liquor law violation, or have you applied for or been denied a liquor or beer license anywhere in the United States? (If yes, explain in detail.)			
		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

10. Have you ever been convicted of a crime or received a suspended sentence, deferred sentence, or forfeited bail for any offense in criminal or military court or do you have any charges pending? (If yes, explain in detail.)  Yes  No

11. Are you currently under probation (supervised or unsupervised), parole, or completing the requirements of a deferred sentence? (If yes, explain in detail.)  Yes  No

12. Have you ever had any professional license suspended, revoked, or denied? (If yes, explain in detail.)  Yes  No

**Personal and Financial Information**

Unless otherwise provided by law, the personal information required in question #13 will be treated as confidential. The personal information required in question #13 is solely for identification purposes.

13a. Date of Birth 12/27/1973 b. Social Security Number [REDACTED] c. Place of Birth Stuart, FL d. U.S. Citizen  Yes  No

e. If Naturalized, state where N/A f. When [REDACTED] g. Name of District Court [REDACTED]

h. Naturalization Certificate Number [REDACTED] i. Date of Certification [REDACTED] j. If an Alien, Give Alien's Registration Card Number [REDACTED] k. Permanent Residence Card Number [REDACTED]

l. Height 5'7 m. Weight 160 n. Hair Color Brown o. Eye Color Blue p. Gender F q. Race Caucasian r. Do you have a current Driver's License/ID? If so, give number and state.  Yes  No [REDACTED] State CO

**14. Financial Information.**

a. Total purchase price or investment being made by the applying entity, corporation, partnership, limited liability company, other. \$ \$2,200,000.00

b. List the total amount of the personal investment, made by the person listed on question #2, in this business including any notes, loans, cash, services or equipment, operating capital, stock purchases or fees paid. \$ 10,000.00

\* If corporate investment only please skip to and complete section (d)  
\*\* Section b should reflect the total of sections c and e

c. Provide details of the personal investment described in 14b. You must account for all of the sources of this investment. (Attach a separate sheet if needed)

Type: Cash, Services or Equipment	Account Type	Bank Name	Amount
CASH	CHECKING	WELLS FARGO	\$10,000.00

d. Provide details of the corporate investment described in 14 b. You must account for all of the sources of this investment. (Attach a separate sheet if needed)

Type: Cash, Services or Equipment	Loans	Account Type	Bank Name	Amount

e. Loan Information (Attach copies of all notes or loans)

Name of Lender	Address	Term	Security	Amount

**Oath of Applicant**

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

Authorized Signature Nancy Richards Print Signature Nancy RICHARDS Title OWNER Date 3/30/16

## Individual History Record

To be completed by the following persons, as applicable: sole proprietors; general partners regardless of percentage ownership, and limited partners owning 10% or more of the partnership; all principal officers of a corporation, all directors of a corporation, and any stockholder of a corporation owning 10% or more of the outstanding stock; managing members or officers of a limited liability company, and members owning 10% or more of the company; and any intended registered manager of Hotel and Restaurant or Tavern class of retail license

**Notice:** This individual history record requires information that is necessary for the licensing investigation or inquiry. All questions must be answered in their entirety or the license application may be delayed or denied. If a question is not applicable, please indicate so by "N/A". Any deliberate misrepresentation or material omission may jeopardize the license application. (Please attach a separate sheet if necessary to enable you to answer questions completely)

1. Name of Business <i>THE Dunkhouse</i>		Home Phone Number [REDACTED]	Cellular Number [REDACTED]	
2. Your Full Name (last, first, middle) <i>Joseph Michael Lee</i>		3. List any other names you have used		
4. Mailing address (if different from residence) <i>348 Harris Hill Road, Williamsville, NY 14221</i>		Email Address [REDACTED]		
5. List current residence address. Include any previous addresses within the last five years. (Attach separate sheet if necessary)				
Street and Number		City, State, Zip		From
To				
Current	<i>643 Paintbrush Pkwy</i>	<i>Aurora, CO</i>	<i>81620</i>	<i>12/10</i>
Previous				<i>3/16</i>
6. List all employment within the last five years. Include any self-employment. (Attach separate sheet if necessary)				
Name of Employer or Business		Address (Street, Number, City, State, Zip)		Position Held
From		To		
		<i>348 Harris Hill Road, Williamsville, NY 14221</i>	<i>President</i>	<i>9/39</i>
				<i>present</i>
7. List the name(s) of relatives working in or holding a financial interest in the Colorado alcohol beverage industry.				
Name of Relative		Relationship to You		Position Held
Name of Licensee				
<i>N/A</i>				
8. Have you ever applied for, held, or had an interest in a Colorado Liquor or Beer License, or loaned money, furniture, fixtures, equipment or inventory to any licensee? (If yes, answer in detail.) <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span>				
9. Have you ever received a violation notice, suspension, or revocation for a liquor law violation, or have you applied for or been denied a liquor or beer license anywhere in the United States? (If yes, explain in detail.) <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span>				

10. Have you ever been convicted of a crime or received a suspended sentence, deferred sentence, or forfeited bail for any offense in criminal or military court or do you have any charges pending? (If yes, explain in detail.)  Yes  No

11. Are you currently under probation (supervised or unsupervised), parole, or completing the requirements of a deferred sentence? (If yes, explain in detail.)  Yes  No

12. Have you ever had any professional license suspended, revoked, or denied? (If yes, explain in detail.)  Yes  No

**Personal and Financial Information**

Unless otherwise provided by law, the personal information required in question #13 will be treated as confidential. The personal information required in question #13 is solely for identification purposes.

13a. Date of Birth 5/2/59 13b. Social Security Number [Redacted] 13c. Place of Birth DuBois, NY 13d. U.S. Citizen  Yes  No

13e. If Naturalized, state where \_\_\_\_\_ 13f. When \_\_\_\_\_ 13g. Name of District Court \_\_\_\_\_

13h. Naturalization Certificate Number \_\_\_\_\_ 13i. Date of Certification \_\_\_\_\_ 13j. If an Alien, Give Alien's Registration Card Number \_\_\_\_\_ 13k. Permanent Residence Card Number \_\_\_\_\_

13l. Height 5'10" 13m. Weight 140 13n. Hair Color Brown 13o. Eye Color Brown 13p. Gender Male 13q. Race White 13r. Do you have a current Driver's License/ID? If so, give number and state.  Yes  No # [Redacted] State CO

14. Financial Information.

a. Total purchase price or investment being made by the applying entity, corporation, partnership, limited liability company, other. \$ 420,000

b. List the total amount of the personal investment, made by the person listed on question #2, in this business including any notes, loans, cash, services or equipment, operating capital, stock purchases or fees paid. \$ 200,000

\* If corporate investment only please skip to and complete section (d)  
 \*\* Section b should reflect the total of sections c and e

c. Provide details of the personal investment described in 14b. You must account for all of the sources of this investment. (Attach a separate sheet if needed)

Type: Cash, Services or Equipment	Account Type	Bank Name	Amount
Cash	Checking	HSBC	200,000

d. Provide details of the corporate investment described in 14 b. You must account for all of the sources of this investment. (Attach a separate sheet if needed)

Type: Cash, Services or Equipment	Loans	Account Type	Bank Name	Amount

e. Loan Information (Attach copies of all notes or loans)

Name of Lender	Address	Term	Security	Amount

**Oath of Applicant**

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

Authorized Signature  Print Signature Michael L. Joseph Title Investor Date 3/25/16

## Individual History Record

To be completed by the following persons, as applicable: sole proprietors; general partners regardless of percentage ownership, and limited partners owning 10% or more of the partnership; all principal officers of a corporation, all directors of a corporation, and any stockholder of a corporation owning 10% or more of the outstanding stock; managing members or officers of a limited liability company, and members owning 10% or more of the company; and any intended registered manager of Hotel and Restaurant or Tavern class of retail license

**Notice:** This individual history record requires information that is necessary for the licensing investigation or inquiry. All questions must be answered in their entirety or the license application may be delayed or denied. If a question is not applicable, please indicate so by "N/A". Any deliberate misrepresentation or material omission may jeopardize the license application. (Please attach a separate sheet if necessary to enable you to answer questions completely)

1. Name of Business <b>THE BUNKHOUSE</b>		Home Phone Number [REDACTED]	Cellular Number [REDACTED]	
2. Your Full Name (last, first, middle) <b>RICHARDS, RYAN, WESLEY</b>		3. List any other names you have used		
4. Mailing address (if different from residence) <b>P.O. 1496, AVON CO 81620</b>		Email Address <b>Ryan@VailBunkhouse.com</b>		
5. List current residence address. Include any previous addresses within the last five years. (Attach separate sheet if necessary)				
<b>Street and Number</b>		<b>City, State, Zip</b>		<b>From</b>
<b>To</b>				
Current	<b>811 W. BEAVER CREEK BLVD #C9</b>	<b>AVON CO 81620</b>	<b>2007</b>	<b>Present</b>
Previous				
6. List all employment within the last five years. Include any self-employment. (Attach separate sheet if necessary)				
<b>Name of Employer or Business</b>	<b>Address (Street, Number, City, State, Zip)</b>	<b>Position Held</b>	<b>From</b>	<b>To</b>
<b>RITZ CARLTON, B6</b>	<b>0130 DAYBREAK RIDGE, AVON CO 81620</b>	<b>FITNESS</b>	<b>12/05</b>	<b>07/12</b>
<b>VENTURE SPORTS</b>	<b>100 BACHELOR GULLY TRAIL, AVON CO 81620</b>	<b>MANAGER</b>	<b>7/12</b>	<b>11/12</b>
<b>RITZ CARLTON, VAIL</b>	<b>728 W LIONSHEAD CIR, VAIL CO 81657</b>	<b>BELLMAN</b>	<b>11/12</b>	<b>4/13</b>
7. List the name(s) of relatives working in or holding a financial interest in the Colorado alcohol beverage industry.				
<b>Name of Relative</b>	<b>Relationship to You</b>	<b>Position Held</b>	<b>Name of Licensee</b>	
8. Have you ever applied for, held, or had an interest in a Colorado Liquor or Beer License, or loaned money, furniture, fixtures, equipment or inventory to any licensee? (If yes, answer in detail.) <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span>				
9. Have you ever received a violation notice, suspension, or revocation for a liquor law violation, or have you applied for or been denied a liquor or beer license anywhere in the United States? (If yes, explain in detail.) <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span>				

10. Have you ever been convicted of a crime or received a suspended sentence, deferred sentence, or forfeited bail for any offense in criminal or military court or do you have any charges pending? (If yes, explain in detail.)  Yes  No

11. Are you currently under probation (supervised or unsupervised), parole, or completing the requirements of a deferred sentence? (If yes, explain in detail.)  Yes  No

12. Have you ever had any professional license suspended, revoked, or denied? (If yes, explain in detail.)  Yes  No

**Personal and Financial Information**

Unless otherwise provided by law, the personal information required in question #13 will be treated as confidential. The personal information required in question #13 is solely for identification purposes.

13a. Date of Birth 09/27/1979 b. Social Security Number [REDACTED] c. Place of Birth MARIETTA, OHIO USA d. U.S. Citizen  Yes  No

e. If Naturalized, state where \_\_\_\_\_ f. When \_\_\_\_\_ g. Name of District Court \_\_\_\_\_

h. Naturalization Certificate Number \_\_\_\_\_ i. Date of Certification \_\_\_\_\_ j. If an Alien, Give Alien's Registration Card Number \_\_\_\_\_ k. Permanent Residence Card Number \_\_\_\_\_

l. Height 5'10" m. Weight 190 n. Hair Color BLD o. Eye Color GRN p. Gender M q. Race WHT r. Do you have a current Driver's License/ID? If so, give number and state.  Yes  No # \_\_\_\_\_ State CO

14. Financial Information.  
 a. Total purchase price or investment being made by the applying entity, corporation, partnership, limited liability company, other. \$ \$400,000.00

b. List the total amount of the personal investment, made by the person listed on question #2, in this business including any notes, loans, cash, services or equipment, operating capital, stock purchases or fees paid. \$ \$10,000  
 \* If corporate investment only please skip to and complete section (d)  
 \*\* Section b should reflect the total of sections c and e

c. Provide details of the personal investment described in 14b. You must account for all of the sources of this investment. (Attach a separate sheet if needed)

Type: Cash, Services or Equipment	Account Type	Bank Name	Amount
CASH	CREDIT	Barclay Card	\$10,000

d. Provide details of the corporate investment described in 14 b. You must account for all of the sources of this investment. (Attach a separate sheet if needed)

Type: Cash, Services or Equipment	Loans	Account Type	Bank Name	Amount

e. Loan Information (Attach copies of all notes or loans)

Name of Lender	Address	Term	Security	Amount

**Oath of Applicant**

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

Authorized Signature [Signature] Print Signature Ryan Richards Title OWNER Date 3/37/16

EMPLOYMENT CONTINUED

THE SONNENALP CLUB, 1265 BERRY CREEK RD,  
EDWARDS, CO 81632

FITNESS MANAGER 4/13 - PRESENT

# State Of Delaware

## Entity Details

3/11/2016 1:15:22PM

File Number: 5820272

Incorporation Date / Formation Date: 9/9/2015

Entity Name: THE BUNKHOUSE, LLC

Entity Kind: Limited Liability Company

Entity Type: General

Residency: Domestic

State: DELAWARE

Status: Good Standing

Status Date: 9/9/2015

### Registered Agent Information

Name: THE CORPORATION TRUST COMPANY

Address: CORPORATION TRUST CENTER

City: WILMINGTON

Country:

State: DE

Postal Code: 19801

Phone: 302-658-7581

OFFICE OF THE SECRETARY OF STATE  
OF THE STATE OF COLORADO

**CERTIFICATE OF FACT OF GOOD STANDING**

I, Wayne W. Williams, as the Secretary of State of the State of Colorado, hereby certify that,  
according to the records of this office,

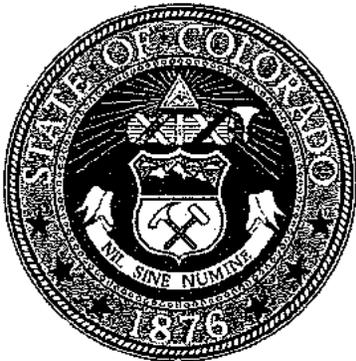
The Bunkhouse, LLC

is an entity formed or registered under the law of Delaware, 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 20151696804 and has provided the assumed entity name for use in Colorado

The Vail Bunkhouse, LLC

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 03/21/2016 that have been posted, and by documents delivered to this office electronically through 03/23/2016 @ 11:00:24 .

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 03/23/2016 @ 11:00:24 in accordance with applicable law. This certificate is assigned Confirmation Number 9564142 .



A handwritten signature in cursive script that reads "Wayne W. Williams".

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."*



TOWN OF MINTURN  
P.O. Box 309 (302 Pine Street)  
Minturn, Colorado 81645-0309  
970-827-5645 Fax: 970-827-4049  
treasurer@minturn.org

---

**FROM THE DESK OF  
JAY BRUNVAND, TREASURER/FINANCE**

**MEMORANDUM**

To: Mike Sawyer, Attorney  
Phillip Cusick, ECSO/Minturn  
CC:  
Date: 6/13/16 3:59 PM  
RE: Liquor License

Attached please find a copy of the application for a new Tavern License for The Bunkhouse, LLC. 175 Williams St (Molly G building). I have attached the application and everything but the lease as that is long. However, I did review it and it is in the name of the Bunkhouse and extends for more than one year. I have reviewed the application and will conducted an onsite inspection and found no issues. I am forwarding it on to you for further review and your report.

Please let me know if you have any questions or concerns, which I may be able to answer.

Thanks, jay

**TOWN OF MINTURN  
LIQUOR LICENSING AUTHORITY**

Follow-up findings and report for application of a Tavern Liquor License.

Owner Name and Address: The Bunkhouse, P. O. Box 1496 Avon, Co 81620

Establishment Name and Address: The Bunkhouse, 175 Williams St Minturn, CO 81645

**TO THE ABOVE APPLICANT AND OTHER INTERESTED PARTIES;**

Pursuant to Colorado Revised Statutes, 12-47-312(1), the applicant is hereby advised that with regard to the application for a Hotel and Restaurant Liquor License, an investigation has been made, and based on the results thereof, the following has been determined:

That the application was filed on June 9, 2016 in the Town Clerk/Treasurer's office and a public hearing has been scheduled for Wednesday August 3, 2016. In accordance with C.R.S. 12-47-311(1) the Town must hold the application for not less than 30 days; this hearing date represents 55 days. As of this writing, I have received no concerns either written or verbal, pro or con.

That the premise being considered has not previously operated with a liquor license. This location will be a new Tavern license.

That the Notice of Public Hearing on this matter was posted on the premises by the Town Treasurer on Thursday July 14, 2016 at least 10 days prior to the hearing, and that the publication of the hearing was published in a newspaper of general circulation on July 15, 2016 at least 10 days prior to the Public Hearing.

That from the evidence submitted the applicant is leasing the premises where the proposed liquor license will be utilized from Nelson Avenue Family Partners LLC, and that Nelson Avenue Family Partners LLC is the lawful owner of the premises. Further, the premise lease exceeds the term of the proposed license as required by Colorado State Law.

That selling liquor in the manner currently proposed in the application is not in violation of the zoning codes as stated in the Minturn Municipal Building Code – Chapter 16. The Minturn Planning Department has confirmed this operation will not require a Conditional Use and has sufficient parking as per Minturn Code.

That pursuant to C.R.S. 12-47-313(1)(d) – Restrictions for applications for new license, the building where the applicant proposes to exercise the privilege of selling liquor at retail does not appear to be within 500 feet from any public or parochial school or the principal campus of any college, university or seminary.

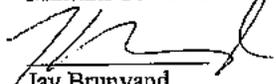
That Minturn Police/ECISO has conducted a background investigation on Ryan and Nancy Richards, the owners and managers of The Bunkhouse. During this investigation, Minturn Police/ECISO did not find any unresolved issues that would preclude obtaining a liquor license. Although, staff recommends approval by the Minturn Town Council it is recommended the following conditions to be placed on the license approval:

- As a minimum the licensee, manager and a server be server trained by an authority such as T.I.P.S and that a certified server be on duty at all times while alcoholic beverages are served.
- That the Liquor Authority emphasize the requirement of operating an orderly establishment.

The public hearing on this application will be held on Wednesday, August 3, 2016 at 7pm in the Council Chambers of the Minturn Town Hall, 302 Pine St, Minturn, CO. At said hearing, the applicant shall have an opportunity to be heard regarding all matters related to this application, including all matters set forth herein.

The applicant is advised and encouraged to read a copy of the State of Colorado Liquor and Beer Codes and Regulations.

Local Liquor Licensing Authority  
Minturn Town Treasurer

  
Jay Brunvand

Dated this 14 day of July, 2016.





TOWN OF MINTURN  
P.O. Box 309 (302 Pine Street)  
Minturn, Colorado 81645-0309  
970-827-5645 Fax: 970-827-5545  
treasurer@minturn.org

---

**FROM THE DESK OF  
JAY BRUNVAND, TREASURER/FINANCE**

*MEMORANDUM*

TO: Mayor, and Council  
FROM: Jay Brunvand, Treasurer/Clerk  
CC:  
DATE: Tuesday, July 26, 2016  
RE: Special Event Permit – July 2, 2016

**SUMMARY:**

At tonight's meeting the Council is asked to approve a Special Event Permit for the Town of Minturn Minturn Market scheduled for several Saturdays over the remaining summer. The location of this permit request is the outside deck located at the Bunkhouse, 175 Williams St. The attached documentation indicates the compliance with the posting of the site and the event. It is noted that this premises will only be used until such time as either the dates pass or the Tavern License is approved and posted for the Bunkhouse located at the same address.

**PREVIOUS COUNCIL ACTION:**

None.

**STAFF RECOMMENDATION:**

Approve the request as presented with the detailed conditions.

**RECOMMENDED MOTION:**

I move to approve the proposed Special Event Permit to sell malt, vinous and spirituous liquor beverages to be located as defined in the attached application as presented with the following conditions:

- The application was received on July 22, 2016 and the Notice of Public Hearing on this matter was posted on the premises by the Town Treasurer on July 22, 2016 at least 10 days prior to the Council Meeting consideration.
- That the selling liquor in the manner currently proposed in the application is not in violation of the Minturn Municipal Code.
- Staff recommends at least one T.I.P.S, or equivalent certified server be present, and at least one person to check ID's be present at all times while alcoholic beverages are sold. We would like that those servers and certifications be identified to us in advance.
- Staff requests each entrance/exit and premises be monitored and secured to ensure no outside liquor is introduced to the event and that no liquor is removed from the premises.

**ATTACHMENTS:**

- Application

## APPLICATION FOR A SPECIAL EVENTS PERMIT

Department Use Only

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 FACILITIES |
| <input type="checkbox"/> POLITICAL         | <input type="checkbox"/> RELIGIOUS INSTITUTION                 |  |

<b>LIAB TYPE OF SPECIAL EVENT APPLICANT IS APPLYING FOR:</b>	<b>DO NOT WRITE IN THIS SPACE</b>
2110 <input checked="" type="checkbox"/> MALT, VINOUS AND SPIRITUOUS LIQUOR \$25.00 PER DAY	LIQUOR PERMIT NUMBER
2170 <input type="checkbox"/> FERMENTED MALT BEVERAGE (3.2 Beer) \$10.00 PER DAY	

1. NAME OF APPLICANT ORGANIZATION OR POLITICAL CANDIDATE Town of Minturn	State Sales Tax Number (Required) 98-07290-0000
---	--

2. MAILING ADDRESS OF ORGANIZATION OR POLITICAL CANDIDATE (include street, city/town and ZIP)  PO Box 309 Minturn, CO 81645	3. ADDRESS OF PLACE TO HAVE SPECIAL EVENT (include street, city/town and ZIP)  175 Williams St Minturn, CO 81645
---	--

NAME	DATE OF BIRTH	HOME ADDRESS (Street, City, State, ZIP)	PHONE NUMBER
4. PRES./SEC'Y OF ORG. or POLITICAL CANDIDATE Michelle Metteer	4/7/74	2100 Old Trail Rd, Avon, CO 81645	970-343-9122
5. EVENT MANAGER Michelle Metteer	4/7/74	2100 Old Trail Rd, Avon, CO 81645	970-343-9122
6. HAS APPLICANT ORGANIZATION OR POLITICAL CANDIDATE BEEN ISSUED A SPECIAL EVENT PERMIT THIS CALENDAR YEAR? <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES HOW MANY DAYS? 3		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 Aug 6, 2016 Hours From 9:00 a.m. To 2:00 p.m.	Date Aug 13, 2016 Hours From 9:00 am .m. To 2:00 pm .m.	Date Aug 20, 2016 Hours From 9:00 am .m. To 2:00 pm .m.	Date Aug 27, 2016 Hours From 9:00 am .m. To 2:00 pm .m.	Date Sept 3, 2016 Hours From 9:00 am .m. To 2:00 pm .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 Economic Development Coordinator	DATE 7/22/16
---------------	---	-----------------

**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) Town of Minturn	<input checked="" type="checkbox"/> CITY <input type="checkbox"/> COUNTY	TELEPHONE NUMBER OF CITY/COUNTY CLERK 970-827-5645
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)	\$ .

## 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.

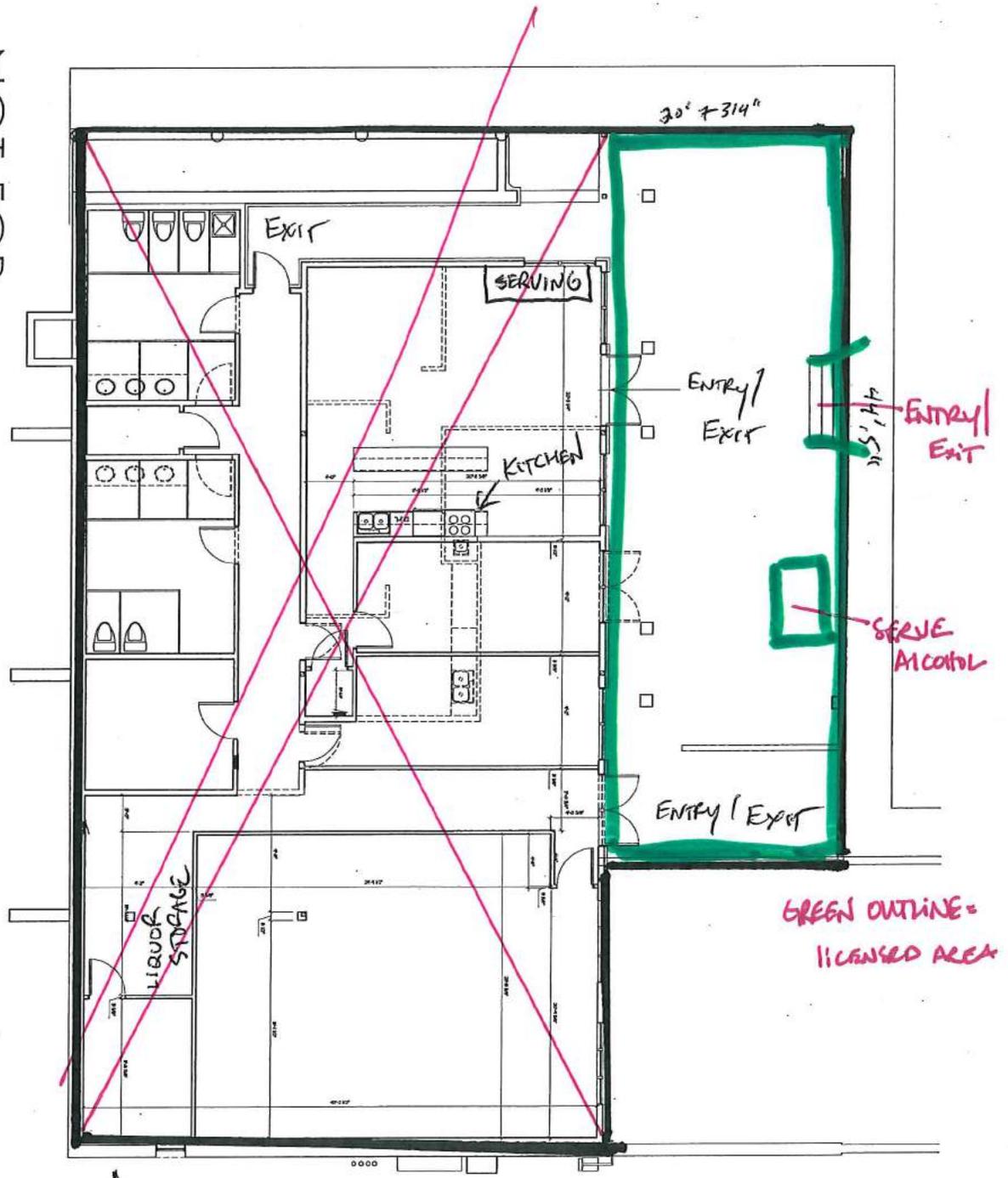
- APPLICATION MUST FIRST BE SUBMITTED TO THE LOCAL LICENSING AUTHORITY (CITY OR COUNTY) AT LEAST THIRTY (30) DAYS PRIOR TO THE EVENT.
- THE PREMISES TO BE LICENSED MUST BE POSTED AT LEAST TEN (10) DAYS BEFORE A HEARING CAN BE HELD. (12-48-106 C.R.S.)
- AN APPROVED APPLICATION MUST BE RECEIVED BY THE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

NOT FOR  
PROPOSED FLOOR PLAN  
CONSTRUCTION





Minturn Market  
P.O. Box 309  
302 Pine Street  
Minturn, CO 81645  
970-827-5645  
market@minturn.org

---

## A MESSAGE FROM THE MINTURN MARKET

July 22, 2016

Minturn Liquor Licensing Authority,

It is the intention of the Minturn Market to license the outside front deck only of the Mollie G Building located at 175 Williams St for "Market Saturdays" until such time the Vail Bunkhouse becomes legally licensed. This timeframe is not to exceed the last date of the 2016 Minturn Summer Market season, which is Sept 3, 2016.

Thank you,



Michelle Metteer  
Town of Minturn  
Minturn Market  
market@minturn.org

Date: 7.11.16

To Whom It May Concern:

As owner of the Molly G Building, 175 Williams St. Minturn, CO 81645, I authorize The Vail Brewing Company to sell alcoholic beverages on our deck during The Minturn Market for the Summer 2016 season.

Sincerely,

Name:

*Kimberly Rowland*  
*Agent for Owner*



TOWN OF MINTURN  
P.O. Box 309 (302 Pine Street)  
Minturn, Colorado 81645-0309  
970-827-5645 Fax: 970-827-5545  
treasurer@minturn.org

**FROM THE DESK OF  
JAY BRUNVAND, CLERK/TREASURER/FINANCE**

*MEMORANDUM*

TO: Phillip Cusick, ECSO-Minturn  
Mike Sawyer, Town Attorney  
FROM: Jay Brunvand, Treasurer/Clerk  
CC:  
DATE: Tuesday, July 26, 2016  
RE: Special Event Permit

I am in receipt of a Special Event Permit submitted by the Town of Minturn for the sale of wine on the deck of the Bunkhouse. The application is for five Saturdays as listed. This location is also being reviewed for a permanent Tavern Liquor License of which the review for will be held on the same evening. In the event this license is approved, the Special Event permit will be modified to relinquish those duplicate dates. Please conduct your review and report back in writing your findings? Because this event is for the Town and because it is run by Michelle, I don't have any concerns, rather I would like a separate set of eyes to make sure I didn't miss anything. I will be available to work with you in the event you have any questions.

I have scheduled this for Council review on August 3. Note, because this is a Special Event Permit, only the Town approves the application, the State is informed of the event but they do not approve the application as is done with a Liquor License application.

Please feel free to contact me in the event you have any questions.

Sincerely,

Jay Brunvand  
Town Clerk/Treasurer

# NOTICE

PURSUANT TO THE LIQUOR LAWS OF COLORADO

**MONTAÑAN MARKET**

302 PINE ST

MONTAÑAN, CO 80445

HAS REQUESTED THE LICENSING OFFICIALS OF THE TOWN OF MONTAÑAN TO GRANT A SECURE EVENT PERMIT LICENSE AT ITS BUILDING, 302 PINE ST, MONTAÑAN, CO 80445.

HEARING ON APPLICATION TO BE HELD AT:

EVENT/HEARING DATE: Aug 3, 2016

TIME AND DATE: July 22, 2016

DATE OF APPLICATION: July 22, 2016

BY ORDER OF: MONTAÑAN TOWN COUNCIL

OFFICERS: MONTAÑAN TOWN COUNCIL

302 PINE ST

MONTAÑAN, CO 80445

NO PARKING SATURDAYS  
TOWNSHIP MAINTENANCE  
6:00 AM - 1:00 PM

♿  
PARKING ONLY

VAN ACCESSIBLE

THE BUNKHOUSE

the bunkhouse



## **Official Minutes**

**MEETING OF THE MINTURN TOWN COUNCIL**  
**Minturn Town Center, 302 Pine Street**  
**Minturn, CO 81645 • (970) 827-5645**

**Wednesday July 20, 2016**

**Work Session – 5:30pm**  
**Regular Session – 6:30pm**

**MAYOR – Matt Scherr**  
**MAYOR PRO TEM – Earle Bidez**

**COUNCIL MEMBERS:**

Terry Armistead  
Harvey Craig  
Sidney Harrington  
Sage Pierson  
John Widerman

These minutes are formally submitted to the Town of Minturn Town Council for approval as the official written record of the proceedings at the identified Council Meeting. Additionally, all Council meetings are tape-recorded and are available to the public for listening at the Town Center Offices from 8:30am – 2:00 pm, Monday through Friday, by contacting the Town Clerk at 970/827-5645 302 Pine St. Minturn, CO 81645.

### **Work Session – 5:30 – 6:30 pm**

- Update and discussion with Tim McGuier, Battle Mountain Resort, as relates to development in the Bolts Lake area – Powell

### **Regular Session – 6:30 pm**

#### **1. Call to Order**

The meeting was called to order by Mayor Scherr at 6:30pm.

- Roll Call

Those present included: Mayor Matt Scherr and Town Council members, Harvey Craig, Terry Armistead, Earle Bidez, Sidney Harrington, John Widerman and Sage Pierson.

Staff present: Town Manager Willy Powell, Clerk/Treasurer Jay Brunvand, Town Planner Janet Hawkinson, and Town Attorney, Jeff Conklin.

- Pledge of Allegiance

## **2. Approval of Agenda**

- Items to be Pulled or Added

Request to add Resolution 19 – Series 2016 in support of the Tap Grant application as item 8a

Motion by Sage P., second by Sidney H., to approve the agenda as amended. Motion passed 7-0.

## **3. Approval of Minutes**

- July 6, 2016

Item 13 council comments: third paragraph add the Battle Mountain project to the project list. Second sentence should be cleaned up with stating potential outcomes based on the developer's needs.

Motion by John W., second by Terry., to approve the minutes of July 6, 2016 as amended. Motion passed 7-0.

## **4. Public comments on items, which are NOT on the agenda (5-minute time limit per person)**

Ms. Shelley Bellm, 470 Pine St, stated the revised Battle Mountain Resort project should be a very public and open process. She recommended doing away with the Worksession during the meetings and then having the meeting start earlier to allow for recording of those discussions. She noted the annexation documents are no longer available on the Town website and asked that they be placed back up with a link from the main page. She expressed concern with the 35acre parcels and stated it would negatively affect the town Enterprise Fund. She stated the proposed MOU is requesting up to 700 units in the Bolts Lake area however that area has only 7 acres of buildable land without substantial ground mitigation.

Ms. Liz Campbell, 512 Main St, commented:

- on CDOT and how their job is to move traffic and how this will affect her property with the highway development.
- She commented on the parking issues in town and stated the town does not have limits on commercial or corporate vehicles which are allowed to park on residential property.
- She felt some of the commercial operations in the town do not have the parking they are required. Which can negatively affect the adjacent neighbors and the neighborhood as well as property values. She felt this was important for residential buyers as it affects the enjoyment of their property over the years.
- Willy noted CDOT allows up to 16ft wide driveways. He stated the wider the driveway cut the less room is available for on street parking. Ms. Campbell noted that a wider driveway cut to allow more off-street parking is more beneficial than a narrow cut and two on street spaces along the property line.

Matt S. asked Liz to work with CDOT on her concerns as relates to the proposed street improvements and if she cannot get the desired results that she can come back to the Town and see what can be mitigated at that level.

Mr. Frank Lorenti, 1081 Main St, discussed the proposed parking options and how he felt would negatively affected the on street parking and that during the hearings and one on one discussion the Town was not listening to the citizens, again. He encouraged CDOT to come in and claim their entire Right of Way which would clear up any and all question as to ownership. He discussed the lack of code enforcement in town. He discussed water rates and stated he felt that some are not paying their share of the water rates.

Council commented that Mr. Lorenti at times has some good comments but requested him to be constructive and civil with his comments by not unethically name calling staff, council, or citizens.

## **5. Special Presentations**

- Committee Reports

John W. noted a Vail Bravo concert event to be held at Maloit Park on August 6 at 2pm.

## **PUBLIC HEARINGS AND ACTION ITEMS**

### **6. Discussion/Action Item: Ordinance No. 3 – Series 2016 (Second Reading) Amendment to the Dimensional Standards for the Cross Creek Character Area – Hawkinson**

Janet H. outlined the Ordinance for Second Reading.

Public Hearing opened.

Mr. Lou Meskimen, 23694 Hwy 24, asked of the price range for the proposed units. It was noted the prices have not been set as they are still working on costs but that they would be priced at market rate.

Public Hearing closed.

Motion by Earle B., second by Sage P., to approve Ordinance No. 3 – Series 2016 (Second Reading) Amendment to the Dimensional Standards for the Cross Creek Character Area as presented. Motion passed 7-0

### **7. Discussion/Action Item: Ordinance 4 – Series 2016 (Second Reading) Approval of a Final Plat for the Cross Creek Subdivision – Hawkinson**

Janet H. outlined the Ordinance. She noted Exhibit B was reworded as directed at First Reading to be more clear based on comments received during First Reading from adjacent neighbors.

The applicant outlined what the changes entailed and how they addressed all of the adjacent neighbors' concerns on noise, light, etc. It was noted the Exhibit B in the packet has been modified. Discussion ensued as to the berm allowed by CDOT, wrapping it around the south side of the property which would affect the ability of the town to access our easement to the water plant road and gate. It was noted that the berm is either in CDOT right-of-way or USFS, it is not on the applicant's property and would only benefit the applicant's development. It was agreed to approve the project as presented with the additional condition that the applicant work with staff, USFS, ECO Transit, and CDOT to work the berm question to the benefit of all parties with the appropriate agreements in place.

Public Hearing was opened

No Public comment

Public hearing was closed

Motion by Terry A., second by Sage P., to approve Ordinance 4 – Series 2016 (Second Reading) Approval of a Final Plat for the Cross Creek Subdivision as amended. Motion passed 7-0

- Condition #10: The landscape berm may be extended past where the property's southern property line intersects with HWY 24 upon approval by the Town Planner, after consultation with the USFS, CDOT, Eco Transit, Minturn Public Works Dept, and the Developer.

**8. Discussion/Action Item: Resolution 18 – 2016 A Resolution approving a Subdivision Improvements Agreement on the Cross Creek Subdivision - Hawkinson**

Janet H. updated the Council on the Resolution.

Discussion ensued as to 5(j) on the agreement and why it was specific to "Dogs on the Construction site"?

Motion by John W., second by Sage P., to approve Resolution 18 – 2016 A Resolution approving a Subdivision Improvements Agreement on the Cross Creek Subdivision as amended. Motion passed 7-0

Amendment: drop 5(j) excluding dogs from the site.

**8A. Discussion/Action Item: Resolution 19 – 2016 A Resolution of support for a Colorado Dept of Transportation Transportation Alternatives Grant approving a Subdivision Improvements Agreement on the Cross Creek Subdivision – Powell**

Willy P. outlined the Resolution. He noted this was to prioritize what section of the sidewalk construction they would undertake first. This resolution is to support the Town's application for a 20/80 grant from CDOT. This grant would be in conjunction with the CDOT rebuild of

the highway repaving project scheduled in 2018. This would allow us to get the funding in line prior to the work being done in 2018 and no funds would be expended until 2018.

Discussion ensued as to the long term benefits as well as the desire to do projects in conjunction with when we have ability to receive grants.

Motion by Earle B., second by Sage P., to approve Resolution 19 – 2016 A Resolution of support for a Colorado Dept of Transportation Transportation Alternatives Grant approving a Subdivision Improvements Agreement on the Cross Creek Subdivision as presented. Motion passed 7-0.

## COUNCIL AND STAFF REPORTS

### 9. Town Planner

- Design Review Approval of Residential Duplex 1131 & 1133 Main Street

Janet H. updated the Council on other projects that are moving through the process.

Matt S. noted Council is receiving emails from the Planning Dept that do not elevate to the Council level and should be handled at the staff level. This way, if the event raises to the level of Council they can maintain a nonbiased position.

### 10. Town Manager

- Manager's Report

#### **Main Street Engineering Project**

Council approved Alternative E for Segment 2, which includes parking and sidewalks of 6" in width. If the town is successful in receiving grant funds, Council also approved Segment 2 as the top priority for construction. Stolfus Engineering has forwarded to CDOT plans for Segment E to assure parallel parking in Segment 2 can be approved. We don't want to progress with engineering plans, only to have CDOT deny the plans at a later date. Additionally, the town wants the public to know we plan to have sidewalks continuous on both sides of Main St. from 1<sup>st</sup> St. to Boneyard. However, we cannot promise a schedule for completion because of funding challenges.

#### **Dowd Junction**

##### Appraisals

The appraisals were received by the Forest Service last week and are being reviewed by the FS appraisal staff for adequacy. If approved, the town will then be able to have copies of the appraisals. The next step would be to see if the appraised values are acceptable to the two owners.

##### Request for Qualifications due July 15

The RFQ deadline for submittal is Friday, July 15, thus we will be able to report to Council at the meeting on the results. One proposal was received and council will be advised once it is reviewed by the committee.

#### Water Service to the Dowd Site

As you may recall from the last meeting I updated Council on the REDI grant. In the original application we applied for an 80/20 grant match. The purpose is to provide an engineering plan for constructing a water main to Dowd. After making application the DOLA grant administrator contacted me to see if the town could match at 50/50 because of the heavy competition for the program. I reluctantly agreed to the 50/50 because some money is better than none. It is likely we will know if Minturn is awarded the grant before the meeting.

#### Meeting with Attorney Mike Sawyer and consultant Tom Glass regarding Dowd Schedule

We have developed a draft schedule as follows.

- 4-6 weeks out – Chambers appraisal accepted by USFS RO / Decision to move forward with acquisition by WRNF
- 6-7 weeks out – Get USFS to issue appraisal instructions for Dowd Junction
- 6-10 weeks out – Negotiate option agreement for Chambers properties
- 6-10 weeks out – Start work on exchange agreement with USFS
- 4-5 months out – USFS receives and approvals appraisal on Dowd Junction
- 5-6 months out – execute exchange agreement with USFS
- 5-6 months out – USFS starts obtaining clearances
- 12 months out – close on Dowd Junction and Chambers properties

#### **Dowd to Minturn Bike Trail**

We are scheduling a meeting with the State Land Board to learn more of the plans to potentially site CDOT Maintenance on the site across from VR Boneyard and to determine if the town can have an easement through the site that works with any future plans for the site.

Discussion ensued as to the bike path on railroad land in the Minturn Road/County Road area and the possibility that railroad land would be available for development on the land between Minturn Road and Taylor Ave.

Willy P. noted the retreat on Monday. Although it is a public meeting it is a Council Retreat so the public may attend but there will not be comment periods.

Willy P. noted they had met with Holy Cross and they are zeroing in on an alinement that would include burying some of the line through Minturn.

Willy P. noted we had received a \$99,826.00 50/50 REDI grant. The state has committed up to \$49,913 and the Town will allocate up to the same amount in matching funds.

- Action Report

## **11. Town Council Comments**

Matt S. noted an upcoming meeting that might be of interest to the Water Committee. An email will be forwarded to the committee for them to possibly attend.

Matt S. asked about the water rates in the Enterprise Fund. Jay B. stated he had recently submitted a report with recommendations to Willy P. This will be reviewed over the next month and brought to Council.

Discussion ensued as to overnight parking at the Eagle River Park. This will be visited by Matt S. and Terry A. and a recommendation will be brought forward to Council.

Sage P. stated the Entryway looks great and thanked Staff.

## **12. Town Attorney**

### **FUTURE AGENDA ITEMS**

#### **13. Next Meeting – August 3, 2016**

- Tavern Liquor License – Bunkhouse

#### **14. Future Meetings:**

- Review of Minturn Water Rates
- Review of overnight parking at Eagle River Park
- Boneyard Management plan and conservation easement
- Work Session on housing
- Council retreat July 25, 2016 8:30am-3:00pm

#### **15. Set Future Meeting Dates**

##### a) Council Meetings:

- August 3, 2016
- August 17, 2016
- September 7, 2016

#### **16. Other Dates:**

- Council retreat July 25, 2016 8:30am-3:00pm

## **17. Adjournment**

Motion by Earle B., second by Sage P., to adjourn the meeting at 9:30pm. Motion passed 7-0.

---

Matt Scherr, Mayor

ATTEST:

---

Jay Brunvand, Town Clerk

**TOWN OF MINTURN, COLORADO  
RESOLUTION NO. 20 – SERIES 2016**

**A RESOLUTION APPROVING A CONDITIONAL USE  
APPLICATION FOR CUP-05-2016 FOR 107 WILLIAMS STREET  
AND SETTING FORTH DETAILS IN REGARD THERETO**

**WHEREAS**, Bruce and Marietta McLaughlin, owners of 107 Williams St, have submitted a land use application to change a one-bedroom private residence into a VRBO-vacation rental by owner; and

**WHEREAS**, The Town of Minturn Town Council is commissioned with certain powers and duties contained in the Minturn Municipal Code Sec 16.21.30; and

**WHEREAS**, public notice was given pursuant to Minturn Municipal Code Sec. 16.21.610; and

**WHEREAS**, on July 27, 2016 the Planning Commission held a public hearing on the application pursuant to Minturn Municipal code Sec 16.21.620 approved the application with conditions; and

**WHEREAS**, on August 3, 2016 the Town Council held a public hearing on the application pursuant to Minturn Municipal Code 16.21.620; and

**WHEREAS**, pursuant to Minturn Municipal Code Section 16.21.230, the Town Council makes the following findings:

- That the proposed location of the use is in accordance with the purposes of Chapter 16 of the Minturn Municipal Code, the Community Plan, and the purposes of the zone in which the site is located;
- That the proposed location of the use and the conditions under which it would be operated or maintained will not be detrimental to the public health, safety, or welfare, or materially injurious to properties or improvements in the vicinity;
- That the proposed use will comply with each of the applicable provision of Chapter 16 of the Minturn Municipal Code.
- The applicant is to lease four (4) parking spaces from the Town or other agency beginning upon approval and annually thereafter.
- The applicant is to display a sign on their building of a size not less than 11in x 17in directing that all visitors and employees must park in those designated spots.

**NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF MINTURN, COLORADO HEREBY AND HEREWITH:**

Section 1. that the application for a Conditional Use Permit for File No. CU 05-2016 be approved.

**INTRODUCED, READ, APPROVED, ADOPTED AND RESOLVED this 3<sup>rd</sup> day of August, 2016.**

TOWN OF MINTURN

By: \_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Town Clerk



## Planner Report

Town of Minturn  
302 Pine Street  
Minturn, Colorado  
81654  
970-827-5645

7/28/2016

J Hawkinson, Planning Director

**APPLICANT:** Bruce & Marietta McLaughlin 970-343-0059

**REQUEST:** Conditional Use Permit to change a one bedroom private residence into a VRBO - 'vacation rental by owner' - presently the private residence is above a commercial winery - same owners.

**LOCATION:** 107 Williams Street, Minturn, CO 81645

**ZONING:** Commercial - Old Town Character Area

**APPLICATION SUBMITTED:** June 30, 2016

**PUBLIC NOTICE:** Agenda posted at Town Hall and on website - certified letters sent to residents 250 feet from site - sign posted on site - 10 days in advance of hearings - mailing and posting for conditional use permit

### CONDITIONAL USE PERMIT SECTION 16-21-620

(d) Administrative procedure.

(2)Criteria; findings. Before acting on a conditional use permit application, the Planning Commission and Town Council shall consider the following factors with respect to the proposed use:

- a. The relationship and impact of the use on the community development objectives of the Town.
- b. The effect of the use on distribution of population, transportation, utilities, schools, parks and recreational facilities and other public facilities and public facility needs.
- c. The effect upon traffic, with particular reference to congestion, automotive and pedestrian safety, traffic flow and control, access, maneuverability and snow removal.
- d. The effect upon the character of the area in which the proposed use is to be located, including the scale and bulk of the proposed use in relation to surrounding uses, the amount of noise, lighting and glare, dust and compatibility of the use with the Character Area it is in and surrounding areas.

e. Necessary findings. The Planning Commission and Town Council shall make the following findings before making a recommendation or decision that a conditional use permit be granted:

1. That the proposed location of the use is in accordance with the purposes of this Chapter, the Community Plan and the purposes of the zone in which the site is located.

2. That the proposed location of the use and the conditions under which it would be operated or maintained will not be detrimental to the public health, safety or welfare, or materially injurious to properties or improvements in the vicinity.

3. That the proposed use will comply with each of the applicable provisions of this Chapter.

(e) Conditions and procedure of issuance.

(1) The Town Council may approve the application as submitted or may approve the application subject to such modifications or conditions as it deems necessary to accomplish the purpose of this Article, or the Town Council may deny the application. A conditional use permit may be revocable, may be granted for a limited time period or may be granted subject to such other conditions as the Town Council may prescribe. Conditions may include, but shall not be limited to, requiring special setbacks, open spaces, fences or walls, landscaping or screening and street dedication and improvements; regulation of vehicular access and parking, signs, illumination and hours and methods of operation; control of potential nuisance; prescription of standards for maintenance of buildings and grounds; and prescription of development schedules.

**PLANNING DIRECTOR RECOMMENDATION:**

To approve the conditional use permit, as it conforms with the commercial zoning and neighboring uses in the area - the CUP request is a change in designation from private residents to part time rental as a VRBO, not a change in use.

This is an application for a CUP. Town zoning codes need to be in compliance. Presently, there is no on-site parking. The historic parking approval was from a submitted parking plan from Minturn Realty for their businesses on 100 block. This property had parking per this historic plan.

The property 107 Williams Street is a private parcel owned by Bruce & Marietta McLaughlin and is not part of the Minturn Realty property of the 100 block. The Town cannot grant use of parking on others property.

There are 3 Options presented the applicant can apply to meet zoning code requirements and approval of CUP:

**Option 1:** The conditional use permit is approved upon the McLaughlin's – owners of 107 Williams Street and applicants, pay a yearly fee into the Minturn Town Parking Lot for 4 parking spaces per zoning requirements for their property and uses – presently \$191 per space per year - beginning with the approval of the CUP.

- With this approval, a sign is required to hang at the front of property – size: 11" x 17" – stating:  
*"All Guests and Employees must park in the Town Parking lot"*

**Option 2:**

The McLaughlin's – owners of 107 Williams Street and the applicants – can obtain a notarized letter signed by the President of Minturn Realty, stating they may use parking spaces on the Minturn Realty Property in the 100 block. Upon the sale of the 100 block property, the conditional use permit becomes void, unless new parking agreement with new owners is obtained.

**Option 3:**

The conditional use permit is not approved due to lack of on-site parking.

**PLANNING COMMISSION APPROVAL 7/27/2016:**

Upon reviewing code requirements and the application, the Planning Commission voted in favor of approval of the Conditional Use Permit with Option 1 above: that the applicant leases spaces from the Town Municipal lot and a sign is hung, beginning with the approval of this conditional use permit.



# LAND DEVELOPMENT APPLICATION \$750.00

TOWN OF MINTURN PLANNING AND ZONING DEPARTMENT

P.O. Box 309 302 Pine Street

Minturn, Colorado 81645-0309

Phone: 970-827-5645

Fax: 970-827-4262

Email: [planner@minturn.org](mailto:planner@minturn.org)

APPLICANT: <b>BRUCE &amp; MARIETTA McLAUGHLIN</b>	ADDRESS: <b>107 WILLIAMS STREET MINTURN, CO. 81645</b>	SIGNATURE: <i>[Signature]</i> <b>Marietta McLaughlin</b>
	PHONE:	NAME: <b>BRUCE McLaughlin</b>
	FAX:	<b>MARIETTA McLAUGHLIN</b>
	EMAIL: <b>BIDOUINPARIS@gmail.com</b>	TITLE: <b>OWNERS</b>
OWNER(S) OF RECORD: <b>BRUCE &amp; MARIETTA McLAUGHLIN TRUST</b>	ADDRESS: <b>1600 PINE GROVE AVENUE COLORADO SPRINGS, CO. 80906</b>	SIGNATURE: <i>[Signature]</i> <b>Marietta McLaughlin</b>
	PHONE:	NAME: <b>BRUCE McLaughlin</b>
	FAX:	<b>MARIETTA McLAUGHLIN</b>
	EMAIL:	TITLE: <b>OWNERS</b>
<del>DEVELOPER:</del>	ADDRESS:	CONTACT PERSON:
	PHONE:	
	FAX:	
	EMAIL:	
<del>ENGINEERING FIRM:</del>	ADDRESS:	CONTACT PERSON:
	PHONE:	
	FAX:	
	EMAIL:	
Presubmittal Date	Presubmittal Planner:	
Parcel ID Number	(Example: 21032632500) from your full card printout	
Address or Intersection		
Brief Legal Description		
Subdivision Name & Filing #		
Project Description		
Zoning:	Existing: <b>COMMERCIAL</b>	Proposed: <b>VABO - RESIDENTIAL-MIXED USE -</b>
Land Use:		<b>EXISTING CONDITION - NO SPRINKLER -</b>
Total Acres:		
F.A.R./Density:		
Project Name:		
Related Case #'s:		

**BRUCE McLAUGHLIN**  
**MARIETTA McLAUGHLIN**  
 1600 PINE GROVE AVE.  
 COLORADO SPRINGS, CO 80906

82-504/1070

No. 1301

DATE June 9, 2016

\$ 750.00

pay to the order of

Town of Minturn

Seven-hundred and no/100 DOLLARS

DOLLARS



Security Features include Draft on Back

**1STBANK** [www.1stbank.com](http://www.1stbank.com)  
 (800) 964-3444

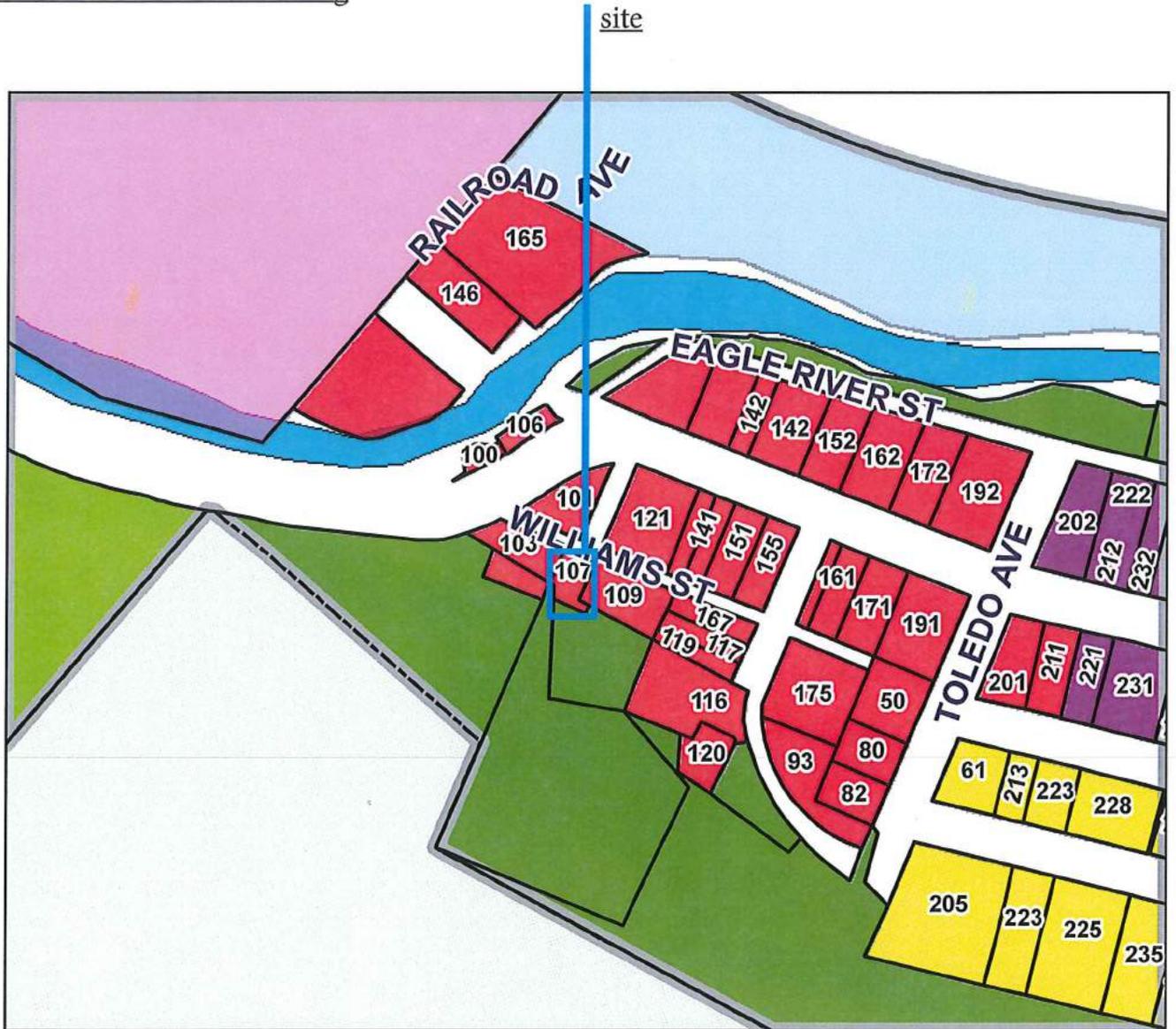
use change

M. McLaughlin

⑆ 0700 504 719 10 290 276 110 130 1

- A-PP: Fence Permit
- A-MOD: Modification/Add
- A-MIN: Minor Ext. Mod.
- ANNEX: Annexation
- TU: Temporary Use
- CU: Conditional Use
- PPLS: Appeals

Old Town Commercial Zoning





July 18, 2016

Town of Minturn,

I am applying for a Conditional Use permit.

I would like to take my personal and commercial property at 107 Williams St. and turn the private residence into Short term rentals.

Sincerely,

Marietta (Taffy) McLaughlin

PUBLIC HEARINGS:

Planning Commission:

July 27, 2016

6:30pm

Town Council:

August 3, 2016

6:30pm

Location: Town Hall- Council Chambers

302 Pine St.

Minturn, CO 81645

7015 3430 0000 4132 3426

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

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

**OFFICIAL USE**

Certified Mail Fee	\$ 3.30
Extra Services & Fees (check box, add fee as appropriate)	
<input checked="" type="checkbox"/> Return Receipt (hardcopy)	\$ 2.70
<input type="checkbox"/> Return Receipt (electronic)	\$
<input type="checkbox"/> Certified Mail Restricted Delivery	\$
<input type="checkbox"/> Adult Signature Required	\$
<input type="checkbox"/> Adult Signature Restricted Delivery	\$
Postage	\$ .47
Total Postage and Fees	\$ 6.47

Sent To: **Bottom Signs**  
Street and Apt. No., or PO Box No.: **PO BOX 146**  
City, State, ZIP+4®: **AVON, CO 81620**

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7015 3430 0000 4132 3495

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

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

**OFFICIAL USE**

Certified Mail Fee	\$ 3.30
Extra Services & Fees (check box, add fee as appropriate)	
<input checked="" type="checkbox"/> Return Receipt (hardcopy)	\$ 2.70
<input type="checkbox"/> Return Receipt (electronic)	\$
<input type="checkbox"/> Certified Mail Restricted Delivery	\$
<input type="checkbox"/> Adult Signature Required	\$
<input type="checkbox"/> Adult Signature Restricted Delivery	\$
Postage	\$ .47
Total Postage and Fees	\$ 6.47

Sent To: **Robert Subelman**  
Street and Apt. No., or PO Box No.: **2291 9th St**  
City, State, ZIP+4®: **Boulder CO 80302**

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7015 3430 0000 4132 3464

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

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

**OFFICIAL USE**

Certified Mail Fee	\$ 3.30
Extra Services & Fees (check box, add fee as appropriate)	
<input checked="" type="checkbox"/> Return Receipt (hardcopy)	\$ 2.70
<input type="checkbox"/> Return Receipt (electronic)	\$
<input type="checkbox"/> Certified Mail Restricted Delivery	\$
<input type="checkbox"/> Adult Signature Required	\$
<input type="checkbox"/> Adult Signature Restricted Delivery	\$
Postage	\$ .47
Total Postage and Fees	\$ 6.47

Sent To: **J. SANDERS**  
Street and Apt. No., or PO Box No.: **PO BOX 246**  
City, State, ZIP+4®: **Minturn, CO 81695**

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7015 3430 0000 4132 3516

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

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

**OFFICIAL USE**

Certified Mail Fee	\$ 3.30
Extra Services & Fees (check box, add fee as appropriate)	
<input checked="" type="checkbox"/> Return Receipt (hardcopy)	\$ 2.70
<input type="checkbox"/> Return Receipt (electronic)	\$
<input type="checkbox"/> Certified Mail Restricted Delivery	\$
<input type="checkbox"/> Adult Signature Required	\$
<input type="checkbox"/> Adult Signature Restricted Delivery	\$
Postage	\$ .47
Total Postage and Fees	\$ 6.47

Sent To: **Patricia Anderson**  
Street and Apt. No., or PO Box No.: **PO BOX 488**  
City, State, ZIP+4®: **Minturn, CO 81695**

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7015 3430 0000 4132 3402

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

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

**OFFICIAL USE**

Certified Mail Fee	\$ 3.30
Extra Services & Fees (check box, add fee as appropriate)	
<input checked="" type="checkbox"/> Return Receipt (hardcopy)	\$ 2.70
<input type="checkbox"/> Return Receipt (electronic)	\$
<input type="checkbox"/> Certified Mail Restricted Delivery	\$
<input type="checkbox"/> Adult Signature Required	\$
<input type="checkbox"/> Adult Signature Restricted Delivery	\$
Postage	\$ .47
Total Postage and Fees	\$ 6.47

Sent To: **A.M. LLC.**  
Street and Apt. No., or PO Box No.: **PO BOX 4119**  
City, State, ZIP+4®: **VALE, CO 81658**

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7015 3430 0000 4132 3501

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

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

**OFFICIAL USE**

Certified Mail Fee	\$ 3.30
Extra Services & Fees (check box, add fee as appropriate)	
<input checked="" type="checkbox"/> Return Receipt (hardcopy)	\$ 2.70
<input type="checkbox"/> Return Receipt (electronic)	\$
<input type="checkbox"/> Certified Mail Restricted Delivery	\$
<input type="checkbox"/> Adult Signature Required	\$
<input type="checkbox"/> Adult Signature Restricted Delivery	\$
Postage	\$ .47
Total Postage and Fees	\$ 6.47

Sent To: **Apple River PRAP -**  
Street and Apt. No., or PO Box No.: **10405 PARK MEADOWS**  
City, State, ZIP+4®: **#200, Lone Tree, CO 80129**

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7015 3430 0000 4132 3457

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

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

**OFFICIAL USE**

Certified Mail Fee	\$ 3.30
Extra Services & Fees (check box, add fee as appropriate)	
<input checked="" type="checkbox"/> Return Receipt (hardcopy)	\$ 2.70
<input type="checkbox"/> Return Receipt (electronic)	\$
<input type="checkbox"/> Certified Mail Restricted Delivery	\$
<input type="checkbox"/> Adult Signature Required	\$
<input type="checkbox"/> Adult Signature Restricted Delivery	\$
Postage	\$ .47
Total Postage and Fees	\$ 6.47

Sent To: Winters Realty  
Street and Apt. No., or PO Box No.: PO Box 130  
City, State, ZIP+4: Winters, CO 81695

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions



7015 3430 0000 4132 3433

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

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

**OFFICIAL USE**

Certified Mail Fee	\$ 3.30
Extra Services & Fees (check box, add fee as appropriate)	
<input checked="" type="checkbox"/> Return Receipt (hardcopy)	\$ 2.70
<input type="checkbox"/> Return Receipt (electronic)	\$
<input type="checkbox"/> Certified Mail Restricted Delivery	\$
<input type="checkbox"/> Adult Signature Required	\$
<input type="checkbox"/> Adult Signature Restricted Delivery	\$
Postage	\$ .47
Total Postage and Fees	\$ 6.77

Sent To: Tom Sullivan  
Street and Apt. No., or PO Box No.: PO Box 820  
City, State, ZIP+4: Winters, CO 81695

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions



7015 3430 0000 4132 3488

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

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

**OFFICIAL USE**

Certified Mail Fee	\$ 3.30
Extra Services & Fees (check box, add fee as appropriate)	
<input checked="" type="checkbox"/> Return Receipt (hardcopy)	\$ 2.70
<input type="checkbox"/> Return Receipt (electronic)	\$
<input type="checkbox"/> Certified Mail Restricted Delivery	\$
<input type="checkbox"/> Adult Signature Required	\$
<input type="checkbox"/> Adult Signature Restricted Delivery	\$
Postage	\$ .47
Total Postage and Fees	\$ 6.47

Sent To: TIM SIMON  
Street and Apt. No., or PO Box No.: PO BOX 1754  
City, State, ZIP+4: Avon, CO 81620

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions



7015 3430 0000 4132 3471

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

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

**OFFICIAL USE**

Certified Mail Fee	\$ 3.30
Extra Services & Fees (check box, add fee as appropriate)	
<input checked="" type="checkbox"/> Return Receipt (hardcopy)	\$ 2.70
<input type="checkbox"/> Return Receipt (electronic)	\$
<input type="checkbox"/> Certified Mail Restricted Delivery	\$
<input type="checkbox"/> Adult Signature Required	\$
<input type="checkbox"/> Adult Signature Restricted Delivery	\$
Postage	\$ .47
Total Postage and Fees	\$ 6.47

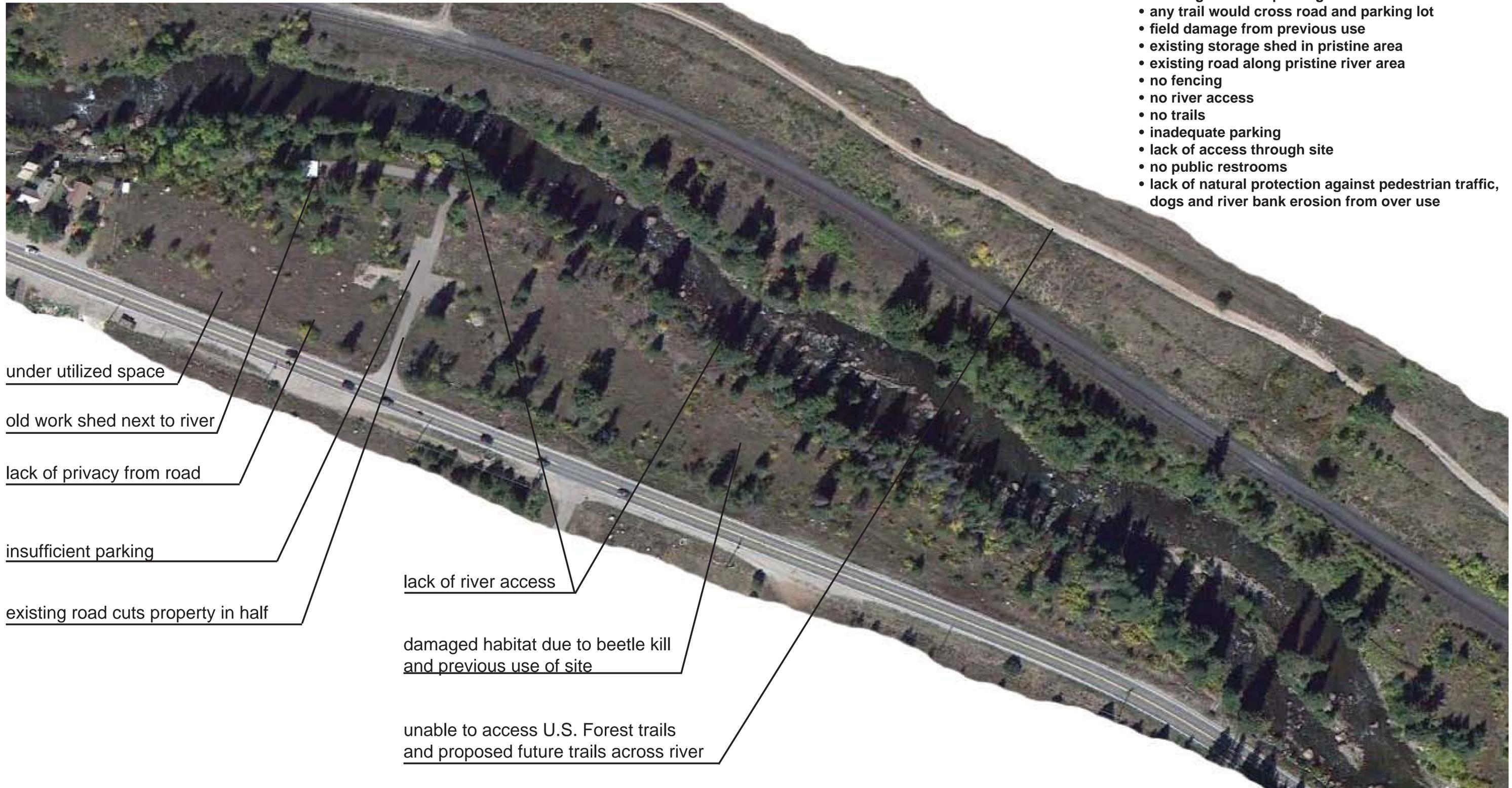
Sent To: Larry Stone  
Street and Apt. No., or PO Box No.: PO BOX 563  
City, State, ZIP+4: Winters, CO 81695

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

Postmark Here

# Site Constraints:

- remnants of Forest Service storage site
- awkward parking lot and limited size
- parking lot in the widest & scenic area
- existing road and parking lot cut site in half
- any trail would cross road and parking lot
- field damage from previous use
- existing storage shed in pristine area
- existing road along pristine river area
- no fencing
- no river access
- no trails
- inadequate parking
- lack of access through site
- no public restrooms
- lack of natural protection against pedestrian traffic, dogs and river bank erosion from over use



under utilized space

old work shed next to river

lack of privacy from road

insufficient parking

existing road cuts property in half

lack of river access

damaged habitat due to beetle kill and previous use of site

unable to access U.S. Forest trails and proposed future trails across river



Town of Minturn  
302 Pine Street  
Minturn, CO 81645

**Boneyard Conservation  
Easement Site Plan  
November 2014**

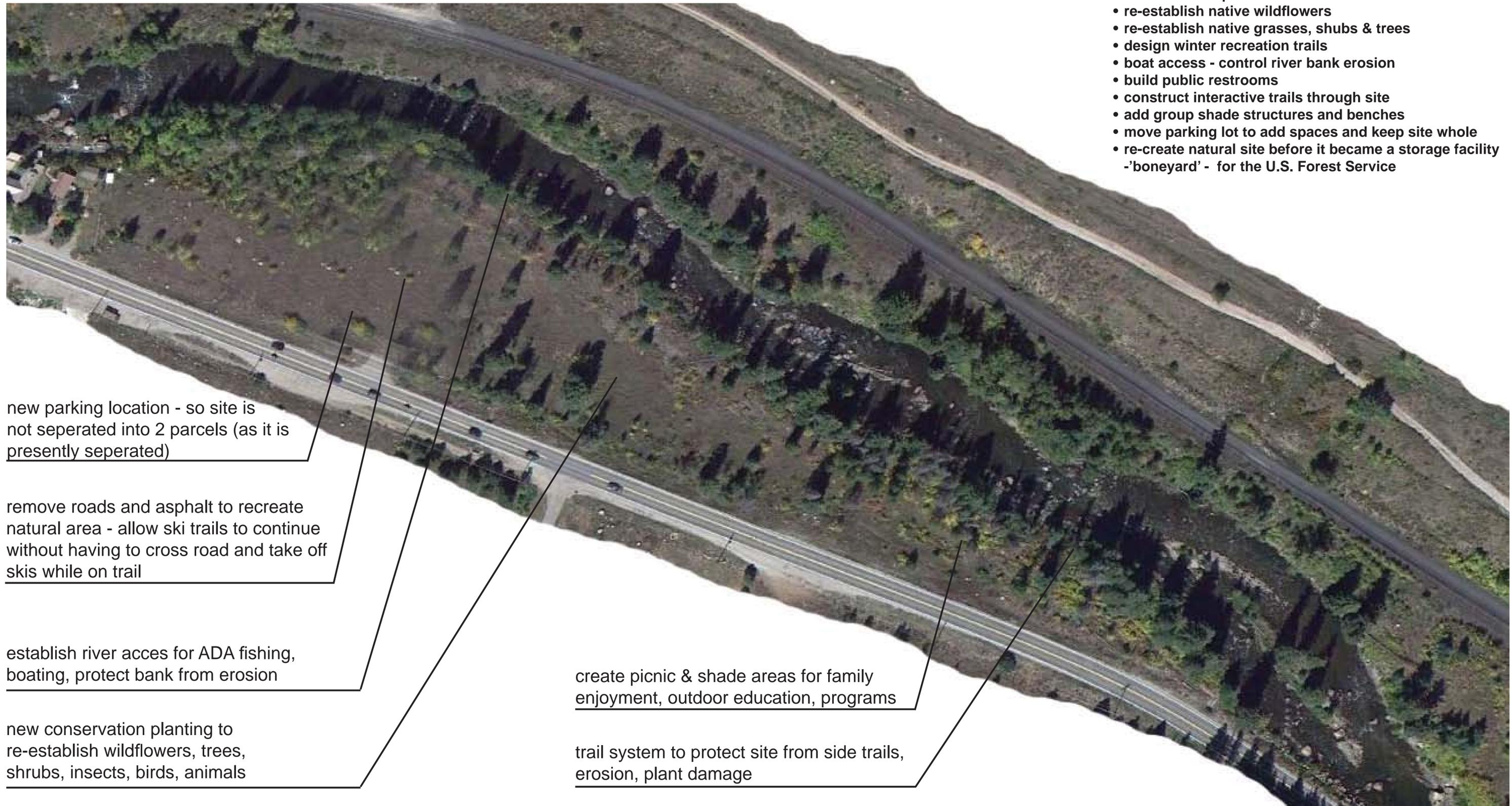
## Site Constraints

Drawn by:  
Planning Director  
Janet M. Hawkinson, MLAP

Sheet # 1  
of 3

# Site Opportunities:

- connect trails on site to planned trails surrounding area
- create fishing access
- create natural preserve
- re-establish native wildflowers
- re-establish native grasses, shrubs & trees
- design winter recreation trails
- boat access - control river bank erosion
- build public restrooms
- construct interactive trails through site
- add group shade structures and benches
- move parking lot to add spaces and keep site whole
- re-create natural site before it became a storage facility - 'boneyard' - for the U.S. Forest Service



new parking location - so site is not separated into 2 parcels (as it is presently separated)

remove roads and asphalt to recreate natural area - allow ski trails to continue without having to cross road and take off skis while on trail

establish river access for ADA fishing, boating, protect bank from erosion

new conservation planting to re-establish wildflowers, trees, shrubs, insects, birds, animals

create picnic & shade areas for family enjoyment, outdoor education, programs

trail system to protect site from side trails, erosion, plant damage



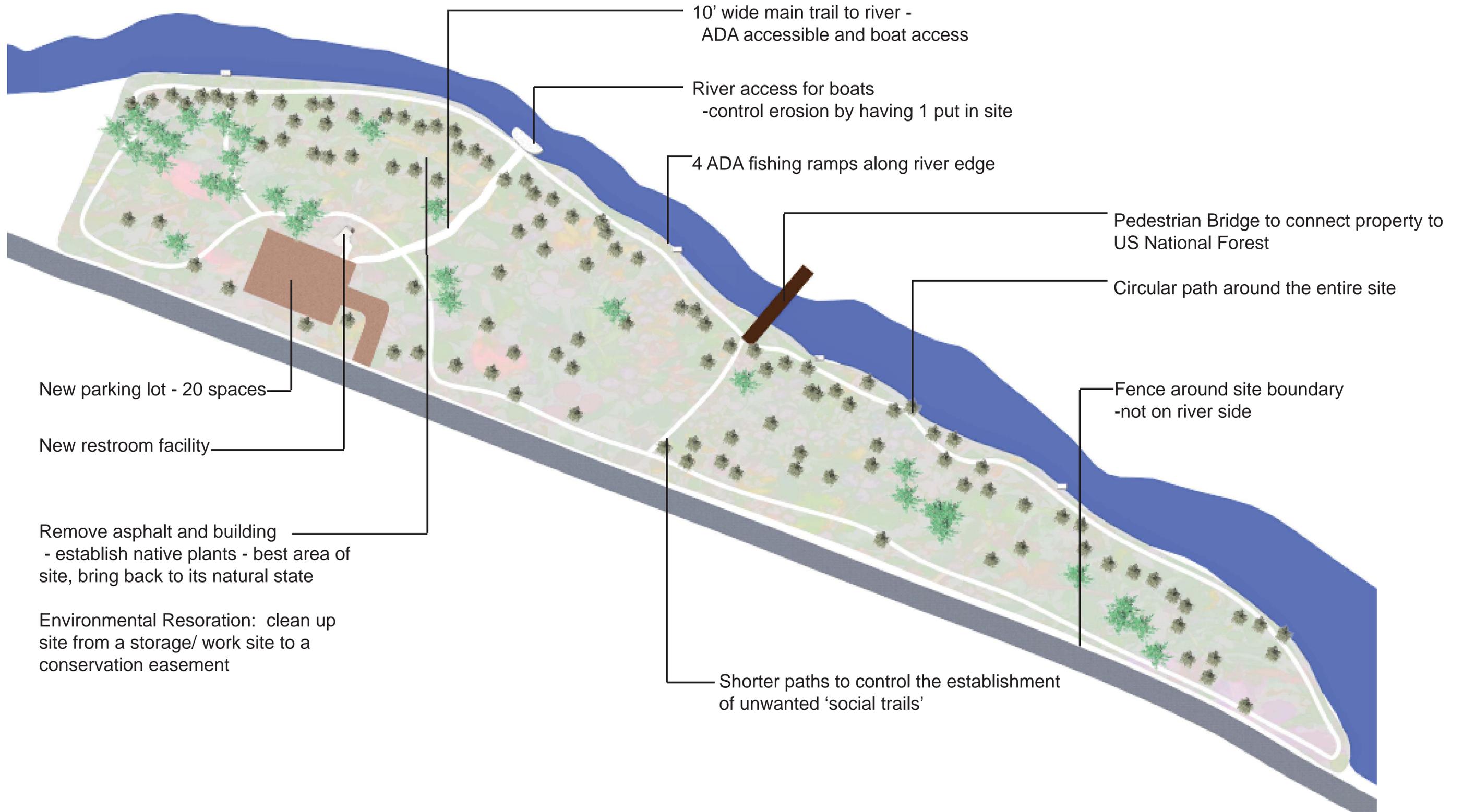
Town of Minturn  
302 Pine Street  
Minturn, CO 81645

**Boneyard Conservation  
Easement Site Plan  
November 2014**

## Site Opportunities

Drawn by:  
Planning Director  
Janet M. Hawkinson, MLAP

Sheet #2  
of 3



Town of Minturn  
302 Pine Street  
Minturn, CO 81645

**Boneyard Conservation  
Easement Site Plan**

January 2015

**Site Plan**

Drawn by:  
Minturn Planning Director  
Janet Hawkinson, MLAP

Sheet #3  
of 3

**Boneyard Conservation Easement  
Management Plan  
July 2016**

**Purpose:** The Town of Minturn owns a 4.4 acre parcel on Eagle River that was purchased with Eagle County Open Space Funds (the “Property”). The Town has a Deed of Conservation Easement (“Conservation Easement”) with Eagle County Open Space that encumbers the Property and protects the Conservation Values of the Property (as described in the Conservation Easement) in perpetuity. The Conservation Easement provides for a management plan (the “Plan”) that outlines the uses and management of the Property in a manner that is consistent with the Conservation Easement. All management activities conducted by Eagle County, contractors or managing partners, must be consistent with the Conservation Easement.

**Background:** The Property is located in Minturn on Highway 24, in Eagle County, Colorado. The purpose of the Town and County’s purchase of the Property was to protect wildlife habitat, preserve natural scenic features, and provide forms of public recreational access to the Eagle River. The particular Conservation Values of the Property are summarized in the Conservation Easement and more fully described in the Present Conditions Report prepared by Rare Earth Science, LLC, May, 2014 (“Present Conditions Report”).

When acquired, the Property had many dead pines from the beetle epidemic, a large asphalt road cutting the property in half and a 2 story shed. By late 2011 all the dead timber material was cleared from the Property. The asphalt and shed still remain, however in the plan are to be removed.

**Natural Resources:** The Present Conditions Report most accurately describes the current condition of the Property. The Property borders the Eagle River, and thus contains extensive native river wildlife. The Eagle River is undammed and experiences a relatively natural hydrology like most free-flowing Rocky Mountain Rivers, with highest flows in the months of May, June, and July. The upland portion of the Property contains native grasses, shrubs and trees, and minor infestations of noxious weeds.

**Natural Management:** Eagle County Open Space intends to allow native ecosystem processes on the Property to continue unfettered. Natural resource management activities will be mainly limited to those that serve to enhance native species and protect public safety.

**Noxious Weed Management:** The Present Conditions Report identifies several noxious weed species. Noxious weeds represent a potentially serious threat to the Conservation Values of the Property, and the Town of Minturn will use a variety of methods to control noxious weeds, including chemical, biological, and mechanical efforts, provided such weed control will be undertaken in a manner that minimizes impact to the Conservation Values.

**Timber:** Pine, spruce and aspen trees are on the property. Beetle infested trees have been removed. Additional removal is not anticipated at this time, but may be

contemplated in the future, mainly to enhance tree health and public safety. New native trees may be planted at any time.

**Recreational Access Improvements:** A primary reason for purchasing the Property was to provide recreational access to the Eagle River. A Site Development Plan to establish this access was established in 2014. Work has not been completed. Completion date for site construction is dependent on funding.

The planned improvements consist of limited concrete and asphalt to enhance the visitors experience with nature and the conservation of open space. A bio-engineered boat launch to control erosion, a roadbase and gravel driveway, a roadbase and gravel parking lot, hard & soft trails, restrooms, picnic tables, and directional, regulatory, and interpretive signage. Parking spots adjacent to the restroom are required to be compliant with the ADA requirements. These improvements are planned for the future upon funding.

Areas disturbed by construction will be restored and re-vegetated in a manner consistent with the Conservation Easement.

**Vehicular Access:** Public access is allowed at one entrance. This is the existing entrance off Highway 24.

**Fishing:** Fishing is allowed on the property in the Eagle River. There are 3 proposed ADA fishing sites that are to be bio-engineered to minimize concrete.

**Wildlife Management:** Numerous wildlife species benefit from the preservation of the Property. Eagle County Open Space does not intend to actively manage wildlife unless a problem arises. Decisions regarding wildlife management issues will be made in consultation with District Wildlife Managers.

**Fencing:** Post and rail fencing is in the plans to be placed on the boundary of the property. It will be built upon funding.

**Agriculture:** No agricultural use of the Property is currently planned.

**Trash:** Wildlife proof trash containers will be installed.

**Conservation easement monitoring:** Eagle County Land Trust will monitor the Property annually and provide a written report to Eagle County Open Space.

**Plan Update:** This Plan will be examined annually by Eagle County Open Space and the Eagle County Land Trust to determine if changes are necessary.

**Utilities:** There are no utility easements across the Property.

**Educational Programming:** The Town of Minturn will encourage use of the site for educational programming, but none is currently planned.

**Rules and Regulations:** Rules and Regulations will be posted on permanent signage. The following list includes many of the rules that will likely be outlined:

Prohibited Uses:

- No camping
- No fires
- No motorized use
- No littering or dumping
- No hunting
- No destruction of natural resources or vandalism of recreational improvements
- Users may not trespass on adjacent private property
- No commercial activity
- Commercial outfitters prohibited
- No dogs
- Anglers must be properly licensed by Colorado Parks & Wildlife
- No gathering or removal of plants
- No overnight parking

Allowable uses include:

- Hiking
- Fishing
- Skiing
- Snowshoeing
- Boating on the river
- Picnicking
- Horseback riding
- Photography
- Environmental Education

**Special Uses:** Special use requests may be made by the public to the Eagle County Open Space Program. These requests will be evaluated to determine if they are consistent with the Conservation Easement, consistent with the intended use of the open space, and the extent to which they burden Eagle County or its partners. If approved the use may be monitored by Eagle County to determine if future similar events can be accommodated and to what extent changes will be required.

**Hours of Operation:** The site is open to public use from sunrise to 10:00 pm.

**Site Management:** The Town of Minturn will manage the site through their public works department. The Eagle County Sheriff has been made aware of the plans for the Property and periodically patrols the site.

APPROVED AND ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_,  
2015.

By: \_\_\_\_\_

Mayor Matt Scherr  
Town of Minturn

By: \_\_\_\_\_

Toby Sprunk  
Director of Open Space  
Eagle County Land Trust

**FROM THE DESK OF  
JAY BRUNVAND, MINTURN FINANCE OFFICE  
MEMORANDUM**

TO: Mayor and Town Council  
FROM: Jay Brunvand, Treasurer  
CC:  
DATE: 07/28/16  
RE: FY2017 Budget – Calendar review and Direction

Attached please find the proposed FY2017 Budget Schedule for your review and direction as necessary. This year I am proposing we do things a little differently than in past years. I have heard a number of concerns whereby precious time is spent reviewing the common relatively static portions of the budget leaving truncated time for the items that are large one-time expenses or projects. With that in mind I would like some Council direction on:

- This year I recommend we review the budget by fund. This will allow the time to drill down into the large projects and associated costs. Does this proposal work for the Council? In past years we have done page by page or even line by line of the entire budget.
- Does Council want to hear the Community Funding requests? Two options:
  - Make no change and have the Nov 2 Public Hearing for the applicants to present and be considered for their funding requests.
  - Council approves an amount of money, example: the amount spent last year, and the Manager and Treasurer allocate those funds.

Other budget items of note:

- Capital Improvement Program (CIP) established goals:
  - Maintain existing capital facilities and equipment
  - Continue to rotate and expand our vehicle stock as need so as to best recognize an efficient and cost effective fleet
  - Provide capital assets that are safe and desirable to the employees and citizens of the Town of Minturn
  - Maintain or complete existing programs through the assessment of needs and costs.
  - Continue to move the Town philosophy from a reactionary system to a proactive system
- In early August the Staff will be given their budget worksheets whereby they would be expected to justify their department expenses.
- The Town Treasurer has continued to estimate the year end numbers for fiscal year 2016 and supply those numbers to Staff to assist in their budget review.

- The Employee insurance plans are reviewed annually to ensure our plan is appropriate and cost effective. In 2016 we realized about a 5% decrease in our employee medical plan. This year I am anticipating about a 5-8% increase.
- The General Liability insurance is also reviewed annually. I anticipate this cost will be slightly reduced as we received a very good score based on an audit we received.
- By Colorado law the County Assessor is to provide the taxing entities within the County with the Assessed Valuation. A preliminary valuation is given to the taxing entities not later than August 25 and a final not later than December 10 of each year. Although very preliminary, we have received a draft valuation dated July 21. This valuation is only very slightly, 2%, below our current valuation.
- Staff is compiling a list of major projects and the costs associated.

**FY 2017 BUDGET SCHEDULE**

**NOTES**

**2016 DATE DESCRIPTION**

2016 DATE	DESCRIPTION	NOTES	TO DO
APRIL THROUGH AUGUST 2016	STAFF REVIEW AND PREPARATION	REVIEW BUDGET AND FIELD QUESTIONS FROM STAFF AS NECESSARY. STAFF WILL HAVE OPPORTUNITY TO SUPPLY INPUT ON BOTH THEIR BUDGET AND CIP NEEDS	
7/25/2016	COUNCIL AND STAFF RETREAT	ITEMS RESULTING FROM THE RETREAT WILL BE INCORPORATED IN TO THE BUDGET AND PRESENTATION SCHEDULE	
SEPTEMBER 2016	<b>WORK SESSIONS OR MANAGER'S REPORT AS NEEDED</b>	Discuss Preliminary Budget concerns and receive direction from Council as needed.	
10/5/2016	<b>WORK SESSION</b>	<b>REVIEW BUDGET HIGHLIGHTS AND FIELD QUESTIONS FROM COUNCIL AS NECESSARY</b>	Council to receive Preliminary Budget by Sep 30.
	COUNCIL MEETING	COUNCIL WILL FORMALLY ACCEPT THE BUDGET AS REQUIRED BY C.R.S 29-1-106(1) This will be a time for Council comments and Direction as well.	AFTER MEETING POST AND PUBLISH IN NEWSPAPER THE "NOTICE OF BUDGET"
10/19/2015	<b>WORK SESSION</b>	<b>REVIEW BUDGET FUNDS AND CONSIDER MAJOR PROJECT DECISION POINTS FIELD QUESTIONS FROM COUNCIL AS NECESSARY</b>	
11/2/2016	COUNCIL MEETING	1ST PUBLIC HEARING ON THE PROPOSED BUDGET AS ACCEPTED ON OCTOBER 1ST - Review of Community Funding Requests	
11/16/2016	COUNCIL MEETING	2ND PUBLIC HEARING ON THE DRAFT BUDGET - BUDGET ADOPTION ON FIRST READING - MILL LEVY ADOPTION ON FIRST READING - FY 2016 SUPPLEMENTAL APPROPRIATION ON FIRST READING - TOWN FEE ADOPTION ON FIRST READING	PUBLISH ORDINANCES BY TITLE ONLY IN NEWSPAPER
12/7/2016	COUNCIL MEETING	- BUDGET ADOPTION ON FINAL READING - MILL LEVY ADOPTION ON FINAL READING - FY 2016 SUPPLEMENTAL APPROPRIATION ON FINAL READING - TOWN FEE ADOPTION ON FIRST READING	*PUBLISH ORDINANCES BY TITLE ONLY IN NEWSPAPER