

AMENDED AGENDA



101 Midland Avenue, Basalt, CO 81621

Meeting Date: June 14, 2016
Location: Town Council Chambers

Time: 6:00 p.m.

TOWN COUNCIL MEETING AGENDA

6:00 Worksession – Our Town Planning Project

- Review of where we have been
- Council discussion with P&Z Regarding Zoning for Our Town Planning Parcels:
Amended CSC Zone District (No. of stories/Height/Uses)
- POST Park Plan Review and Status
- Next Steps

7:45 Break

8:00 1. Call to Order (Mayor Whitsitt)

8:01 2. Roll Call (Pam Schilling)

8:04 3. Consent Agenda (Mayor Whitsitt)

3A. Minutes of May 24, 2016

[Motion to Consider:](#)

Mayor, I move that the Town Council approve the Consent Agenda as published.

8:05 4. Citizen Comments for Items Not on the Agenda

8:10 9. Executive Session for the purpose of: Determining positions relative to matters that are or may become subject to negotiations in accordance with C.R.S. 24-6-402(4)(e); and for a conference with our attorney for the purpose of receiving legal advice on specific legal questions in accordance with C.R.S. 24-6-402(4)(b).

8:30 5. Council Comments and Town Manager's Report

- 5A. Council Comments, Reports Disclosures
- 5B. Town Manager's Report

8:40 6. ITEMS FOR COUNCIL CONSIDERATION/ACTION

AMENDED AGENDA

6A. Council Selection of Child Care Provider for Re-1 Red Brick (Susan Philp)

Motion to Consider:

(Staff will bring recommended motion to meeting.)

6B. RFTA Mobility Study: Presentation and Council Discussion (Susan Philp)

8:45 **7. Public Hearing on a New Liquor License – Market Street Kitchen, Hotel and Restaurant License, 499 Market Street, Basalt** (Pam Schilling)

Motion to Consider:

Mayor, I move that the Town Council approve the new H&R Liquor License for Market Street Kitchen, LLC dba Market Street Kitchen at 499 Market Street, Basalt, Colorado

8:50 8. FIRST READINGS OF ORDINANCES:

8A. First Reading of Ordinance No. 14, Series of 2016: An Ordinance Rescinding the Site-Specific Approval for a Dentist Office and Residential Unit Granted by Ordinance No. 04, Series of 2007, and Approving an Exemption from the Community Vitality Zone Requirements to Temporarily Permit a Business Office Use on the First Floor of the Property Located at 234 Midland Avenue (James Lindt)

Motion to Consider:

Mayor, I move that the Town Council Approve Ordinance No. 14, Series 2016 on first reading, and set the public hearing and second reading for June 28, 2016.

10. INFORMATION AND CORRESPONDENCE:

NO ACTION REQUIRED BY THE TOWN COUNCIL

10A. Accounts Payable

10B. Advanced Agendas

10C. Correspondence to the Town

10D. Working Agreements

11. ADJOURNMENT

Motion to Consider:

Mayor, I move that the Town Council adjourn the meeting.

TOWN OF BASALT COUNCIL WORKSESSION WITH P&Z and POST	Date: June 14, 2016
	From: Susan Philp, AICP, Planning Director
Town Manager Review: MS approved 6-14-16	

SUBJECT: Worksession on the Our Town Planning Process – Discussion with P&Z and POST on status of work

RECOMMENDATION: Council Discussion and Direction

DETAIL:

The purpose of this agenda item is to assist Council in making progress on the Our Town Planning Project. The following is proposed for the Worksession:

1. Review of where we have been – DHM will give a PowerPoint Presentation
2. Council discussion with P&Z Regarding Zoning for Our Town Planning Parcels: Amended CSC Zone District (No. of stories/height/uses)
3. POST Park Review and Status
4. Next Steps

The Council has been setting policy and been giving direction to Staff, and Committees on a number of the Our Town Planning (OTP) Project items ever since passage of the "Fix the Fork" bond in November of 2013.

The purpose of DHM's PowerPoint Presentation is to ground the Council in the history of planning for the Pan and Fork Property.

A major portion of the Worksession is designed to allow for Council/P&Z Discussion on the zoning for the four Our Town Planning Parcels. The P&Z has developed an amended CSC Zone District as directed by the Town Council. The P&Z is waiting for direction by the Town Council before starting the official public hearing process.

POST will also provide an update on their work. POST is continuing their efforts to prepare cost estimates which the Council can review on July 12th and decide whether to pursue going to voters to fund the park or choose some other method of funding and phasing the park.

Staff has posed questions we would like the Council to answer. See page 7 of the attached document.

Related Town Statute and or Town Actions: DAAC Report, 2014 Town of Basalt "Our Town" Planning Survey; See list of OTP Resolutions included on page 8 of the document Entitled "Our Town Planning – this is where we are: Prior Direction from Town Council CDC

Attachments: Our Town Planning – This is where we are: Prior Direction from Town Council; Amended CSC Zone District; OTP Master Plan Map; Excerpts from Our Town Planning Survey

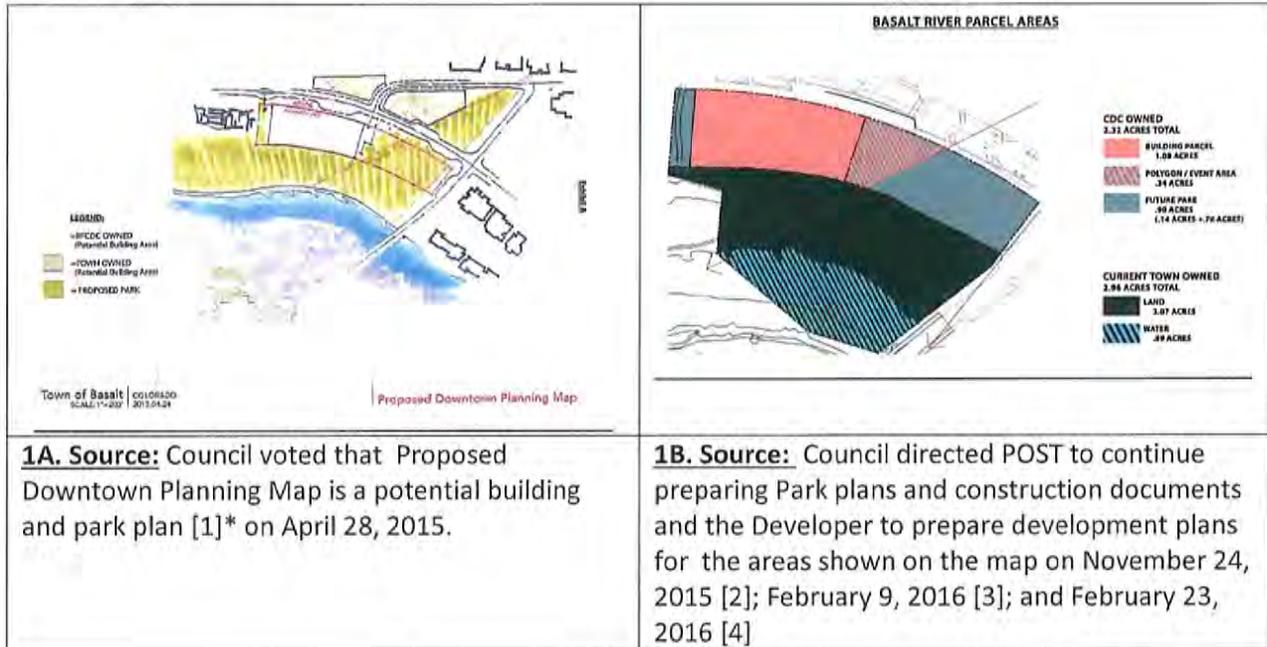
Other information: Additional information can be obtained by reviewing the P&Z packet materials for its January 19, February 2, February 23 and May 3rd meetings found on the Basalt website <http://www.basalt.net/AgendaCenter> and on the OTP project website www.ourtownplanning.org.

Our Town Planning – This is where we are

Prior Direction from Town Council

1. How much of the Pan and Fork Property is Park and how much is left for Building Development?

Building Line and Park



2. Direction to Owner and Developer - How much development on the “Building Parcel” should they submit an application for?

55,000 square feet of Building Space

Source: On February 23, 2016, The Council voted to encourage Lowe Enterprises (Developer), which has the option to purchase the property from the CDC (Owner), to prepare and submit a land use application that includes up to 55,000 total square feet of building space (not including parking) on the area shown as building the Exhibit shown as 1 B above. [4]

[#] * Refers to a Council resolution approved on that date. See Page 8 of this portion of the packet.

3. What does the adopted Master Plan show for the 4 Our Town Planning Parcels?

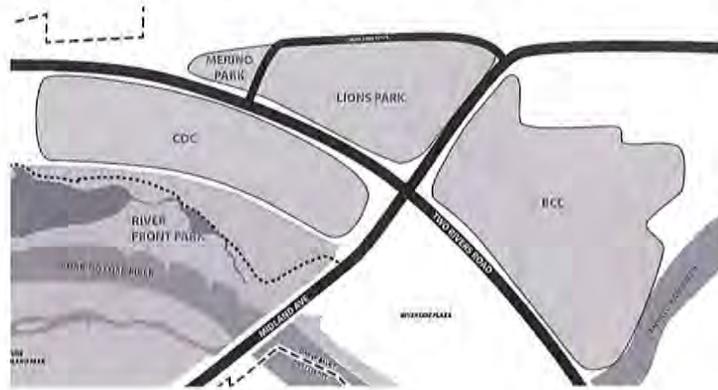
	<p>Major Components of OTP Master Plan Amendment</p> <ol style="list-style-type: none"> 1. Future Land Use Map shows DAAC Concept Map with Some Changes 3. Big "V" is expanded to reflect Council Building Line 4. Incorporates DAAC Report 5. New Land Use Typologies and Vision Boards 6. Eliminated the significant mixed-use development shown by the 2007 Master Plan on the "Big V" and area shown as Park on the Building and Park Plan
<p>Source: The P&Z adopted the OTP Master Plan Amendment on October 20, 2015 and the Council adopted it on November 24, 2015 [5]</p>	<p>Note: State Law and the Town's Home Rule Charter govern the procedures for adoption and amendment of the Town's Master Plan. Development has to be generally consistent with the Master Plan</p>

4. What zoning is being proposed for the Our Town Planning Properties?

Amended Community Serving Commercial District (CSC) Zone District

Source: Council accepted the P&Z recommendation to modify the Community Serving Commercial (CSC) Zone District for application to all four Our Town Planning (OTP) Parcels generally as described by the P&Z and presented in the packet materials for the February 9, 2016 Council meeting. [4]

5. What are the Highlights of the CSC Zone District?



Highlights of the P&Z's Amended Community Serving Commercial (CSC) Zone District are provided below

1. The CSC Zone District is proposed to be modified to apply to all 4 OTP parcels: CDC, Lions Park, Merino Park and Basalt Center Circle (BCC).

The original district was prepared by the CDC for the CDC parcel although it could be used by other "Public non-profit Entity, Community Development Corporations."

2. The definition of what is considered to be Community Serving is proposed for modification. The P&Z determined that Community Serving meant that each of the properties would include an "anchor use". An anchor use is a use or activity that the Town desires which was supported by the OTP Master Plan Amendment.
3. Anchor uses for each of the 4 parcels were identified by the P&Z. Anchor uses include such uses as a grocery store, hotel, brewpub/distillery, and also include a community center (to address the uses desired by the Petition Committee on the CDC parcel).
4. **Secondary uses** are identified for each of the parcels. Secondary uses are other uses which could occur once the anchor use was guaranteed for the parcel.
5. Buildings adjacent to Two Rivers Road may only be **2 ½ Stores**. 2 ½ stories means the third floor is pulled back from the front building façade by at least 10 feet.
6. **4 stories are allowed on the BCC** parcel but only in the interior of the parcel, away from the Fryngpan River, and after buildings are confirmed along Two Rivers Road.
7. Buildings adjacent to the Basalt River Park may also be only 2 ½ stories although the Council may grant relief based on findings.
8. **View openings as shown on the OTP Master Plan Amendment must be protected.**
9. Pedestrian through connections to the rivers as defined in the code language must be preserved.
10. **Definitions** are added (for example, what is a "Community Center"?) or amended (for example "condominium hotel").

What direction has the Council Given POST?

Take the Conceptual Park Plans shown at February 9th meeting to enough detail that cost estimates can be prepared.

The Council asked that this information be prepared by **July 12th** so that the Council could develop the best strategy for developing the park. This allows for the possibility of the Town putting a question in front of the voters in the November ballot to approve a bond.

Source: The Council directed the POST Committee to prepare the cost estimates at its meeting on February 9, 2016 [3].



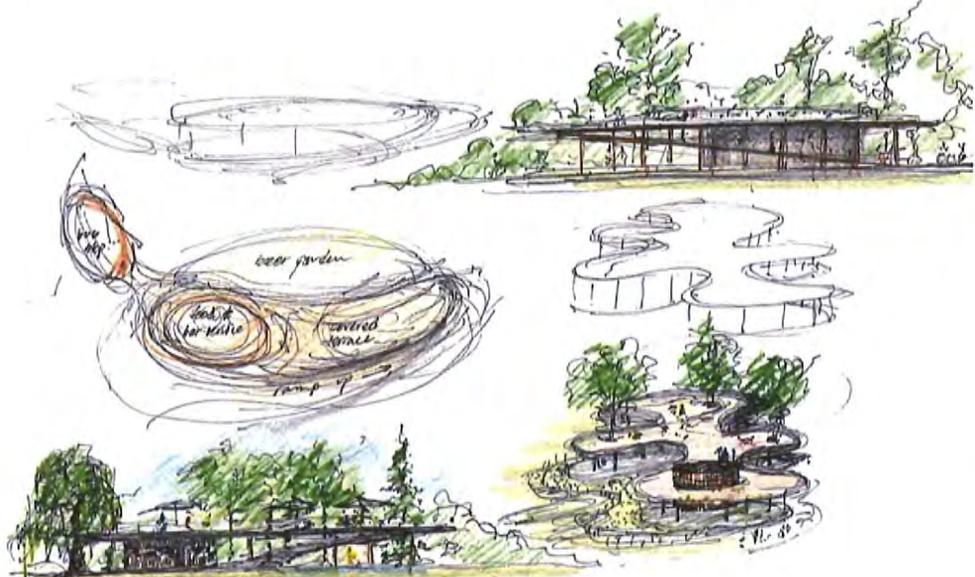
DHM has been working to develop the park plans to the detail needed to prepare cost estimates as requested by the Town Council. The information can also be used for future grant requests to GOCO or other agencies. Additional consultants are helping POST and DHM refine the park plans and put the cost estimates together.

The POST Committee worked with AspenGlow to review lighting ideas to capture community goals for different areas of the River Park and Old Pond Park and has accepted the lighting conceptual plans for the park and street lights that complement historic downtown.

Harry Teague and Associates (HTA) are working on the conceptual architectural designs and costs for the pavilion area, the stage and the RFTA bus stops. The POST Committee in consultation with HTA has some “hip” ideas for the Pavilion Building – it is developing as a “Street Food area”, including three small restaurants with a shared seating area. The rooftop of the building could be used for private events and by the public when private events are not occurring. An excellent view of the river and stage can be observed from the rooftop.

Examples of the HTA Ideas that are being further developed.

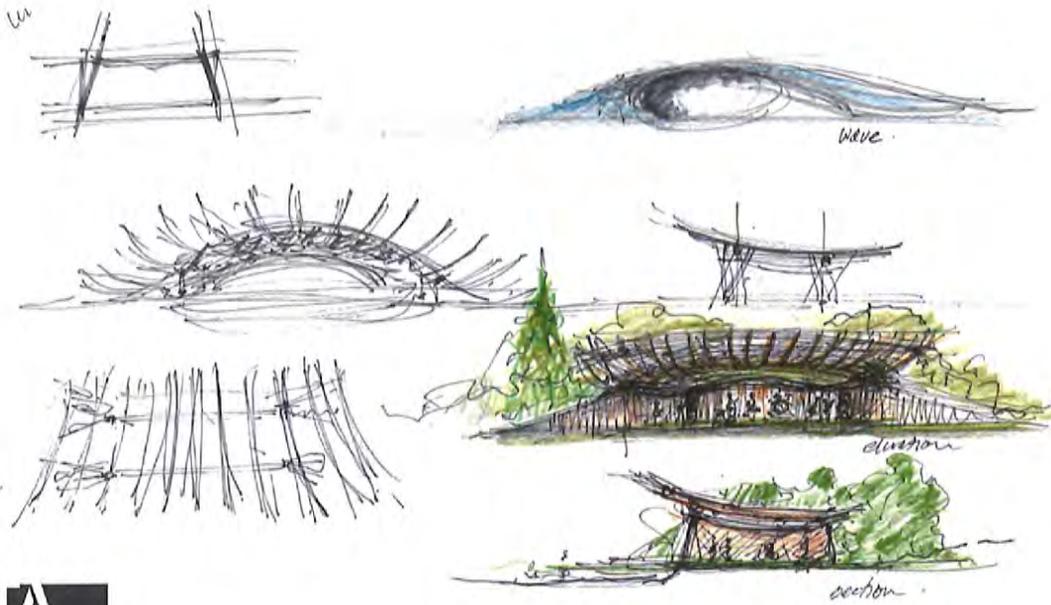
Pavilion Building



pavilion
A-4.10
Basalt River Park
5298



pavilion
A-4.10
Basalt River Park
5298



band shell
July 13
Basalt River Park
square

Stage Concepts 1

Questions to Council

P&Z and POST:

1. Does the Council generally agree at this stage with proposed park boundaries and area shown for development as represented in the OTP Master Plan Amendment and by several votes of the Town Council. (See Question 1 on page 1.)

P&Z:

2. Does Council agree at this stage with the number of stories and height that are recommended for the 4 Our Town planning parcels?
3. Does the Council agree at this stage with the uses that are recommended for the 4 Our Town Planning Parcels?
4. Given the direction heard on Items No. 1, 2 and 3 can the P&Z precede to public hearing with the P&Z has presented?
5. If the answer is no on No. 4 above, what is the Council direction to Staff and the P&Z?

POST:

6. Is the Council supportive of the major elements that are currently identified in the POST planning efforts
7. Assume yes on No. 6 is the July 12th presentation deadline still appropriate?

OTP Resolutions Referred to in this Document

[1]	Resolution No. 19, Series of 2015 adopted on April 28, 2016 after the Council discussed various options for the Building and Park Line at a Breakfast Meeting on Friday, April 24 th .
[2]	Resolution No. 55, Series of 2015 adopted on November 24, 2015 provided additional direction to P&Z, POST, Staff and CDC
[3]	Resolution No. 04, Series of 2016 adopted on February 9, 2016 Responded to the Citizen Petition Reviewed by the Council at its January 26, 2016 Council Meeting Concerning Purchase of the CDC Property
[4]	Resolution No. 09, Series of 2016 adopted on February 23, 2016 Providing Direction to P&Z, LOWE, and the CDC
[5]	Resolution No. 54, Series of 2015 approved on November 24, 2015 Adopted the Our Town Subarea Plan: An Amendment to the 2007 Town of Basalt Master Plan (OTP Master Plan Amendment)

Other important OTP Resolutions

2014	Resolution No 05, Series of 2014 adopted on February 11, 2015 approved a framework and budget calendar for the Our Town Planning Process
	Resolution No. 32, Series of 2014 adopted on June 24, 2015 directed Staff to continue the Community Survey Work with the Our Town Planning Process
	Resolution No. 37, series of 2014 Directed Staff to develop and implement the necessary steps for the creation and adoption of an Urban Renewal Authority to Financially Aid in the Redevelopment of the Basalt Downtown District
	Resolution No. 54, Series of 2014 adopted on August 26, 2014 established DAAC It also directed Staff to continue the community survey work to obtain scientific responses to how the community would like the downtown developed.
	Resolution No. 03, Series of 2015 adopted on January 27, 2015 accepted the DAAC report and identified the next steps in the "Our Town Planning Process – Included Exhibit A which assigned tasks to P&Z, POST, Financial advisor and Staff
2015	Resolution No. 34, Series of 2015 adopted on July 28, 2015 made additional findings and directed additional activities for the OTP Planning effort
	Resolution No. 43, Series of 2015 adopted on August 25, 2015 as a reconsideration of an earlier tied voted, approved a Pre-development agreement with LOWE and the Roaring Fork CDC (unsigned)
	Resolution No. 49, Series of 2015 adopted on September 29, 2015 clarified the status of the Council's decision on development intensity for the potential building area identified in Resolution No. 19, Series of 2015

PROPOSED AMENDED CSC ZONE DISTRICT

Sec. 16-30. CSC Zone District

(a) Intent and applicability.

(1) Statement of intent. The intent of the CSC Zone District is to combine the social capital objectives of the Town's Master Plan with the vitality objectives of the C-2 Zone District to produce tailored zoning controls for four key redevelopment parcels in downtown Basalt in order to implement the results of the Our Town downtown planning process. The scale and character of development authorized in this zone district may allow buildings that are larger and more multi-faceted than areas zoned C-2 (Downtown Business) or P (Public).

(2) Applicability.

This district is intended to apply to four specific parcels of land commonly known as:

- a. The CDC parcel;
- b. The BCC parcel;
- c. The Lions Park parcel; and
- d. The Merino Park parcel.

The general boundaries of these 4 parcels are shown on the following map. The exact boundaries of each parcel shall be established at the time the CSC Zone District is applied to that parcel.



(b) Threshold Requirements

(1) Development must be community serving. Since the intent of the CSC Zone District is to encourage social entrepreneurship in the development of community serving commercial projects, new development shall only be permitted to occur in the CSC Zone District if it is determined to be community serving. New development shall be considered to be community serving if it includes an anchor use or uses listed in Subsection 16-30(c)(1) below for the specific parcel indicated, and that anchor use or uses meets the applicable minimum size standard for that use in Subsection 16-30(c)(1) below.

PROPOSED AMENDED CSC ZONE DISTRICT

- (2) Qualifying organizations. In order to be eligible for rezoning to the CSC Zone District, the owner of the land to be rezoned must be a non-profit Community Development Organization, a similar non-profit organization where development activities are a stated part of its 501(c)(3) tax status, or a for-profit entity engaged in construction of a building or facility that is a community-serving anchor facility, as listed in Section (c)(1) below. A qualified Community Development Corporation is an entity which satisfies the requirements of Section 16-4 applicable to a "Public non-profit Entity, Community Development Corporation." A for-profit entity may include a group of owners which have agreed to be represented in the entity engaged in constructing the community-serving anchor facility.
- (3) Consistency with Master Plan. In reviewing whether a parcel is appropriate for CSC zoning, the Town will consider the future land use designation, neighborhood typology, and goals and objectives of the then current Master Plan, including but not limited to the Our Town Master Plan amendments.

(c) Permitted uses

(1) Permitted anchor uses.

- a. Subject to Subsections (1)b. and (1)c. below, at least one of the following anchor uses must occur on the CSC Zone District parcels indicated in the table below.

	CDC Parcel (West)	CDC Parcel (East)	BCC Parcel	Lions Park	Merino Park
Arts Center [1]				●	
Community Housing [2]					●
Brewpub/Distillery [1]	●		●		
Entertainment [3]	●		●		
Grocery Store [3]			●		
Hotel or Condominium Hotel [4]	●		●		
Park/Open Space		●			
Small Business Incubator [2]					●
Sports/Youth Center [1]			●	●	
Town Hall				●	●
Community Center [1]	●		●		

[1] Must contain at least 6,500 sq.ft. of total floor area.
 [2] Must occupy at least 70% of the occupied total floor area developed on that CSC parcel.
 [3] Must contain at least 9,000 sq. ft. of total floor area.
 [4] Must contain at least 40 guest rooms. Includes condominium hotel

- b. The Town Council may approve an anchor use designated for one CSC parcel as an acceptable anchor use for a different CSC parcel not indicated in the table above, with the exception that no anchor use other than a park or open space shall be designated for the eastern portions of the CDC and Lions Park parcels.
- c. If an approved anchor use begins operation but later discontinues operation for a period of 3 months or more, or if the portion of the building in which the anchor use is located is destroyed by fire or any other cause, the property owner may apply to change the approved anchor use to any other anchor use that meets the minimum size requirements listed in the table above. Any change to a substitute anchor use or another use permitted in the CSC

PROPOSED AMENDED CSC ZONE DISTRICT

zone district shall require review and recommendation by the Planning Commission following a public hearing, and shall require approval by the Town Council.

(2) Required Community Vitality Uses

On each CSC parcel, land uses in the designated Vitality Zone for that parcel are required to be Community Vitality Uses subject to exceptions included in Section 16-29(c) and the design guidelines for buildings included in Section 16-30(d)(7).

(3) Permitted Secondary Uses

The following secondary uses are permitted on each CSC parcel, provided that one or more of the anchor uses designated in the table above (or approved by the Town Council) has already been established on same CSC parcel, or will be established on the same CSC parcel as part of the development containing the permitted secondary use.

- a. An anchor use listed above in table 16-30-1, regardless of whether it satisfies the minimum size requirements, unless prohibited elsewhere by this section (C)(3).
- b. Uses and activities conducted by a government entity or by a public non-profit entity that meets the requirements of Sections 16-4 or 16-21(8) of this Chapter. Such uses include including but not limited to administrative offices and meeting rooms for non-profit and educational oriented organizations, transit facilities, museum, community center, educational facilities, performing arts center, and theater.
- c. Community Vitality Uses as shown on Table 1 in Section 16-29 as Community Vitality Uses (in areas of the parcel other than the designated Vitality Zone).
- d. Other commercial, office and retail uses allowed in the C-2 Zone District.
- e. Fully-deed restricted community housing units meeting the requirements of this Chapter.
- f. Free-market multifamily residential uses (only on BCC and Lions Park parcels) where no unit exceeds 1,400 total square feet.
- g. Makerspace/Craft Industry.
- h. Public parking garage (on the BCC parcel only).
- i. Public or private open space and park uses.
- j. Day care that complies with state requirements regulating day care.
- k. Accessory uses approved pursuant to CSC Development Plan Review Process
- l. Temporary outdoor uses and vendors, subject to the provisions of Chapter 6, Section 6-13 of the Town of Basalt Code.

- (4) Limitations on permitted uses. Through the CSC Development Plan Review process, the Town Council may place reasonable restrictions or limitations on any use or activity in the CSC Zone District. The Town Council may also determine that a specific use is not appropriate based on the intent of the zone district, consistency with the Town Master Plan and compatibility with adjoining areas. The Town Council may establish conditions allowing for subsequent review by the Town Planner or Technical Review Committee to avoid unnecessary additional meetings before the Planning and Zoning Commission and Town Council.

(d) Dimensional requirements.

- (1) The dimensional requirements applicable to developments within the CSC Zone District shall be established through the CSC Development Plan review process, and shall be subject to the limitations listed in Table 16-30-2, below.

PROPOSED AMENDED CSC ZONE DISTRICT

Table 16-30-2: Dimensional Requirements					
Dimension	Standard				Comments
	CDC Parcel	BCC Parcel	Lions Park Parcel	Merino Park Parcel	
Minimum Lot Area					
Maximum Building Height to Top of Parapet or Pitched Roof	2.5 stories; 38ft. [1]	4 stories; 45 ft. [2] [3] [4]	2 stories; 25 ft.	4 stories; 45 ft.	Up to 4 ft. of an underground parking structure that extends above approved grade shall not count against maximum height limits. 2.5 stories means a third story is allowed if it is set back as required in applicable table notes. A street façade parapet of up to 4 ft. above the second floor roof height is permitted.
Front Yard Setback (along Two Rivers)					Overhangs and other building features may encroach into the public-right of way if approved through the CSC development plan review process and a Town encroachment license is obtained
Min.	0 ft.	0 ft.	0 ft.	0 ft.	
Max.	10 ft.[6]	10 ft. [5] [6]	10 ft.[6]	N/A	
Front Yard Setback (along Midland Avenue and Midland Spur)					
Min.	N/A	0 ft.	0 ft.	0 ft.	
Max.	-N/A	N/A	10 ft.[6]	10 ft.[6]	
Min. Side Yard Setback	Per Building and Fire Code				
Min. Rear Yard Setback	Per Building and Fire Code				
Min. Setback from Rivers and other Environmentally Sensitive Areas	See Article XXI				
Min. Landscaped Open Space	10%			N/A	Open space credit may be given for pedestrian improvements per Section 16-30(e)(5)(b)
<p>[1] A 2.5 story building is allowed if the third story is set back at least 10 ft. from the lower façade facing Two Rivers Road street frontage, from Riverfront Park, and from the park on the east portion of the CDC parcel.</p> <p>[2] Any portion of the building containing a grocery store may have a maximum height of 49 ft.</p> <p>[3] Each building shall not exceed 2.5 stories or 38 ft. in height within 50 ft. of Two Rivers</p>					

PROPOSED AMENDED CSC ZONE DISTRICT

Table 16-30-2: Dimensional Requirements					
Dimension	Standard				Comments
	CDC Parcel	BCC Parcel	Lions Park Parcel	Merino Park Parcel	
					<p>Road or Midland Avenue, or within 150 ft. of the Frying Pan River.</p> <p>[4] No new building shall exceed 2 stories or 35 feet in height until (a) at least 150 linear feet of the Two Rivers Road frontage is occupied by buildings meeting the minimum and maximum setbacks, or (b) the Town Council has approved a development plan showing that at least 150 linear feet of the Two Rivers Road frontage will be occupied by buildings meeting the minimum and maximum setbacks.</p> <p>[5] Maximum building setback shall not apply to the 150 ft. of the BCC parcel along the Two Rivers Road frontage closest to Midland Avenue, measured from the light pole existing on March 31, 2016 at the intersection of the Two Rivers Road and Midland Avenue.</p> <p>[6]. At least 80% of any street facing building must be built between the minimum and maximum front setbacks except for building located behind another street facing building or as provided in Note [5] above.</p>

- (2) Town Council can reduce or waive in its entirety the requirement for a full 10 foot third floor setback on the park sides of the CDC parcel after a recommendation of the Planning and Zoning confirming that at least one of the following findings has been made.
 - a. An equivalent setback is provided on the first floor to provide a porch or deck that lessens the visual massing of the building by park users;
 - b. Requiring the setback would require the first floor of the building to be so large that it would negatively impact views required by Section 16-30(e)(1)
 - c. There is sufficient fenestration in the building to reduce the visual mass of the building so that the full top floor setback is not necessary
 - d. The third floor setback is in an area not seen by park users because of vegetation, terrain change, intervening structures, or other factors
 - e. The second floor of the building is set back from the first floor façade at least 10 feet or more on those frontages where a third floor setback is required in the table above.

(e) Other Site Development Standards.¹

(1) Openings to the river.

The following openings shall be preserved for views to Roaring Fork River and for pedestrian passage by employees, occupants, or patrons of adjacent properties, and no new building shall be constructed in the areas designed as a view protection/pedestrian access zone.

- a. Required View/Pedestrian Opening 1: On the Lions Park parcel and CDC parcel, buildings shall be sited so as to preserve views and pedestrian access from the corner of Midland Avenue and the Midland Spur to the Roaring Fork River as shown on the following map.

¹ Content of current CSC "Other Development Standards" have been significantly reorganized for logical flow and to better separate site and building design requirements.

PROPOSED AMENDED CSC ZONE DISTRICT

- b. Required View Opening 2: On the CDC parcel, a view and pedestrian access from Two Rivers Road to the Roaring Fork River shall be provided along the western edge of the property, as shown on the following map.
- c. Additional View Opening: To the maximum extent practicable, at least one additional view from Two Rivers Road to the Roaring Fork River should be provided somewhere west of the intersection of Two Rivers Road and the Midland Spur. This view opening shall be located so that building frontages along Two Rivers Road comply with the building façade articulation standard in Section 16-30(f)(4) below.



- (2) Pedestrian through-connections. Development on the BCC parcel shall incorporate at least one pedestrian through-connection from the Midland Avenue frontage to the Frying Pan River frontage. The required pedestrian through-connection shall be located internal to the site (at least 50 feet from the Two Rivers Road frontage).
- (3) Vitality zone. Each CSC parcel except the Merino Park parcel shall include a designated vitality zone that shall be established by the Town in the sketch plan process. The permitted uses in the vitality zone are shown on Table 1 in Section 16-29 as Community Vitality Uses and the buildings are subject to the building design standards contained in Section 16-30(f) for buildings within the vitality zone. The Town Council will establish the vitality zone considering the following:
 - a. The pedestrian and connectivity goals of the area;
 - b. The nature of the desired streetscape;
 - c. Existing and proposed adjacent uses;
 - d. The then current Master Plan, including but not limited to the Our Town Master Plan amendments; and
 - e. The goals advocated by any non-profit applicant.
- (4) Parking. Development in the CSC Zone District shall provide parking as follows:
 - a. Minimum requirements
 - 1. Hotel/Condominium Hotel —1 space per hotel room, plus 2 for management and operations.

PROPOSED AMENDED CSC ZONE DISTRICT

2. Residential—1 space per bedroom to a maximum of 2 spaces per unit, where an efficiency unit is counted as 1 bedroom.
 3. All other uses—1 space per 400 square feet of floor area. With the exception of handicap spaces and car share spaces, parking spaces may not be reserved for individuals or private businesses.
- b. Additional on-street parking constructed as part of the development will count for non-residential parking included in the calculation of parking spaces to be provided. The applicant shall be permitted to purchase non-residential parking spaces pursuant to the requirements of Section 16-94.
 - c. The Town Council may apply a reduction of the non-residential parking requirements following a recommendation of the Planning and Zoning Commission based on hours of operation, mixed-use, access to on-street parking, availability of local public transit, availability of parking spaces in a public parking lot or garage, expected use of WE-Cycle or other bicycle sharing programs, contribution to or participation in a car share program that serves the community, creation of a Transportation Demand Management (TDM) plan to reduce traffic volumes and parking demands below expected levels, or contribution to other desired public improvements, necessary infrastructure, or other basic Town service requirements. The Town Planner may require a recommendation from a parking consultant as outlined in Section 16-92 in order for the staff and Planning and Zoning Commission to make a recommendation and the Town Council to make a decision on the appropriate parking reduction for the development.
 - d. The visual impacts of off-street parking and loading areas shall be minimized. The design of parking and loading areas shall ensure that they support and do not detract from the Town's vitality goals for the CSC Zone District. This shall be accomplished by:
 1. Constructing structured parking primarily underground where such construction is feasible;
 2. Prohibiting surface parking between any building on the CDC, Lions Park, and Merino Park parcels and the right-of-ways of Two Rivers Road, Midland Avenue, or the Midland Spur;
 3. Locating parking and loading areas, or the access to such areas, along the rear facade or side of the building whenever feasible; or
 4. Wrapping the facades of any structured parking within other permitted uses that have a minimum depth of 18 feet or wrapping the facades with building material, grading or landscaping to break up the view of the parking and parking structure lighting from public open spaces and other activity areas. When this design option is employed the access to the structured parking shall be designed with the same attention to detail and materials as the primary façade and the access shall be integrated into the building's design and wrapping.
 5. Designating 1 or more loading zones on the site plan and regulations to govern loading.
 - e. Except as described in subsections (a) through (d) above, parking areas and structures in the CSC Zone District shall comply with the requirements of Article V, Off-street Parking and Loading.
- (5) Open spaces.
- a. To the extent possible the areas between each building with a ground floor nonresidential primary use and the adjacent street shall be visible space that is useable by customers of on-site business uses or pedestrians. These areas, and the required open space areas on the site shall:
 1. Abut and be level with the public sidewalk;

PROPOSED AMENDED CSC ZONE DISTRICT

2. Be open to the sky (except for awnings, covered walkways, areas under a porch and covered outdoor seating);
 3. Be directly accessible to the public; and
 4. Be provided with appropriate ground cover treatment and landscaping.
- b. Placement of street furniture and public art in required open space is encouraged, as long as a 5 foot minimum pedestrian walkway width is maintained. Items such as street furniture, educational and interpretive displays, small play features and public art that are attractive and appropriate for use by young children are encouraged. The Town may give credits towards minimum open space requirements for street furniture, fountains and similar improvements in a public right of way or other public spaces in the downtown.
 - c. At least 50 square feet of private usable open space shall be provided for each dwelling unit. Private open space may include balconies above ground and lawn areas and patios behind the building. Private open space areas shall not be located in front of or adjacent to any portion of a building's vitality zone. The Town may reduce or waive a private open space requirement if the Town determines that the private open space area would interfere with the intent of the CSC Zone District.
- (6) Signage. The sign restrictions of the C-2 District will apply to non-residential uses unless modifications to those standards are approved through the CSC Development Plan Review process. However, nothing shall prevent the Town Council from adding conditions and restrictions on signage to protect adjacent properties and to further the goals of the adopted Town's Master Plan, including without limitation the Our Town Master Plan amendments.
 - (7) Lighting. The lighting requirements of Section 16-431 shall apply to development within the CSC Zone District unless modified through the Exemption process outlined in Section 16-438 of the Town Code, Article XX, Exterior Lighting.
 - (8) Utility and trash facilities. Utility boxes and trash/recycling facilities servicing the building shall be located outside of the public right-of-way, along the rear or side façade of the building. To the extent possible, these facilities shall be located to avoid or minimize any negative impacts on residential uses on the parcel and on adjacent parcels and to avoid interfering with pedestrian movement and experience. This requirement shall not be construed to prohibit the placement of street furniture, such as public trash containers, within the public right-of-way.
 - (9) Environmentally sensitive areas. Development within the CSC Zone District shall comply with Article XXI (rivers, wetlands and environmentally sensitive areas), provided that the environmentally sensitive area review shall be conducted simultaneously with the CSC Development Plan Review if the Town Planner makes a finding that the development is within the development line established by the River Master Plan.
 - (10) Community Priority Scoring System. Development within the CSC Zone District shall be exempt from the requirements of Article XXII.
 - (11) Land dedications. The land and improvements, or fees in lieu, required to be provided under the provisions of Section 17-15 (Parkland Dedication) shall be calculated at one-half (½) the requirement for any deed restricted community housing units; and the provisions of Section 17-16 (School Land Dedication) shall apply at the same discounted rate for deed restricted community housing units. The Town Council may exempt or further reduce such fees for free-market and community housing during the CSC Development Plan review process pursuant to Section 16-419. Any reduction or elimination of school impact fees will require approval by the school district.
 - (12) Development in the CSC Zone District shall meet or exceed the accessibility requirements of the Americans with Disabilities Act.
 - (13) Landscaping in the public right-of-way. Landscaping that is to be installed in the public right-of-way shall comply with the applicable provisions of the Public Works Manual.

PROPOSED AMENDED CSC ZONE DISTRICT

- (14) Curb Cuts. Development in the CSC Zone must satisfy the design criteria of the C-2 Zone District in Section 16-29(e)(4)c. regarding curb cuts.
- (15) Street and Streetscape Improvements. All street and streetscape improvements shall comply with the Town of Basalt Complete Streets Design Manual.
- (f) Building design. All buildings shall comply with the following requirements, if applicable:
- (1) Building Typologies and Guiding Principles. The typologies from the Our Town amendments to the Town of Basalt Master Plan that the Town determines are most applicable to the type of development proposed in the project, as well as other building design standards and guidelines contained in the Our Town Master Plan amendments. Those guiding principles include:
 - Building scale compatible with historic downtown;
 - Variety of western roof forms;
 - Street level interest; and
 - Contemporary reinterpretations.
 - (2) Buildings within the portion of the site designated as the vitality zone (as that term is defined in Section 16-29 of this Code) shall incorporate a store-front design at the street level, with windows suitable for retail goods display that are designed to attract pedestrian interest at the street level. The storefront windows along the façade of the vitality zone shall be transparent so as to permit the activities within the building to be visible to pedestrians along the adjacent street. Commercial spaces at street level should have a ceiling height consistent with those within the historic downtown.
 - (3) Any new buildings constructed at prominent corners shall contain both ground floor and upper floor elements that reflect timeless design and visually emphasize the importance of the corner through vertical elements, changes in materials or color, changes in articulation patterns, or entryways, or similar features.
 - (4) Building facades along streets shall be designed to reflect the general 20-30 ft. width of street facing building facades in older areas of downtown Basalt. Building facades wider than 30 ft. shall include vertical projections or insets from grade level to the eave of a pitched roof or the top of a flat roof or parapet at a linear spacing of no less than 20 feet and no greater than 30 ft. unless waived or modified by the Town Council after recommendation by the Planning and Zoning Commission. This standard shall not prohibit the extension of an awning across the vertical projection or inset.
 - (5) Building facades along pathways that connect buildings to public spaces, and along alleys or other frontages with pedestrian traffic shall contain projections from or insets into the wall plane, windows, doors, or changes in material to ensure that no section of building wall longer than 30 feet is of uniform materials, color, and appearance unless waived or modified by the Town Council after recommendation by the Planning and Zoning Commission.
 - (6) The ground floor of any new structure in the vitality zone shall be at grade with adjacent sidewalks or passageways, and there shall be no steps between the sidewalk and the primary building entry. However, in order to satisfy grade issues, steps may be included between the sidewalk and the street if the applicant demonstrates that providing steps is the best way to address grades on the site.
- (g) Zone District review procedures and submission requirements.
- (1) CSC Development Plan review procedures. No new development shall occur in the CSC Zone District without CSC Development Plan review and approval. CSC Development Plan review shall be conducted in 2 stages, these being Sketch Plan review and Final Plan review.
 - a. Sketch Plan review. Sketch Plan review is intended to provide the Town with a general overview of the project including a description of existing conditions, proposed mix of uses, height, floor area and parking, as well as its relationship to neighboring properties and

PROPOSED AMENDED CSC ZONE DISTRICT

consistency with the Town's Master Plan, the River Master Plan and applicable Code provisions. Sketch Plan review shall involve the following procedural steps:

1. The initial step in Sketch Plan review shall be a determination of whether the proposed project is community serving and is eligible for rezoning to the CSC Zone District. This determination may be made administratively by the Town Planner or the Town Planner may refer this matter to the Planning Commission and Town Council. If the determination is referred, then the Planning Commission and Town Council consideration shall occur at a jointly held public hearing.
 2. Any project that is determined to be community serving and eligible for rezoning to the CSC Zone District may then proceed through Sketch Plan review. Sketch Plan review shall require a review by the Planning Commission. The Commission is authorized to recommend approval, approval with conditions, or denial of the Sketch Plan application following a duly noticed public hearing. The Planning Commission review shall be followed by a review by the Town Council at a duly noticed public hearing. Following the closure of the public hearing, the Town Council may approve, approve with conditions, or deny the application.
- b. Final Plan review. Final Plan review is intended to provide the Town with a more detailed description of the proposed development program, to respond to issues raised in the sketch plan review and to present additional information required in the Sketch Plan review. Final Plan review shall require a review by the Planning Commission at a regular meeting. The Commission is authorized to recommend approval, approval with conditions, or denial of the Final Plan application. The Planning Commission review shall be followed by a review by the Town Council at a duly noticed public hearing. Following the closure of the public hearing, the Town Council may approve, approve with conditions, or deny the application. The Town Planner may schedule a joint meeting of the Planning Commission and Town Council prior to the initial Final Plan review by the Commission.
- c. Community Serving Subdivision. A property which is zoned CSC is eligible to be subdivided as a Community Serving Subdivision pursuant to the provisions of Section 17-84.5 of this Code provided no more than four initial lots are created by the Owner. The Community Serving Subdivision shall be processed concurrently with the CSC Development Plan. However, nothing herein requires the qualifying non-profit organization to use the Community Serving Subdivision process if the owner would rather utilize another eligible subdivision process in the Code at the time of the subdivision.
- (2) Sketch Plan submission contents. The application for the Sketch Plan stage of CSC Development Plan review shall include the following:
- a. Completion of standard application forms and authorization from the owner for the filing and processing of the application and fees.
 - b. Description of existing conditions.
 - c. A legal description of the property, an ALTA survey and a copy of any easement or recorded document referenced on the ALTA survey.
 - d. A list with addresses of all property owners within 300 feet of the property.
 - e. A description of the development program including: major objectives of the development; proposed mix of uses with approximate square footages of each use and number of any free-market and community housing units and allowed locations; parking capacity, location and types; access locations and vehicle and pedestrian circulation; proposed phasing and timing; and plan for satisfying the goals of the development plan. Numbers can be provided in a range.
 - f. Schematic development plan (at a scale of at least 1 inch per 100 feet) showing horizontal relationships of the proposed development with property boundary, setbacks and proposed uses.

PROPOSED AMENDED CSC ZONE DISTRICT

- g. Information and drawings providing a schematic level description and illustration of the height, scale and mass of proposed structures from important perspectives, as well as proposed open spaces narrative and graphic descriptions of the character and style of architecture by the end of Sketch Plan review.
 - h. Narrative addressing relationship of the project to neighboring properties and consistency with the Town's Master Plan, the River Master Plan; Streetscape Plan and any other long range planning documents as deemed appropriate by the Town.
 - i. Narrative description of how utilities are to be provided to and through the site by a licensed professional engineer along with an assessment as to the feasibility of the applicant's proposal. Describe whether any existing utilities or easements will need to be relocated or vacated, and generally the plan for accomplishing this. The engineer's assessment at a minimum must address potable water, sanitary sewer, drainage and storm sewer, electrical power, natural gas power, and flood protection where applicable. Describe whether the power lines will be below ground or overhead. The applicant may include maps depicting the alignment of utilities but it is not required at Sketch Plan. The engineer's assessment shall outline any known engineering and utility issues and generally describe how they will be addressed in the final site plan review.
 - j. Proof of ability to apply the CSC Zone District.
 - k. General statements describing how the elements of the development will satisfy the criteria required for the CSC Zone and explanation for any reductions in requirements allowed through the site plan process.
 - l. Statements addressing how the development intends to satisfy requirements that apply to the development found in other sections of the Code applicable to the type of development being proposed, including but not limited to: any annexation requirements; school and parkland dedication; floodplain development permit and regulations, and community housing, including any need for relocation housing.
 - m. Description of how the development addresses the Town's goals toward sustainable building, energy efficiency and waste reduction.
 - n. A study of the shading or shadow impacts that the proposed buildings may cause on public or private rights-of-way or other public spaces within or surrounding the project.
 - o. Additional information. Any additional information reasonably required by the Town to review the application and to verify compliance with the provisions of this Code.
- (3) Final Plan submission contents. The application for the Final Plan stage of CSC Development Plan review shall include the following
- a. Same as above along with such additional or refined information and analysis as may be required by the Town Council in order to address issues raised in the Sketch Plan review or to verify compliance with the provisions of this Code.
 - b. Off street parking and loading areas, including the location, type and capacity of proposed parking areas, and written justification for any proposed reductions or fee-in-lieu of parking proposals
 - c. The location of all ways for ingress and egress to all buildings and parking areas.
 - d. Service and loading areas and refuse and recycling collection areas.
 - e. Site/building program.
 - f. Development plan which meets the requirements of Section 16-66(3)b. Following Final Plan approval the applicant shall record a development plan containing the elements of the Town Council's approval.
 - g. Reserved.

PROPOSED AMENDED CSC ZONE DISTRICT

- h. Proposed schedule and phasing.
 - i. Identification of potential construction and maintenance easements needed for zero-lot line development and plan for obtaining such easements.
 - j. Draft Master Development Agreement which generally describes the public improvements to be constructed in connection with the project, the timing of such construction, the parties responsible for completion of the public improvements and the financial security to be provided.
- (4) Building, engineering and site design review. Building, engineering and site design review is intended to provide the Town with the final architectural, engineering, landscaping and other technical documents that are a precursor to the actual construction of the project. Following approval of the final CSC Development Plan and any other associated land use actions and prior to issuance of a building permit for each lot or development site, the then-owner of a lot or development site shall comply with the following submission requirements and review procedures:
- a. The owner shall prepare and submit architectural drawings, elevations and perspective drawings of all proposed structures and improvements intended to show the relationship of the proposed structures to the surroundings. Such drawings shall depict proposed building materials, fenestration, mechanical equipment (and screening of such equipment) and similar architectural details but need not be the result of final architectural design.
 - b. The owner shall submit final engineering documents, including plans and specifications for streets, water, sewer and drainage and the engineers' cost estimates for all public improvements to be installed on the lot or building site within dedicated land areas, rights-of-way or easements.
 - c. Following construction, the owner shall provide as-built mapping and diagrams for utility installations in an electronic computerized format of a type approved by the Town Engineer or Public Works Director.
 - d. The owner shall describe the character and type of landscaping, lighting and signage to be provided. The landscaping shall be indicated in tabular form, showing the type of plant material, minimum size and quantity. The approximate location of landscaping shall be indicated on a site plan. The lighting description shall describe how the lighting complies with the final site plan approval and any exemptions that will be necessary pursuant to Section 16-438 of the Town Code, Article XX, Exterior Lighting. The signage plan shall provide detailed information sufficient to determine whether the location, size, number and character of the proposed signs comply with the requirements of Section 16-131 et seq. of the Town Code, Article VII, Signs.
 - e. The owner shall provide an anticipated time table for completion of development including the anticipated dates for completion of any phase.
 - f. The owner shall provide a title insurance policy indicating that the property is free and clear of all ownership disputes, liens or encumbrances which would impair the property to be utilized for the uses approved. The title policy shall provide verification that all owners and lien-holders have approved the final subdivision plat.
 - g. The owner shall demonstrate compliance with Article II, Chapter 17, Design Standards and Requirements for Subdivisions.
 - h. The owner shall demonstrate compliance with Article V, Chapter 17, Public Improvements Acceptance and Guarantees.
 - 1. The owner shall provide a Subdivision Improvement Agreement for public or quasi-public improvements to be constructed by the owner and other draft agreements and conveyances that apply to the development as whole or to community housing or other restrictions or requirements.

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2. The owner shall provide a Construction Management Plan and shall submit a request for the use of any of the Town's property for construction or construction management purposes.
 3. The owner shall demonstrate compliance with the Final CSC Development Plan approval applicable to the application and any other Town approval.
 - i. The owner shall submit the information necessary to satisfy the foregoing requirements for review by the Technical Review Committee. TRC review shall be limited to a consideration and review of the project's compliance with the approval documents applicable to the development, relevant standards applicable to buildings and final subdivision plats. Following such review and after all necessary additions or corrections are made, the building, engineering and site design information shall be forwarded to the Town Council along with the recommendation of the Technical Review Committee. In its final development plan review approval the Council can delegate this review to the Planning and Zoning Commission.
 - j. The building, engineering and site design information submitted by the owner, together with the recommendation of the Technical Review Committee, shall be considered by the Town Council (or the Planning and Zoning Commission if the Council refers the approval to the Planning and Zoning Commission in the final approval) at a noticed public hearing. The board's review shall be limited to a consideration and review of the project's compliance with the applicable approval documents and relevant standards applicable to buildings and final subdivision plats. The Town Council shall make a final decision to approve the building, engineering and site design proposal subject to modifications or conditions, or to deny such proposal. Nothing eliminates the requirement to comply with the Building Code. The Town's approval shall be considered the Site Specific Development Plan.
- (5) Amendments to a Sketch Plan or Final CSC Development Plan. Amendments to a Sketch Plan approval or Final Plan shall be processed as follows:
- a. Sketch Plan approval. After Sketch Plan approval an applicant may make insubstantial amendments to the approved sketch plan before submitting a Final CSC Development Plan for review. Substantial amendments shall be processed under the same procedures as used for the original adoption. "Substantial" shall have the same meaning as in Section 16-65(d)(2). The initial determination of whether an amendment is insubstantial or substantial shall be made by the Town Planner.
 - b. Final CSC Development Plan approval. After Final Development Plan approval, the TRC may review and approve of minor amendments to the approval documents necessary to effectuate the intent of the Final Plan Approval. The applicant shall have the ability to appeal a TRC decision on a minor amendment to the Town Council at a public meeting in which 15 days written notice of the public meeting has been provided to the appellants.
 - c. Substantial amendments and amendments which the Town Planner determines are not minor amendments but are consistent with the Sketch Plan approval shall processed pursuant to the Final Plan submission and review procedures. Substantial amendments and any amendments which the Town Planner determines are not minor amendments and are not consistent with the Sketch Plan approval shall be processed pursuant to the Sketch Plan and Final Plan submission and review procedures.

Sec 16-4 Definitions – *the following definitions are proposed to be added, except for the definition of condominium hotel, which is proposed to be revised as shown below.*

Brewpub/Distillery -- A facility licensed as a brewpub or distillery by the state that annually manufactures and sells in the facility not more than 5,000 barrels of beer, or not more than 25,000 gallons of distilled spirits, only for consumption on the premises.

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Community Center – A facility available for public activities, including but not limited to events, performances, entertainment, celebrations, meeting rooms, public classrooms and indoor gardens. The space is intended to be available for use by the public. However, the space may be rented by one or more parties at any time.

Condominium Hotel (or condotel or condo-hotel) -- A hotel or motel operated under a condominium form of ownership. A condominium hotel must satisfy the following requirements:

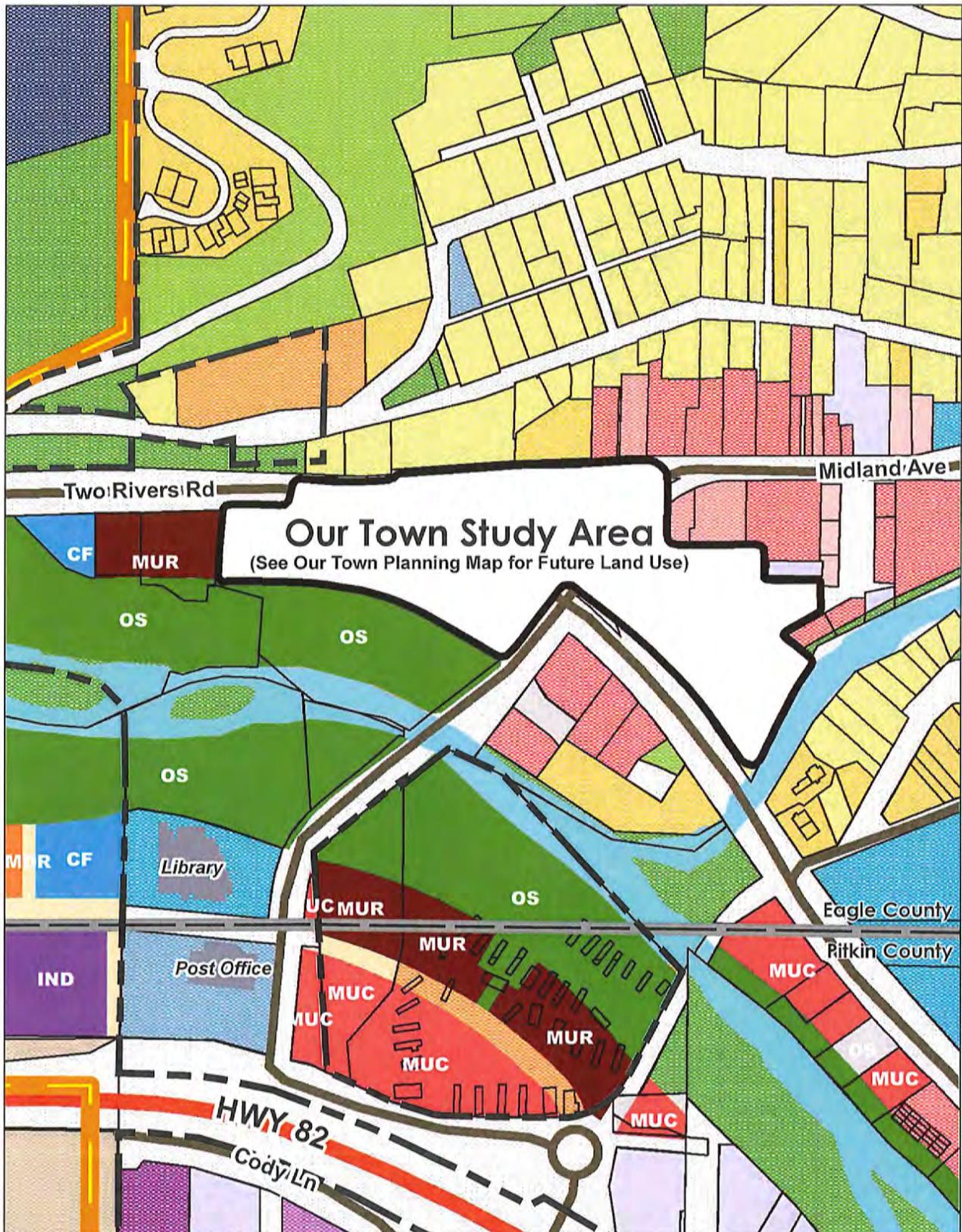
- a. Be advertised and marked with signage as a hotel or motel and be subject to the complete control and management of a single hotel or motel operator for operation as a hotel or motel.
- b. Be created, sold and maintained under documentation, including condominium declaration, bylaws, sales brochures and pre-construction agreements, in form and content approved by the Town Attorney that adequately discloses and ensures that the facility will in all respects be permanently and exclusively operated as a hotel or motel and will not be occupied as a dwelling.
- c. Except for dwelling units to be used by a manager or employees or any deed-restricted affordable housing, condominium hotels shall contain only individual sleeping units that are sold as a condominium hotel unit and are permanently dedicated to rental to the public for transient occupancy. Individual sleeping units may contain small kitchen facilities.
- d. Be managed to ensure that at least fifty (50) percent of the units are available for rental to the public at all times, and that no unit owner may (i) occupy their unit for more than sixty (60) days out of a calendar year or (ii) occupy their unit more than twenty-nine (29) consecutive days, or (iii) store an automobile on site when they are not occupying a unit, and so that at least fifty (50) percent of the units are available rent or occupancy to the general public at all times.
- e. Contain and maintain standardized furniture, furnishings and decor in all individual sleeping units.

If a proposed development does not meet requirements a through e above, the Town Council may determine that a proposed development nevertheless qualifies as a Condominium Hotel if it finds that the proposed development, together with any related covenants, conditions, restrictions, or agreements between the developer and the Town, will ensure that at least the same number or a greater number of the condominium hotel units will be occupied for the same or a greater number of days each year as a Condominium Hotel that meets all of the requirements in subsections a through e above.

Entertainment -- A facility providing entertainment or recreation activities, including but not limited to theaters, bowling alleys, nightclubs, game centers, gymnasiums, health clubs, and climbing wall centers or rooms that can be rented for parties or events, where all activities take place within enclosed structures. This use does not include a conference center, adult arcade, adult bookstore, adult video store, adult novelty store, adult cabaret, adult entertainment establishment, sexually oriented business, adult motel, adult motion picture theater, or adult theater.

Makerspace/Craft Industry – a facility that contains one or more artists or craft industries. A makerspace is a community center that includes manufacturing equipment, community and education for the purposes of enabling individuals to design, prototype and create manufactured works. A craft industry encompasses goods that are handmade by artisans or those skilled in a particular trade, including but not limited to art galleries, handmade textiles, food, beverages, and culinary products. Products made on site may also be sold on site. No such individual facility shall be larger than 6,500 total square feet.

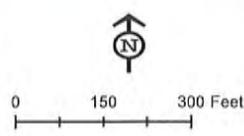
Small Business Incubator -- A facility operated to encourage and support the growth and success of entrepreneurial companies by providing a variety business support resources and services, including but not limited to physical space, coaching and mentoring services, access to financing, networking connections, shared supply purchasing, or shared data systems and resources.



Mapping by Denise Tomaskovic & TGMalloy Consulting

Town Boundary	Service	Low Density Residential
Urban Growth Boundary	Community Facility	Medium Density Residential
Mixed Use Commercial	Private Open Space	High Density Residential
Light Industrial	Public Open Space	Mixed Use Residential

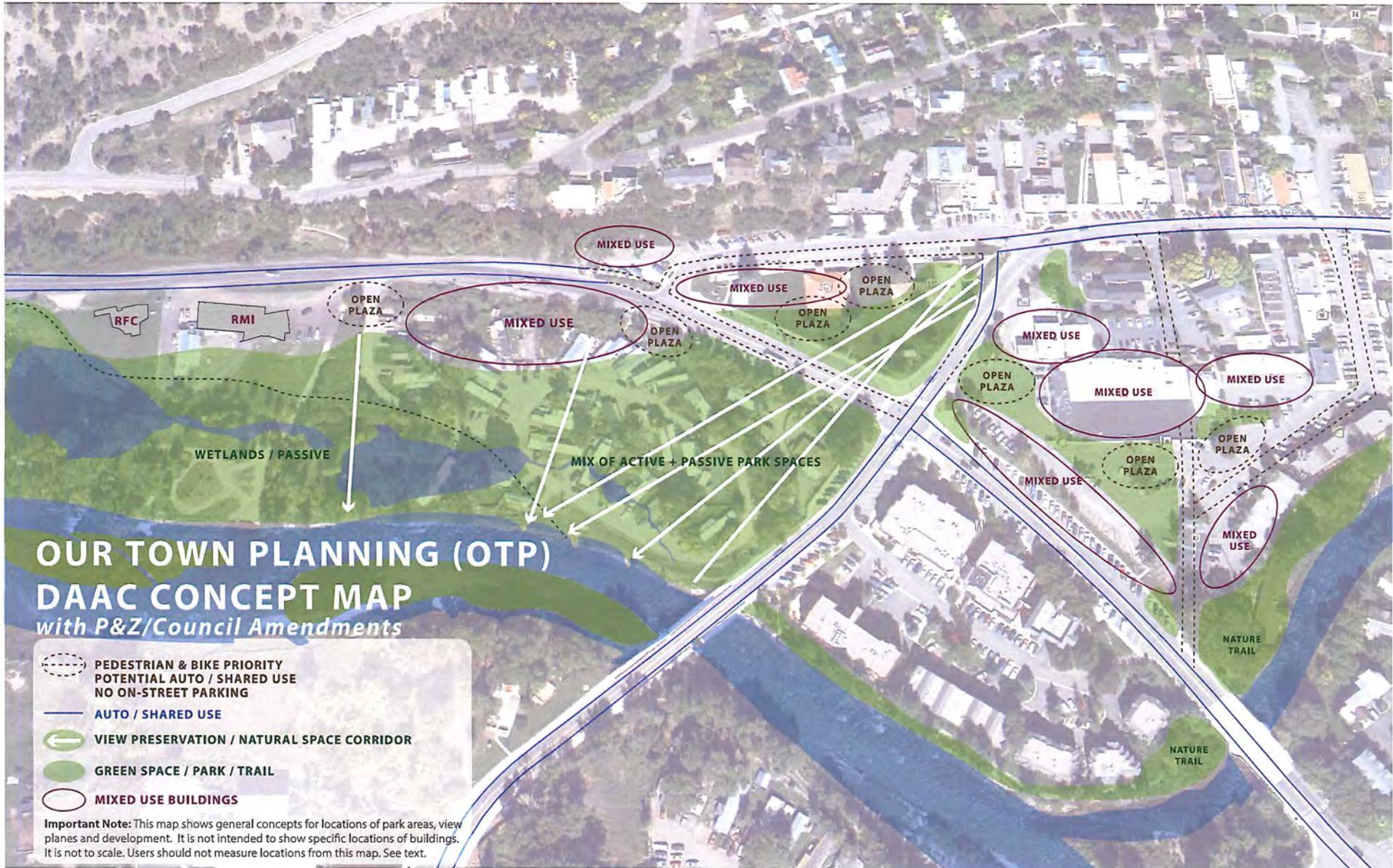
- Notes:
- 1) Bold colors and white labels indicate future land use and stippled colors show existing or committed land use (see Figure 5 and Table 2.7.1).
 - 2) See typologies and text for additional guidance on desired land uses.
 - 3) Affordable housing to be included throughout all land use categories.



Our Town Master Plan Amendment

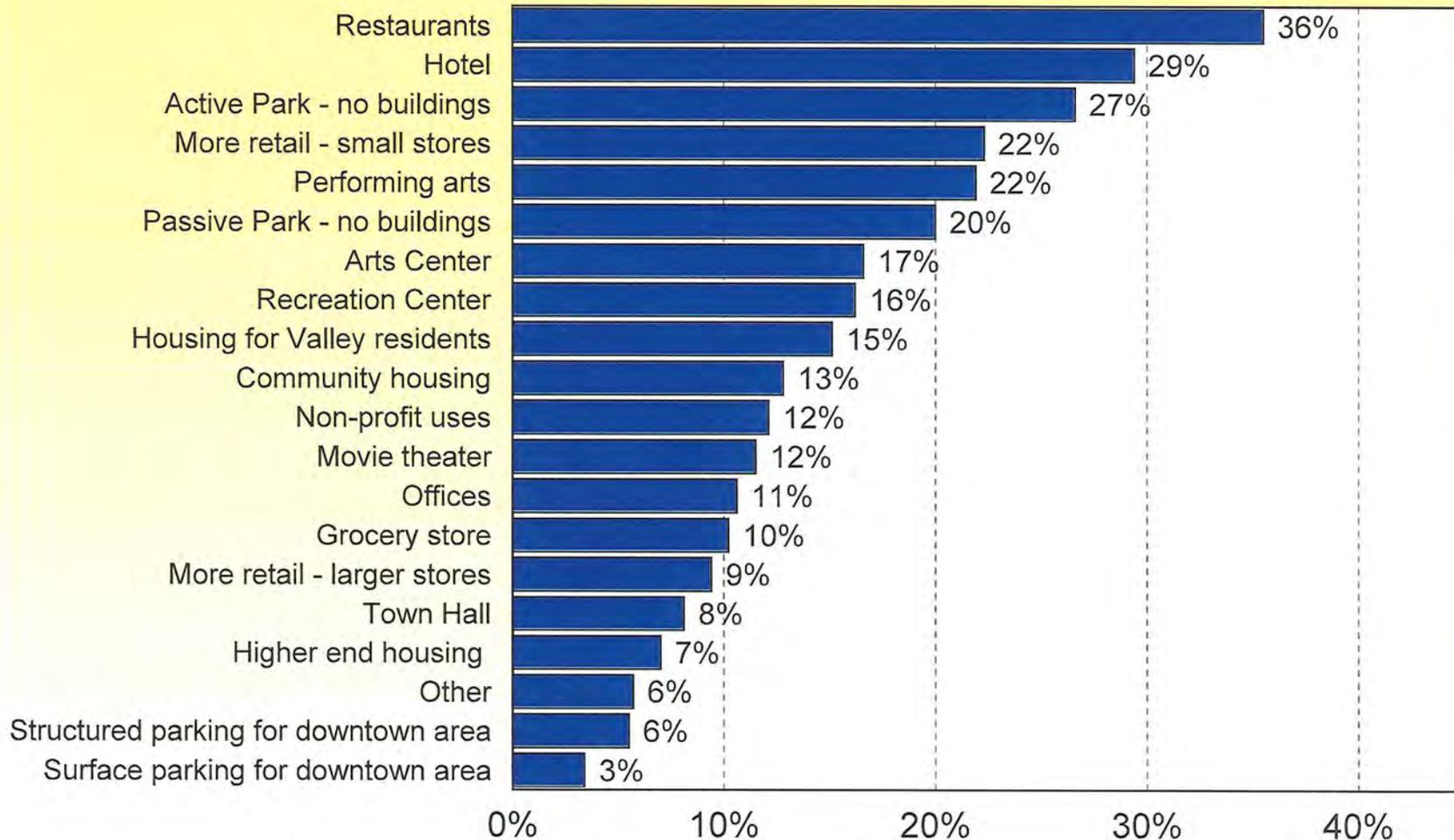


Figure 2 Amended Future Land Use Map Page 26 of 113



Q4. Which of the following would you like to see on the developable portion of the Pan and Fork Property?

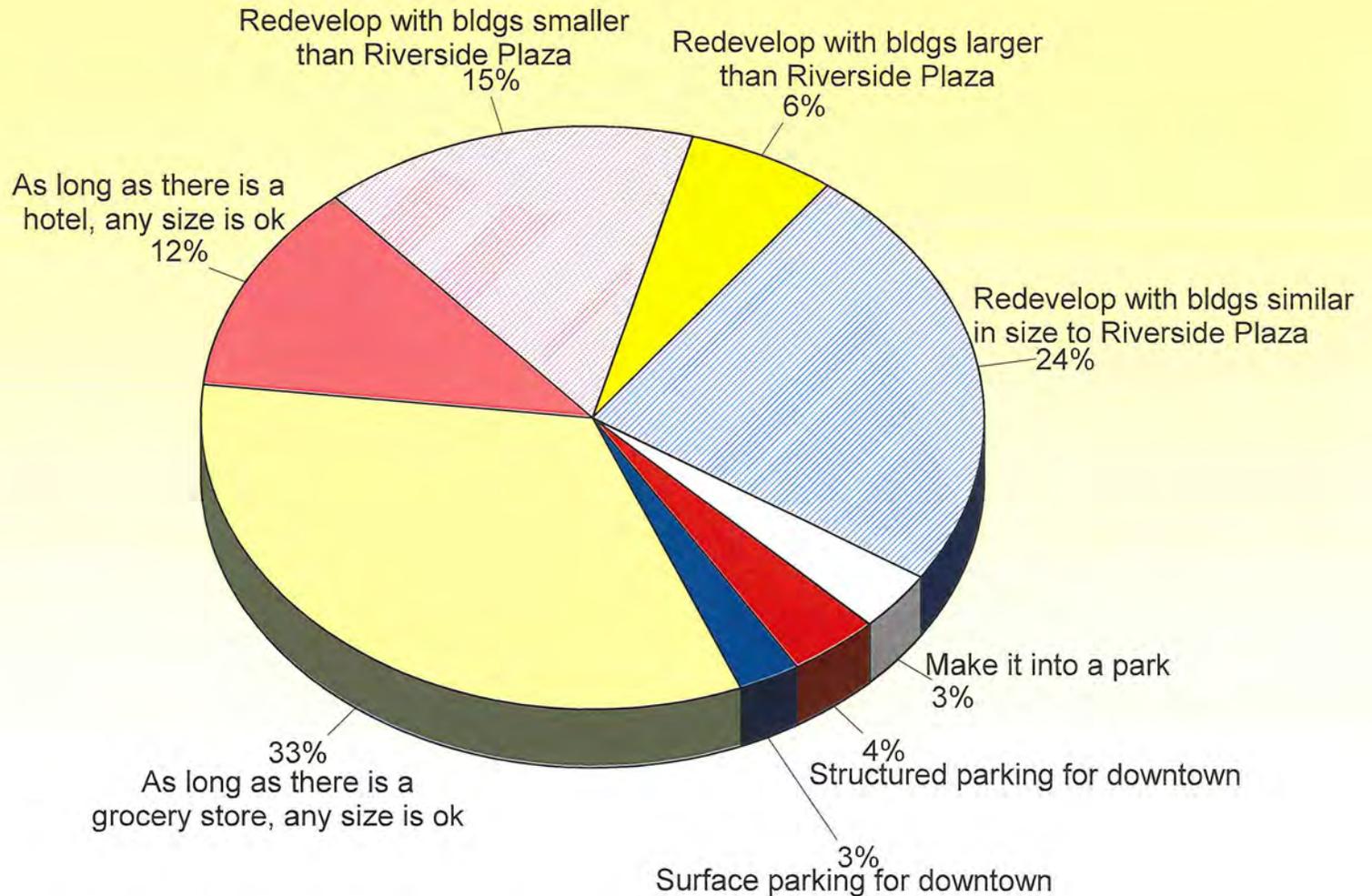
by percentage of respondents (excluding "none chosen" - multiple selections could be made)



Source: ETC Institute (2014 - Basalt, CO "Our Town" Planning Survey)

Q2. Which one of the following best describes how you would like to see the Clark's Market Property developed?

by percentage of respondents (excluding "don't know")

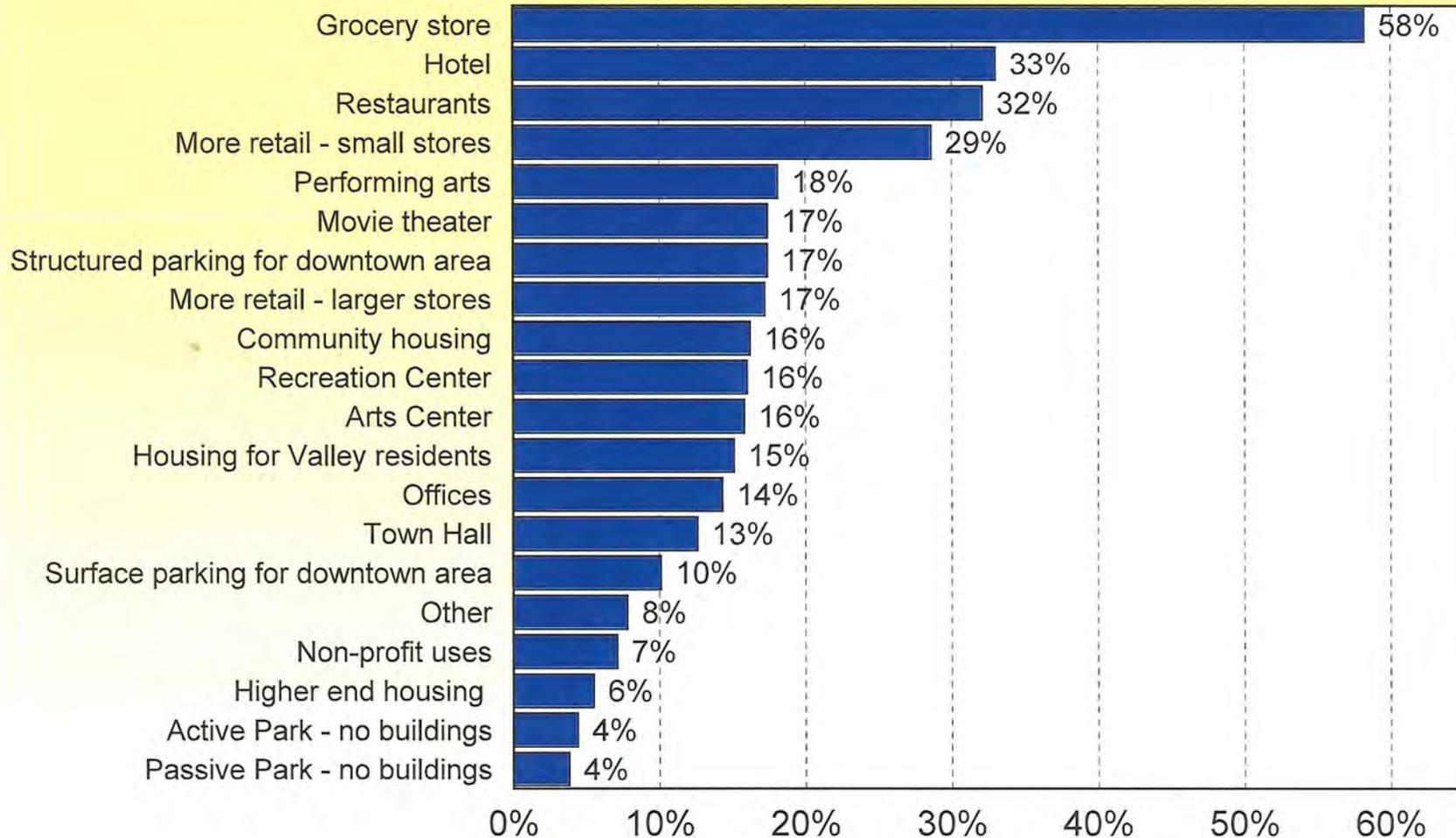


Source: ETC Institute (2014 - Basalt, CO "Our Town" Planning Survey)

ETC Institute (2014)

Q5. Which of the following would you like to see on the developable portion of the Clark's Market Property?

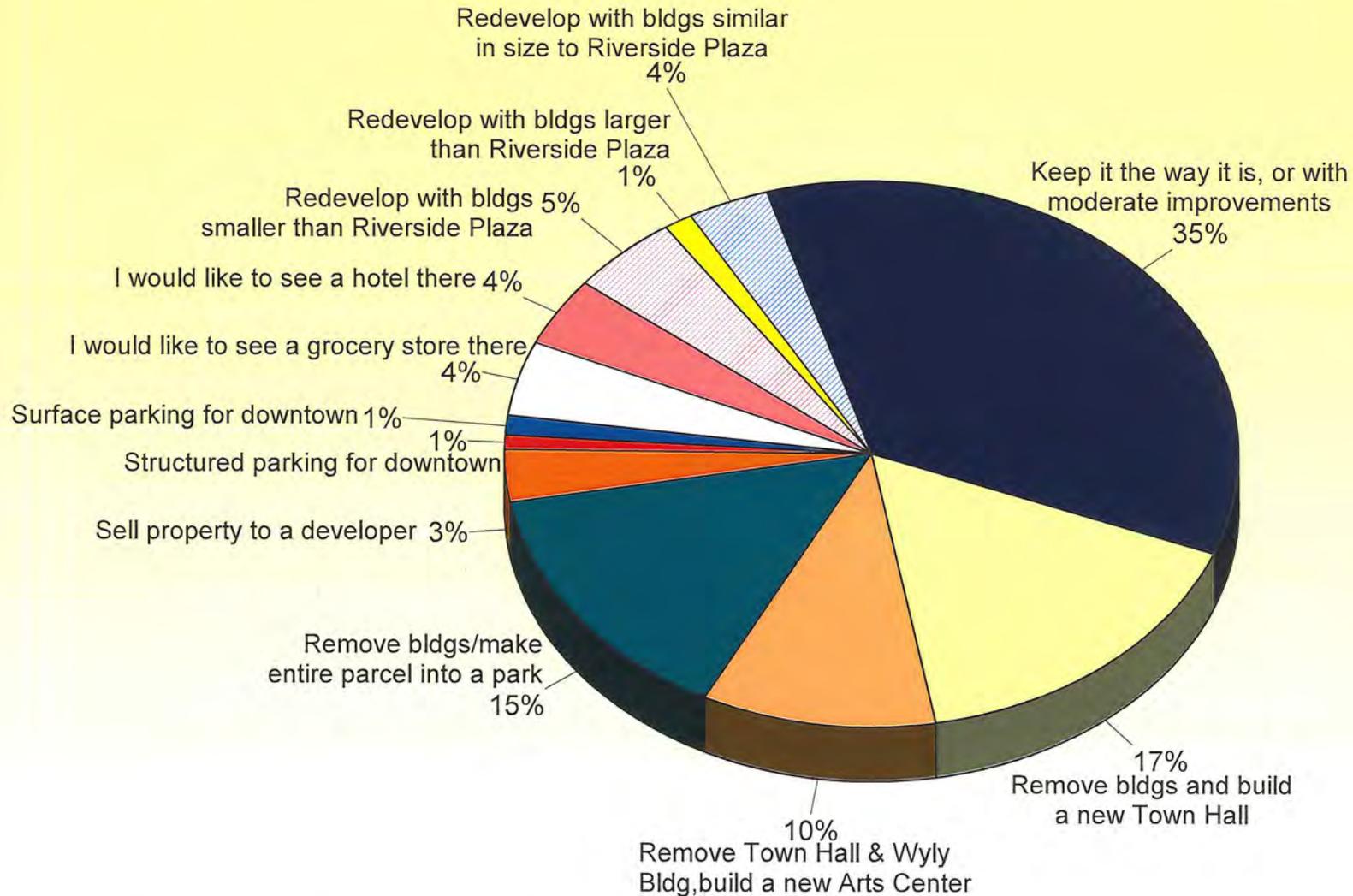
by percentage of respondents (excluding "none chosen" - multiple selections could be made)



Source: ETC Institute (2014 - Basalt, CO "Our Town" Planning Survey)

Q3. Which one of the following best describes what you think the Town should do with the Lions Park Property?

by percentage of respondents (excluding "none chosen")



Source: ETC Institute (2014 - Basalt, CO "Our Town" Planning Survey)



101 Midland Avenue, Basalt, CO 81621

Meeting Date: May 24, 2016
Location: Town Council Chambers

Time: 6:00 p.m.

TOWN COUNCIL MEETING MINUTES

Mayor Whitsitt called the meeting to order at 5:12 PM.

Council members present were Bernie Grauer, Katie Schwoerer, Gary Tennenbaum, Jennifer Riffle, Mark Kittle and Auden Schendler.

5:00 Executive Session for the purpose of: Determining positions relative to matters that are or may become subject to negotiations in accordance with C.R.S. 24-6-402(4)(e). And for A conference with our attorney for the purpose of receiving legal advice on specific legal questions in accordance with C.R.S. 24-6-402(4)(b). (Town Staff attending this portion of the meeting are the Town Manager and Town Attorney.)

M/S COUNCILORS GRAUER AND SCHENDLER TO ENTER EXECUTIVE SESSION FOR THE PURPOSE OF: DETERMINING POSITIONS RELATIVE TO MATTERS THAT ARE OR MAY BECOME SUBJECT TO NEGOTIATIONS IN ACCORDANCE WITH C.R.S. 24-6-402(4)(E), AND FOR A CONFERENCE WITH OUR ATTORNEY FOR THE PURPOSE OF RECEIVING LEGAL ADVICE ON SPECIFIC LEGAL QUESTIONS IN ACCORDANCE WITH C.R.S. 24-6-402(4)(B). THE MOTION CARRIED 7-0.

The meeting was re-called to order after the Executive Session at 5:55 pm. Council members present were Bernie Grauer, Katie Schwoerer, Gary Tennenbaum, Jennifer Riffle, Mark Kittle and Auden Schendler.

Worksession: Affordable Housing

M/S COUNCILORS GRAUER AND SCHWOERER TO REFER THIS AGENDA ITEM AND PROPOSED DRAFT STATEMENTS ON AFFORDABLE HOUSING POLICIES TO THE BASALT AFFORDABLE COMMUNITY HOUSING (BACH) COMMITTEE FOR THEIR REVIEW, AND ADVICE AND RECOMMENDATION BACK TO COUNCIL AT A LATER DATE. THE MOTION CARRIED 7-0.

M/S COUNCILORS TENNENBAUM AND GRAUER TO APPOINT JEN RIFFLE TO THE BASALT AFFORDABLE COMMUNITY HOUSING BOARD. THE MOTION CARRIED 6-0-1 WITH JENN RIFFLE ABSTAINING.

Worksession: Friends of the River Presentation and Discussion

Friends of The Pan and Fork River Park Committee members include Cathy Click, Doug MacDonald, Marge MacDonald, Mark Harvey and Greg Shugars.

The Friends indicated they would like to take the lead in raising money, as a non-profit, to buy the land and work with the town to make the two parcels one big parcel. They sought support from the Council to move forward in this manner.

Council directed the Mayor and Town Manager to work with the Friends of the Pan and Fork River Park and come back to council; discussion would be held at the upcoming Council retreat as well.

A short recess was called at 7:16 pm. Council reconvened at 7:23 pm.

3. Consent Agenda (Mayor Whitsitt)

3A. Minutes: May 10, 2016

3B. Special Event Activity Permit: For closure of Harris Street for the Triangle Park Grand Opening Event (James Lindt)

3C. Resolution No. 21, Series of 2016: A Resolution of the Town Council of Basalt, Colorado, Extending the Deadline for TACAW to Enter into a Final Development Agreement with the Town of Basalt (Susan Philp)

3D. Motion: To permit BPAC to Request an RFP (Susan Philp)

3E. Appoint: Bernier Grauer as RFTA Board Alternate and Denise Tomaskovic as NWCCOG and EDD (Economic Development District) Representative

M/S COUNCILORS SCHWOERER AND GRAUER TO PULL ITEM 3C FOR ADDITIONAL DISCUSSION. THE MOTION CARRIED 7-0.

Auden Schendler said he would volunteer to serve as the Council representative to CORE (Colorado Office of Resource Efficiency) and on the Town's Green Team.

M/S COUNCILORS KITTLE AND TENNENBAUM TO APPROVE THE CONSENT AGENDA, WITHOUT ITEM 3C; AND WITH THE ADDITION OF APPOINTING AUDEN SCHENDLER TO THE CORE BOARD AND THE TOWN'S GREEN TEAM. THE MOTION CARRIED 7-0.

3C. Council discussed Consent Agenda Item 3C – the TACAW Resolution No. 21, 2016.

M/S COUNCILORS TENNENBAUM AND GRAUER TO APPROVE RESOLUTION NO. 21, SERIES OF 2016, WITH THE REMOVAL OF THE SECOND SENTENCE OF PARAGRAPH 2 THAT WOULD HAVE ALLOWED FOR AN ADDITIONAL EXTENSION BY THE TOWN MANAGER. THE MOTION CARRIED 7-0

Bernie Grauer asked that TACAW provide Council with additional information related to the new Management Director of TACAW including his resume, job description and duties, and any salary and employment contract.

4. RESOLUTIONS

4A. Resolution No. 22 Series of 2016: A Resolution of the Town Council of Basalt, Colorado: "Building a Better Basalt"

M/S COUNCIL MEMBERS KITTLE AND TENNENBAUM TO APPROVE RESOLUTION NO. 22, SERIES OF 2016, "BUILDING A BETTER BASALT". THE MOTION CARRIED 7-0.

Mayor Whitsitt read the letter for Building a Better Basalt.

The Working Agreements are to come back to Council June 14.

4B. Council Policy #110: Establishing Finance Committee of the Town Council

M/S COUNCILORS TENNENBAUM AND KITTLE THAT THE TOWN COUNCIL ADOPT COUNCIL POLICY #110 ESTABLISHING A FINANCE COMMITTEE OF THE TOWN COUNCIL. THE MOTION CARRIED 7-0.

Gary Tennenbaum asked that these committee meetings be open to the public.

M/S COUNCILORS TENNENBAUM AND RIFFLE TO APPOINT MAYOR WHITSITT, BERNIE GRAUER AND KATIE SCHWOERER TO THE TOWN COUNCIL FINANCIAL ADVISORY BOARD. THE MOTION CARRIED 7-0.

5. Citizen Comments and Items Not on the Agenda and Items Added to the Agenda After the Deadline

Citizens speaking this evening were Ted Guy, Russell Fritz, Stacey Craft and Sharon Hall.

5A. Holy Cross Energy: Presentation of Community Enhancement Check & Photo Op with Council

Steve Casey, Manager of Member Services for Holy Cross Energy, present this evening with along with Bob Gardner retired Holy Cross employee of 32 years and current Holy Cross Board Member, and Mary Kenyon Marketing and Communications for Holy Cross, were present to give the Town of Basalt a Community Enhancement check in the amount of \$35,513.55. Steve also distributed a handout showing the Community Enhancement Fund History with the Town of Basalt.

5B. WE-Cycle Inauguration (Susan Philp and Mirte Mallory)

This item was merely a brief photo opportunity for the inauguration of the WE-Cycle stations opening in Basalt.

6. Council Comments, Reports, Disclosures

6A. Council Comments:

Jennifer Riffle said she had attended her first Basalt Emergency Management Committee (BEMC) meeting. She reported on the Statewide 800 MHz radio system; the accreditation of the Basalt Police Department; the addition of 2 Eagle County deputies to this side of Eagle county; support for the veterans through the Dining Out for Vets night on June 7; and safety for bus pedestrians. Jenn reported that she and Bernie Grauer along with Missy from the Basalt Chamber, had attended the Incident Command System (ICS) program in Eagle County.

Jenn also reported that she had met with Jeanne McQueeny on regional concerns and a housing authority.

6B. Town Engineer's Report

Louis Meyer updated Council on the Basalt Avenue Underpass, the work on the West Sopris Drive drainage improvements, and the Cottonwood Drive sidewalk survey.

7. ORDINANCES

7A. Public Hearing and Second Reading of Ordinance No. 13, Series of 2016: An Ordinance of the Town Council of Basalt, Colorado, Approving a One-Year Extension of the Document Recordation Deadline and a Corresponding Extension of Vested Property Rights for the Roaring Fork Apartments

Assistant Planning Director James Lindt noted that a minor adjustment had been made to the Ordinance since first reading.

Jeff Ryan of Real America was present to address comments and question.

Mayor Whitsitt opened the public hearing at 8:15 pm. There were no comments and the public hearing was closed.

M/S COUNCILORS KITTLE AND GRAUER TO APPROVE ORDINANCE NO 13, SERIES OF 2016, ON SECOND READING. THE MOTION CARRIED 7-0.

8. COUNCIL DISCUSSION, DIRECTION

8A. Draft Working Agreement for Council, Staff : This item is to be rescheduled to a future meeting.

8B. Establish Council Committee: To Interview BPAC (Basalt Public Arts Commission) members and forward recommendations to Town Council

M/S COUNCILORS TENNENBAUM AND SCHWOERER TO APPOINT JENNIFER RIFFLE, JACQUE WHITSITT AND BERNIE GRAUER TO SERVE AS THE INTERVIEW COMMITTEE FOR THE BASALT PUBLIC ARTS COUNCIL (BPAC). THE MOTION CARRIED 7-0.

9. INFORMATION AND CORRESPONDENCE:

NO ACTION REQUIRED BY THE TOWN COUNCIL

- a. Accounts Payable
- b. Advanced Agendas
- c. Town Clerk Administrative Liquor Actions
- d. RFTA Integrated Transportation Systems Plan (ITSP)
- e. Basalt Regional Heritage Society Letter to Council re: 115 Year Celebration

10. ADJOURNMENT

M/S COUNCILORS TENNENBAUM AND KITTLE TO ADJOURN THE MEETING AT 8:20 pm. THE MOTION CARRIED 6-0. (Council member Kittle had left the meeting.)

The minutes of the May 24, 2016 meeting were read and approved this 14th day of June, 2016.

BASALT TOWN COUNCIL:

ATTEST:

By: _____
Jacque Whitsitt, Mayor

Pamela Schilling, Town Clerk

TOWN OF BASALT ACTION ITEM	Date: June 14, 2016 From: Susan Philp AICP, Planning Director Denise Tomaskovic, Planning Tech Town Manager Review: MS approved 6-10-16
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SUBJECT:
Council Selection of Child Care Provider for RE-1 Red Brick

RECOMMENDATION:
Staff will bring a recommendation to the meeting

DETAIL:

The Town sent out an RFP seeking a Child Care Center Operator for the Red Brick Center. This is part of a program to increase child care capacity in Basalt that the Town set up earlier when the school bond initiative was put in motion. Under this program RE-1 is upgrading the Old Red Brick as part of its bond funds and turning it into an early child care center. The Town is leasing a portion of the Old Red Brick and will be subleasing this to a Child Care Center Provider.

The District wanted to make sure that a process was followed to select the Child Care Center Provider.

The deadline for submitting the proposals is 4:00 pm on Friday June 10th. The Recommending Committee is meeting on Tuesday at 8:00 a.m. to make a recommendation to the Council on who should be selected. The Recommending Committee is made up of Shirley Ritter, Kids First; Suzanne Wheeler, Elementary School Principal; Jenny Sauer, Alpine Bank Assistant Vice President and on the Board at the Blue Lake Pre-School; and Town Manager Mike Scanlon.

Once the Town has selected the provider, we will bring back to the Council the lease with the RE-1 School District and the Sub-lease for the space between the Town of Basalt and the selected provider.

The reason for the short turnaround is that the provider that is selected needs to have enough time to hire new staff and schedule tenant finishes to hopefully open the facility when school opens again in late August.

Staff will bring a recommended motion to the meeting.

Recommendations by Other Boards: The Basalt Child Care Coalition; Aspen Community Foundation's Cradle to Career Initiative and other efforts have strongly advocated increasing the capacity for early child care centers in the Roaring Fork Valley.

Related Town Statute and or Town Actions: 2016 Basalt Town Budget (includes \$75,000 for child care); Town of Basalt Master Plan

Attachments: Request for Proposals

**TOWN OF BASALT
CHILD CARE CENTER
OPERATOR**



**REQUEST FOR PROPOSAL
MAY 27, 2016**



Town of Basalt

Attention: Denise Tomaskovic
 101 Midland Ave.
 Basalt, CO 81621

RFP:
 Town of Basalt Child Care
 Center Operator

**REQUEST FOR
 PROPOSAL
 (RFP)**

Response Closing Date:
 June 10, 2016 @ 4:00 p.m.,
 Mountain Standard Time

Subject: Provide the Town of Basalt, Colorado with responses for an operating agreement for the operation and management of the Town of Basalt Child Care Center.

Company: _____	Name: _____
Federal Tax I.D. No. _____	(PRINT OR TYPE)
Street Address: _____	Signature* _____
_____	Title: _____
Town: _____	Date: _____
State: _____ Zip Code: _____	Authorized Signature: The signer declares under penalty of perjury that she/he is authorized to sign this document and bind the company or organization to the terms of this Agreement. The Proposal submittal and any other documents submitted in response to the foregoing shall form a part of and be construed with the purchase order/contract. ONLY RESPONSES WITH AN ORIGINAL SIGNATURE WILL BE ACCEPTED
Tel. No.: _____	
E-Mail: _____	

This cover page must be completed and submitted as part of your response.

FOR QUESTIONS REGARDING THIS PROPOSAL, CONTACT:

Denise Tomaskovic, Project Manager
Telephone: (970) 927-4701
E-mail: deniset@basalt.net

Please find enclosed a Request for Proposal (RFP) to operate a child care center in the Town of Basalt, Colorado. The Town of Basalt Child Care Center (Center) is located in a portion of the historic Red Brick School (a.k.a. Old Brick Building) on the RE-1 School District's (RE-1) Basalt Elementary School Campus located at 151 Cottonwood Drive, Basalt, CO 81621.

Proposers are encouraged to initiate preparation of responses immediately upon receipt of this RFP so all relevant questions and information needs can be identified and answered, and adequate time is available to prepare a comprehensive and complete response.

The Town Manager's Office is the Issuing Office for the Town of Basalt, Colorado ("Town" or "Town of Basalt").

Operators who have received this RFP from a source other than the contact listed on the cover page should immediately contact the Town's designee listed on the RFP cover page and provide their name and contact information in order that, if necessary, addenda to the RFP, or other communications, can be sent to them. Proposers who fail to notify the Town with this information assume complete responsibility in the event that they do not receive communications prior to the closing date.

RFP TIME LINE

The following table outlines the Town's planned schedule of major activities related to the RFP distribution, response submission, addendum issuance, evaluation, and selection processes. All times referenced are in Mountain Standard Time.

Pre-Proposal Conference:	June 1, 2016 at 4:00 p.m. MST
Question Deadline:	June 2, 2016 at 4:00 p.m. MST
Proposal Deadline:	June 10, 2016 at 4:00 p.m. MST
Interviews:	June 14, 2015 at 8:00 a.m. MST

The Town reserves the right to amend the above schedule as necessary.

PROJECT INTENT

The intent of this RFP is to search for qualified child care operators who are accomplished in providing quality child care services required by the Town of Basalt in a portion of the Red Brick building on the Basalt Elementary School campus (see attached plan).

The goal of the Center is to provide high-quality child care service for families that includes, but is not limited to:

- A developmentally appropriate curriculum for children;
- An environment and activities that emphasize nurturing and emotional growth for children;
- Supportive activities for parents and appropriate participation of parents in the program design;
- Meeting the needs of Basalt residents and workers;
- Providing the highest level of health and safety for children served; and
- A program that incorporates the unique and diverse strengths of all children and their families.

The Town intends to award a five (5) year contract (with options to renew) to the operator (Operator) selected as most capable of meeting the Town's requirements.

SCOPE

RE-1 School District owns the Red Brick School and has agreed to grant the Town a lease of a portion of this structure for the Center at an initial rate of \$12/square foot. The Town Council's vision is that the Center will serve the needs of the Basalt community, and the Town will exercise review, oversight, and approval of specified components of the operation as described in this RFP. While the marketing and enrollment is the responsibility of the Operator, the Town can provide outreach assistance through its public information channels. The Town desires to offer affordable rental rates to the Operator to the extent possible in the hope that these savings will be passed along in the form of affordable child care tuition. The selected Provider will have occupancy of three classrooms and an office space in the Red Brick building, with the school district and Camp Chip-a-Tooth also providing separate child care programs in other classrooms under the same roof. All programs will have access to the central indoor shared space.

RFP PROCESS AND TERMS

A. PRECONFERENCE

An optional preconference and facility tour will be held on June 1, 2016 at 151 Cottonwood Drive, Basalt, CO 81621 at 4:00 p.m. The optional (but recommended) preconference will include the following:

- A tour of the Child Care Center and the surroundings, along with drawings depicting the improvements and modifications recommended for the Center.
- Discussion of the Town's program and operational goals.
- An opportunity to ask questions.

B. QUESTIONS

Proposers are responsible for reading carefully and understanding fully the terms and conditions of this RFP. Request for clarification or additional information must be made in writing to the Project Manager listed on the cover no later than 4:00 p.m. on June 2, 2016. Only written communications relative to the RFP shall be considered. Hard copy and electronic mail are acceptable methods of submission of questions. It is incumbent upon proposer to verify receipt of the questions.

All questions will be answered in writing through the addendum process. Both questions and answers will be distributed by June 7, 2016 without identification of the inquirer(s), to all proposers who are on record with the Evaluation Committee as having received this RFP via an addendum. No oral communications can be relied upon for this response.

To the extent that a question causes a change to any part of this RFP, an addendum shall be issued addressing such.

C. CLARIFICATIONS

1. PROPOSER CLARIFICATION

Questions should be directed to Denise Tomaskovic, Project Manager at (970) 927-4701 or e-mailed to deniset@basalt.net.

2. TOWN CLARIFICATION

The Town reserves the right to obtain clarification of any point in a proposer's response or to obtain additional information necessary to properly evaluate a particular response. Failure of a proposer to respond to such a request for additional information or clarification may result in rejection of the proposer's response.

D. ECONOMY OF PREPARATION/FORMAT OF RESPONSE

Proposer shall prepare each response simply and economically, providing a straightforward, concise description of proposer's offer and capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.

Instructions for response:

1. Review specifications and provide comprehensive information to all items requiring a response/submittal from proposer.
2. Cover page of this RFP signed by a person duly authorized to submit a response to this RFP solicitation.

3. Make response in the official name of the company, agency, or individual under which proposer's business is conducted (including the official business address).
4. Submitted in envelopes clearly marked with the assigned RFP title and closing date/time reference on the outside of the envelope (lower-left corner).
5. Addressed to Denise Tomaskovic, Project Manager, as identified on the cover page of this RFP.
6. Proposer must submit on (1) original and five (5) copies—please label all submitted copies appropriately – and an electronic version by way of a CD or flash drive of the proposal delivered to Basalt Town Hall no later than 4:00 p.m. on June 8, 2016.

If, in the opinion of the Town, a response contains false or misleading statements or references, it may be rejected.

E. CLOSING DATE

Responses must arrive at Town Hall on June 10, 2016 by 4:00 p.m. MST. There will be no public opening of the responses. The names of proposers will not be release until announcement of award.

F. LATE SUBMISSIONS

Proposer mailing response should allow sufficient mail delivery time to ensure timely receipt by the issuing office. Any response, modifications to responses, or request for withdrawal of reasons arriving after the closing date and time will be considered late and will not be accepted. Delivery of the response to the specified location by the prescribed time and date is the sole responsibility of the proposer.

G. PROPRIETARY/CONFIDENTIAL INFORMATION

Any information submitted with a response is a public record subject to disclosures unless a specific exemption applies. If a proposer submits information clearly marked proprietary or confidential, it will be treated with the confidentiality to the extent permitted by law. However, it is the proposer's obligation and expense to defend any legal challenges seeking to obtain said information. The Town shall incur no liability due to release of information from a proposer labeled "proprietary" or "confidential."

H. RESPONSE MATERIAL OWNERSHIP

All material submitted regarding, and in response to, this RFP becomes the property of the Town of Basalt and will only be returned to the proposer at the town's option. Any person may review responses after final selection has been made. The Town of Basalt has the right to use any or all system ideas presented

in reply to this request, subject to limitations outlined above in "Proprietary/Confidential Information." Disqualification of a proposer does not eliminate this right.

I. ACCEPTABILITY OF RESPONSES

The Town shall determine which proposers have met the requirements of the RFP. Failure to comply with any mandatory requirement will disqualify a response. The Town shall have the sole authority to determine whether any deviation from the requirements of this RFP is substantial in nature. The Town may waive, or permit to be cured, minor irregularities or minor informalities in response that are immaterial or inconsequential in nature. Determination of Acceptability of responses shall be at the Town's sole discretion.

The contents of the successful response will become contractual obligations if acquisition action ensues. Failure of the responder to accept these obligations in a subsequent agreement, contract or similar acquisition instrument may result in cancellation of further negotiations.

J. EVALUATION COMMITTEE

The Town will have an Evaluation Committee to review and rate proposals.

K. NEGOTIATION

The Town has the right to accept the proposal that the Town determines to serve the best interest of the Town, as submitted, without discussion or negotiation. Proposers should, therefore, not rely on having a chance to discuss, negotiate, and adjust their proposals.

L. FINANCIAL STATEMENT

Proposer shall provide a copy of the most recent audited financial statement. Along with the previous year financial statement (total of two (2) years), as discussed in Submittal Section.

M. ORAL PRESENTATIONS AND SITE VISITS

Proposer should be prepared to discuss and substantiate any of the areas of the proposals submitted, as well as its qualifications, to furnish the specified services. Be advised that there is the possibility of a request of an oral presentation or site visit to other comparable operations. The proposer shall not rely on the possibility of such a request and shall submit a complete and comprehensive written response to this solicitation. The Town shall not be charged any fees associated with the proposer's costs to give requested presentations, demonstrations or conducting of site visits

N. REFERENCES

Proposer is required to provide a minimum of three (3) program management references, three (3) parent references, and three (3) employee references for similar programs managed within the last five (5) years. References should identify the organization; nature and date of the contact; and name, title, telephone number, website, and e-mail address of the contact person for each reference.

O. EVIDENCE OF RESPONSIBILITY

Prior to the award of a contract pursuant to this RFP, the Town may require proposer to submit such additional information bearing upon proposer's ability to perform the contract as the Town deems appropriate. The Town may also consider any information otherwise available, but not limited to, qualifications, capacity, integrity, ethics, performance record, and experiences of the proposer.

P. BASIS OF AWARD/CRITERIA FOR EVALUATING RFP

The Evaluation Committee will recommend that a contract be awarded to the responsible operator whose proposal(s) is determined to best meet the Town's goals for providing the highest-level quality of operation, considering the evaluation factors in this RFP.

The Town reserves the right to negotiate a final contract in connection with this RFP based on selected modules of functionality and levels of proposer implementation.

1. Criteria for evaluating RFPs may include, but are not limited to:
 - a. Completeness, overall organization, and clarity of the response.
 - b. Demonstrated understanding of the Town's vision and the requirements of this RFP.
 - c. Relevant qualifications and experience of the respondent.
 - d. Evidence of prior successful performance, including, but not limited to, financial stability, compliance with applicable child care regulations and Operator requirements.
 - e. Ability to meet the child care needs of Basalt residents and workers.
 - f. Management approach and ability to deliver a high-quality child care program that meets the needs of the Basalt residents.
 - g. Additional consideration will be given to those organizations which reserve space for low-income families.
 - h. The Town reserves the right to include any other factors not listed above as solely determined by the Town if it is within the Town's best interest.

Q. TOWN'S UNILATERAL RIGHT

The Town reserves the unilateral right to cancel this RFP, in whole or in part, or reject any or all responses submitted in response to this RFP when such action is determined to be advantageous to the Town as determined solely by the Town. The Town also reserves the unilateral right to award a contract, in whole or in part, to one or more proposers; to waive or permit cure of minor irregularities and to conduct discussion with proposers in any manner necessary.

R. INCURRED EXPENSES

The Town will not be responsible for any expenses incurred by proposers in preparing and submitting a response to this RFP.

S. NEWS RELEASES/ADVERTISING

News releases and/or advertising pertaining to this procurement, or any part of the subject, shall not be made without prior written approval of the Town of Basalt.

T. CONFIDENTIALITY

Proposer shall instruct its employees, and the employees of any subcontractor, to keep as confidential information concerning the business of the Town, its financial affairs, its relations with its citizens and its employees, as well as any other information which may be specifically classified as confidential by the Town of Basalt.

PROJECT OVERVIEW

A. OPERATOR QUALIFICATIONS

- Operator must possess at least five (5) years of previous and/or ongoing experience developing, implementing, and managing a center-based child care program in a similar environment and demonstrate clear goals, objectives, policies, and procedures for documenting achieved success.
- Operator must maintain good standing with Colorado Department of Human Services, Office of Early Childhood, and provide written documentation if requested by the Town;
- Operator must possess all permits, licenses, and professional credentials necessary to provide a community child care program and perform services as specified under this RFP;
- Operator must be free of any Negative Licensing Actions that have been applied by the Colorado Department of Human Services.

B. SERVICE LEVEL REQUIREMENTS

- i. Licensing and Accreditation. Operate a quality, secular child care program at the Red Brick Child Care Center facility for infants, toddlers, and preschoolers, located at 151 Cottonwood Drive, Basalt, CO 81621. The program shall be licensed by the State of Colorado, and maintain compliance with 12 CCR 2509-8.
- ii. Schedule. Maintain a flexible schedule that meets the needs of parents and families. The Center needs to be open year-round, Monday through Friday, from 7:30 a.m. to 5:30 p.m. excluding the public holidays, Thanksgiving and the day after Thanksgiving, the week of Christmas, New Year's Day, Memorial Day, July 4th, Labor Day and the days the Center is unable to open because of unforeseeable conditions (e.g., closing due to weather). Two annual staff development days have been permitted.
- iii. The Town encourages the Operator to offer a range of enrichment opportunities.
- iv. Staffing Ratios and Requirements. Meet or exceed staffing ratios and requirement for infants, toddlers, and preschoolers as specified in the licensing requirements of 12 CCR 2509-8. Job descriptions shall be developed and maintained for all positions, including staff employed on a substitute or temporary basis. The Operator shall secure and maintain all staff licenses necessary to meet State licensing requirements.
- v. Health and Safety. Enforce health and safety standards that are consistent with State regulations in such areas as possession of first aid and cardiopulmonary resuscitation certification, administration of medications, emergency information forms, and exclusion of sick children. Even though this program will share space with RE-1, the Operator will be required to contract with its own nurse consultant. The services of RE-1 nurses will not be available to the Operator.
- vi. Emergency Procedures. Implement and follow emergency procedures and drills that are consistent with State laws. The Operator shall ensure that staff members receive ongoing emergency preparedness training and shall, on an annual basis, inform parents of enrolled children about the program's policies and procedures regarding emergency preparedness.
- vii. Sign-in and Sign-Out. Maintain sign-in and sign-out procedures in accordance with State licensing requirements.
- viii. Staff Development. Offer appropriate staff development activities on an ongoing basis in order to fully meet the child development needs of children in the program.
- ix. Fee Schedule. Maintain a fee schedule for all services offered. Tuition and other fees shall be comparable those charged by similar child care programs for similar services. The Town desires that the Center serve families with financial need. The Operator shall propose a fee structure that would assist the Operator in achieving the enrollment goals discussed in the RFP.

- x. Enrollment. The Town desires that the Center serve Basalt families with financial need. As such, the Town will give priority consideration to an Operator applicant whose enrollment includes children of low-income families and those who qualify for the Colorado Child Care Assistance Program (CCAP) or Colorado Preschool Program (CPP) funding. The Operator should specify whether this is feasible and, if so, state its plan for serving families in the below priority order.

The Town has set the following priority enrollment structure;

- i. Low-income Basalt residents;
 - ii. Town of Basalt residents; and
 - iii. Town of Basalt and RE-1 employees.
- xi. Waiting List. Maintain a waiting list when the program is at licensed capacity and enrollment policies with respect to currently enrolled children, siblings, and Town of Basalt residents. The Town expects that currently enrolled children will be given priority for re-enrollment. The Operator shall have a policy for drop-in care if it is to be offered. The waiting list and enrollment policies shall be in writing and available to the Town upon request.
- xii. Parent Involvement. Provide the opportunity for the establishment of a parent advisory committee. All interested parents shall be eligible for membership. The Operator shall document parent feedback and shall conduct an annual parent survey and make the results available to the Town.
- xiii. Annual Review. The Operator shall conduct an annual evaluation to ensure that the program continues to satisfactorily meet the quality standards and requirements stated in the contract. The agreement with the selected Operator will include provisions for termination of the agreement if performance problems occur and are not satisfactorily resolved.
- xiv. Liability Insurance. Secure and maintain, for the full term of the agreement, Liability Insurance for all aspects of the child care program, including, but not limited to, Child Accident insurance, Professional Liability, and General Program Liability insurance, Worker's Compensation insurance, Sexual Molestation, etc. The Operator shall secure said insurance at its sole expense. The Town of Basalt and RE-1 School District shall be listed as additionally insured.
- xv. Responsibility for Operating Costs. Pay all direct operating costs associated with Operator's portion of the Center which may include maintenance, telephone, cable and internet services, security, and janitorial costs. Operator shall maintain its portion of the facility in good repair and shall replace and repair existing furnishings and equipment as necessary.

- xvi. Operator Payments. The Operator will pay a monthly rental fee to the Town. The Town will not charge the Operator more than what it pays RE-1 for use of the space occupied by the Operator. Monthly rental shall include utilities but not telephone, cable and internet expenses.
- xvii. Augmentations to Scope. The above scope of services specifies the Town's minimum requirements. The proposer is encouraged to propose service enhancements, best practices, and creative approaches that would result in the highest quality and most cost-effective program.

SUBMITTAL REQUIREMENTS

All proposals shall address the following items in the order and with the numbering listed below. Please be as concise and clear as possible in your responses.

A. COVER LETTER

Provide a cover letter including the name, title, address, and telephone number of the lead contact on this proposal and the signature of the person or persons authorized to represent the proposer.

B. TABLE OF CONTENTS

Please provide a table of contents

C. QUALIFICATIONS AND BACKGROUND OF OPERATOR

1. State your headquarters address and legal (corporate) status.
2. Describe your organization's history/background, mission, and the services you provide.
3. Provide an organization chart for your agency/company
4. Submit complete financial statements including balance sheet, income statement, and complete notes for the two previous fiscal years. Include a to-date financial statement for the current year.
5. List the companies, governments, or other entities, if any, with which you currently have contractual or lease arrangements to provide child care services. Provide up to three client reference, including client entity name, contact person name, title, address, and telephone number.
6. Provide minimum of three (3) program management references, three (3) parent reference, and three (3) employee references for similar programs managed within the last five (5) years.
7. Describe your understanding of the Basalt area and its child care needs.

D. PROGRAM, CURRICULUM, AND SCHEDULE

1. Explain your approach to child development and your program philosophy and goals.
2. Describe the curriculum of the age groups for which you currently provide care. Include your approach to providing a high-quality, safe and developmentally-appropriate environment.
3. Provide sample daily curriculum and schedules for each age group.
4. State your proposed hours of operation and any schedule options (such as part-time schedules, drop-in care) to be offered at the Center.
5. Explain whether you would desire facility changes to accommodate your proposal and please briefly describe these changes. Any such facility changes would be subject to Town and RE-1 School District review and implemented at your sole expense.

E. CENTER STAFFING AND MANAGEMENT

1. Provide your proposed organization structure for this Center
2. List the titles, responsibilities, qualifications, certifications, salaries, and benefits for all staff positions at the Center. Describe your compensation philosophy and benefits package and the percent of salary this represents.
3. Address how your staffing patterns will maintain adult-to-child ratios that promote high-quality child care throughout the day, as enrollment varies and during staff absences.
4. Explain your approach to employee recruitment, screening, performance evaluation, and retention.
5. Describe your training program and approach to professional development for Center staff.
6. Provide the names, titles, experience, and qualifications of the staff that will be involved in Center oversight at the agency/company level.
7. Identify any subcontractors that would be needed to perform the required services in the proposal and describe their roles.
8. If your program uses volunteers, explain what functions they fulfill, what qualifications they must possess, how they are recruited, and what security measures are implemented regarding child safety.

F. QUALITY ASSURANCE, RISK MANAGEMENT, AND INSURANCE

1. Summarize your agency's history and licensing, noting compliance issues that have arisen and how they have been resolved.
2. Explain the tools/processes used by your agency for quality assessment.
3. Describe your approach to risk management and specify monitoring tools. Describe procedures for responding to and correcting identified risks.
4. Note and explain any litigation against your agency or its staff in the past (5) years, including any pending litigation, related to the operation of your child care programs.
5. Describe your child sign-in and sign-out procedures.

6. Explain your process for transporting children from the Center during field trips to other places.
7. Summarize your emergency preparedness and response plan.
8. Refer to Town's requirements for insurance coverage and confirm your ability to provide such coverage. See requirement xiv above.

G. PARENTING INVOLVEMENT, COMMUNICATION, AND ENROLLMENT

1. Discuss your philosophy of parent involvement within the Center.
2. Describe how you maintain communication between parents, Center staff, and management.
3. Explain your methods for assessing and maintaining parent satisfaction.
4. Describe procedures for responding to parent concerns and complaints.
5. Provide a sample parent handbook.

H. TUITION

1. List proposed monthly tuition rates by age group.
2. Explain your approach to fee increases. Provide the average percentage fee increase you have implemented each year for the past five (5) years for centers in the Basalt area.
3. The Town desires that the Operator serve families who cannot afford market-rate care. Describe how your agency will be able to serve families with financial need.

I. FINANCIAL INFORMATION

1. Provide a proposed annual budget of all Center revenues and expenses, including a budget narrative with all relevant assumptions.
2. Provide your ideal start date/time frame to begin operation of the Center. Based on this start date, provide a plan, including activities and time lines, for transitioning to the new Center. Include a timetable for obtaining required State Licensing, hiring staff, holding introductory parent meetings, and other pertinent information.

J. ASSISTANCE FROM TOWN

Specify what, if any, initial or ongoing assistance from the Town you would find necessary for the successful operation of the Center.

K. ADDITIONAL INFORMATION

Provide other essential information that may assist in the evaluation of this proposal

FACILITY LEASE AND AGREEMENT

THIS FACILITY LEASE AND AGREEMENT (the "Lease") is made and entered into this _____ day of _____, by and between **ROARING FORK SCHOOL DISTRICT RE-1 ("the District")** and the **TOWN OF BASALT, COLORADO ("the Town")**.

WHEREAS, the Town has determined that expanding the availability of childcare in Basalt is a critical need of the community, and

WHEREAS, the District is currently renovating a portion of the classrooms in the Old Brick Building on the Basalt Elementary School campus and anticipates that the renovation will result in classroom space in excess of that required to house current District preschool, childcare and other programs, and

WHEREAS, providing childcare programs to area children supports the District's mission, and

WHEREAS, the District wishes to lease classrooms in the Old Brick Building on the Basalt Elementary campus as more specifically shown on Exhibit I, attached (the "Premises"), and the Town wishes to lease the Premises from the District to use the Premises for childcare programs, and

WHEREAS, the District has determined that the Premises are not at this time needed for any School District purpose;

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, and for other good and valuable consideration, the receipt of which is hereby acknowledged, the parties agree as follows:

1. **Premises.** Pursuant and subject to the terms of this Lease, the District agrees to lease the Premises to the Town and the Town agrees to lease the Premises from the District. The Premises subject to this Lease are identified on Exhibit I, attached.
2. **Term.** The initial term of this Lease shall begin on _____, _____, and shall continue for five (5) years unless earlier terminated as provided in this Lease. This Lease shall automatically renew for successive one year terms unless notification of termination is given by either party as provided for in section 18. The initial and any renewal terms of this Lease are referred to hereafter as "the Term."
3. **Rent and Security Deposit.** The Town shall pay rent of- \$12 per square foot per annum for the use of the Premises, which includes \$2 per square foot to be applied to common area maintenance. The rent payment shall be made in equal monthly installments due on the first (1st) day of each month. The first payment will be due _____, _____.

Leased Premises are (_____) square feet. Annual rent for the initial lease term is _____ (\$_____) due in equal monthly installments of _____.

_____ (\$_____). A security deposit equal to two months rent shall be due prior to occupancy of the leased premises. Such security deposit shall be refunded within 90 days after termination of the lease except that the cost of repairing any damage to the leased premises over and above ordinary wear and tear shall be deducted from the security deposit.

Rent may be adjusted annually at an amount not to exceed the Denver Boulder CPI. The Town will be notified in writing by the District of any adjustments at least 90 days prior to the effective date of such adjustment.

Any sublessee of the Premises shall not be charged rent in excess of the rental amounts included in this section.

4. **Use.** The Premises are to be used and occupied by the Town solely for purposes of providing childcare and/or early childhood education programs. The Town may lease, sublet, or otherwise assign or transfer its rights and/or obligations, in whole or in part, under this Lease, or sublet the Premises, subject to the District's written consent; and provided that any sublease shall be subject to and consistent with the terms of the Lease, including that the Premises shall only be used for the purpose of providing childcare and/or early childhood education programs. The parties acknowledge that it is their intent and expectation that the Premises are to be used in a manner consistent with its location proximate to school grounds and that the District is entitled to prohibit uses that, in its judgment, would interfere with or are inconsistent with its goals, missions, or preferred public image. The Town shall obtain the District's written approval of each sublease of the Premises.
 - A. The Town shall use the Premises in a careful, safe, and proper manner, and shall not use or permit the Premises to be used for any purpose prohibited by applicable federal, state and local laws and regulations.
 - B. The Town shall work closely with the administration of Basalt Elementary School to ensure compliance with school procedures related to student safety, parking, designated childcare drop-off and pick-up parking zones, and other such school procedures to provide for safe and efficient operation of the school campus.
 - C. The Town shall not commit or permit any waste or damage upon the Premises and shall not allow any nuisance to be created or maintained thereon.
 - D. The Town shall keep the Premises free and clear of all trash, debris, and waste.
 - E. No mobile classrooms or temporary structures shall be kept on the Premises.
 - F. The Premises are accepted by the Town "as is." The Town acknowledges that it has inspected the premises and has determined the premises will be suitable for the Town's purposes.
 - G. The Town shall have the nonexclusive use of the common area A identified on Exhibit I, provided that such use shall be subject to all terms and conditions of this Lease.
 - H. The Town shall have the nonexclusive use of the common area B identified on Exhibit I, subject to all terms and conditions of this Lease, and subject to a shared-use schedule to be created by the District that accommodates use of this

space by both the Town and the District. After-school programming shall have sole use of common area B from 3:00 p.m. to 6:00 p.m. daily.

- I. The Town and any sublessees of the Town shall comply with all applicable state and federal licensing requirements, rules and regulations for the operation of childcare programs, and any failure to do so may result in immediate termination of the Lease by the District.

5. **Repairs and Improvements.**

A. By the District: The District shall not be required to make any improvements or repairs of any kind or character to the Premises during the Term of this Lease.

B. By the Town. The Town shall promptly notify the District's Chief Operating Officer or his or her designee of any condition requiring repair or correction. Any such work shall be performed competently, in a workmanlike manner, to the District's specifications, using all reasonable safety precautions. The District may, at its discretion, elect to make repairs requested by the Town, may determine that such repairs are unnecessary, or may authorize the Town to make repairs as set forth below. The Town shall make no alterations or modifications to the Premises without first obtaining the written consent of the Facility Director of the District, which consent may be withheld in the sole and absolute discretion of the District. If improvements to the Premises are approved by the District, they shall be subject to the following conditions:

- (1) The Town shall repair any and all damage resulting from the Town's alterations, modifications, repairs or use of the Premises.
- (2) The Town shall be responsible for securing all licenses and permits required for any and all alterations or modifications to the Premises.
- (3) The Town shall indemnify and hold the District harmless from and against any and all liability, loss, damage, costs and expense, including attorneys fees, on account of any claims of any nature whatsoever, including but not limited to claims of liens by laborers, material suppliers, or others for work performed, or materials or supplies furnished to the Town or persons claiming under the Town.

6. **Maintenance and Operation.** The District shall be responsible for all maintenance and operation of the Premises during the Term, including, without limitation, operation and maintenance of the mechanical and electrical systems and major structural components of the Premises, lawn care, snow removal, and trash pick up from dumpsters. The Town shall be responsible for trash removal and cleaning of Premises exclusive of Common Area A.

7. **Utilities.** The District shall be responsible for payment of water, sewer, gas and electric. The Town shall be responsible for payment of telephone and internet connections including the cost of bringing such service to the Premises.

8. **Entry by Lessor.** The Town shall permit the District and its authorized agents and contractors to enter into and upon the Premises at all reasonable hours to inspect and observe the Premises or for any purpose consistent with this Lease.

9. **Care and Surrender of the Premises.** At the expiration or earlier termination of this Lease:
- A. The Town shall deliver up the Premises to the District in as good a condition as at the date of possession by the Town, ordinary wear and tear excepted.
 - B. The Town shall remove all of the Town's personal property and shall return the Premises to their condition as of the date of this Lease, ordinary wear and tear excepted.
 - C. All trade fixtures and furnishings furnished by the Town, including such trade fixtures temporarily affixed to the realty, but which may be removed without damage to the building, shall remain the property of the Town throughout the Term, and the Town shall have the right, at any time during the Term, or at the end thereof, to remove all such equipment, property, furnishings and trade fixtures, without damage or injury to the building.
 - D. All other fixtures and improvements, if any, shall become and remain the property of the District.
 - E. All moveable furniture and other effects not immediately removed upon termination of this Lease shall conclusively be deemed to have been abandoned and may be appropriated, sold, stored, destroyed or otherwise disposed of by the District without notice to the Town or any other person, and without obligation to account therefor, and the Town shall pay the District all expenses incurred in connection with the removal of such property.
 - F. The Town's obligations under this Paragraph 9 shall survive the expiration or earlier termination of this Lease.
10. **Taxes.** The Town shall have sole responsibility to pay before delinquency any and all personal property, real estate and other taxes, assessments, and charges levied, assessed or imposed, and which become payable during the Term of this Lease upon the Town's operations, occupancy, or conduct of business at the Premises, or upon the Town's equipment, furniture, appliances, trade fixtures, and other personal property of any kind installed or located on or about the Premises. If such taxes are assessed on or against the Premises because of use or occupancy of the Premises by the Town or any of the Town's sublessees or invitees, the Town shall be responsible for payment of those taxes promptly when they are due.
11. **Indemnity.** The Town shall indemnify and hold harmless the District, its past and present Board members, officers, agents and employees from and against any and all liability, claims, demands, suits, actions, grievances, charges, expenses (including, but not limited to, reasonable attorneys' fees and court costs) or proceedings of any kind or nature whatsoever resulting or alleged to result from any act or omission of the Town, its directors, officers, agents, or employees. This indemnity shall survive the expiration or earlier termination of this Lease.
12. **Insurance.** The Town shall obtain and maintain in effect during the period of usage a general liability insurance policy with minimum coverage of one million (\$1,000,000) per occurrence to cover potential personal injuries (including those resulting from sexual molestation) or property damage resulting from its use of the Premises and for damage to the Premises, which policy shall contain an endorsement listing the District as an additional

insured. The Town need not obtain property insurance for the Premises, but shall become familiar with and abide by all requirements of the District's own policy or policies of property and liability insurance. The Town shall procure insurance for all furniture, equipment and supplies located on the Premises, and provide evidence to the District that it carries such insurance prior to the commencement of this Lease. The Town shall not modify or cancel any such insurance policies without thirty (30) days' prior written notice to the District. In the event that the Town cancels such insurance policies without notice as required under this Lease, the District shall have the right, in its sole and absolute discretion, to (1) procure insurance at cost to the Town; or (2) immediately terminate this Lease without penalty or further obligation to the District under this Lease.

13. **Loss or Damage.** The District shall not be liable or responsible to the Town for any loss or damage to any property or person occasioned by theft, fire, Act of God, public enemy, injunction, riot, strike, insurrection, war, court order, requisition or order of any governmental entity other than the District. In the event of a fire or other casualty in or to the Premises, the Town shall immediately give notice thereof to the District. In the event the entire Premises or a major portion thereof is damaged or destroyed by fire or otherwise to an extent which renders the Premises untenable, the District shall notify the Town within thirty (30) days if it shall rebuild or repair such damaged or destroyed portions, in which case the Lease shall not be terminated. Nothing set forth in this Lease shall obligate the District to rebuild or repair all or any portion of the Premises. In the event that the District shall not proceed with the rebuilding or repair of the Premises, this Lease shall be terminated.

14. **Hazardous Substances.** The Town shall not cause or permit any hazardous substance to be used, stored, generated, or disposed of on or about the Premises by the Town, the Town's agents, employees, contractors, or invitees or any other party. As used herein, "hazardous substance" means any substance that is toxic, ignitable, reactive, or corrosive and that is regulated by any federal, state or local government, including any and all material or substances that are defined as "hazardous waste," "extremely hazardous waste," or a "hazardous substance" pursuant to state, federal, or local law. If hazardous substances are used, stored, generated, or disposed of on or in the Premises, or if the Premises become contaminated in any manner due to the actions or inactions of the Town:

The Town shall indemnify and hold harmless the District from any and all resulting claims, damages, fines, judgments, penalties, costs, liabilities, or losses including, without limitation, any decrease in value of the Premises, damages caused by loss or restriction of rentable or usable space, and any and all sums paid for settlement of claims, attorneys' fees, consultant, and expert fees. This indemnification includes, without limitation, any and all costs incurred because of any investigation of the site or any cleanup, removal, or restoration mandated by any court or federal, state, or local agency or political subdivision.

Without limitation of the foregoing, the Town shall promptly, at its sole cost and expense, take any and all necessary actions to return the Premises to the condition existing prior to the presence of any such hazardous substance on the Premises, provided that the Town shall first obtain the District's approval for any such remedial action.

15. **Holding Over Prohibited.** The Town's obligation to vacate the Premises at the expiration or earlier termination of this Lease shall be notwithstanding any statute, rule of law, or inference to the contrary; the failure of the Town to vacate the Premises at the end of the stated term shall not be construed to be a "holdover" term or in any manner considered to be with the consent of the District, nor shall the failure on the part of the District to request or to attempt to require the Town to vacate the Premises, be construed as a waiver of this provision or of the Term of this Lease.
16. **Notice of Breach, Right to Cure, Remedies.** Upon the occurrence of any breach or default of this Lease, notice shall be given specifying the specific default or breach, the date upon which the default or breach occurred, if known, and stating that the default or breach is to be cured within thirty (30) days thereafter, or that evidence must be provided that correction of such default has been satisfactorily commenced, with the completed correction of same as promptly as is reasonably practicable thereafter, to be determined at the reasonable discretion of the non-defaulting party.
17. **Remedies.** In the event that any breach or default of this Lease is not cured by the Town within a reasonable time, the District shall have the following cumulative remedies, in addition to all of the rights and remedies provided at law and in equity: The District may terminate this Lease and repossess the Premises and be entitled to recover as damages a sum of money equal to the total of (i) the cost of recovering the Premises, including reasonable attorneys fees; (ii) damages for the wrongful withholding of the Premises by the Town; (iii) unpaid taxes or assessments; and (iv) any other sum of money in damages owed by the Town to the District or third parties as a result of its use and occupancy of the Premises.
18. **Termination Without Cause.** The Town may terminate this Lease for any reason or no reason by providing the District thirty (30) days notice. After the initial lease term of five (5) years, the District may terminate this Lease for any reason or no reason by providing the Town ninety (90) days' written notice of its intent to so terminate. Neither party shall be relieved of its obligations under this Lease during such notice period.
19. **Termination With Cause.** In the event that any terms of the contract are violated, the Town will have 30 days to remedy the violation or the lease will be subject to termination in 90 days.
20. **Governing Law.** This Lease shall be governed by and construed under the laws of the State of Colorado.
21. **Third Party Beneficiaries.** This Lease is not intended to and shall not be enforceable by any third party, including, without limitation, any sublessee.
22. **Governmental Immunity.** Nothing in this Lease shall be deemed to waive the District's immunity under the Colorado Governmental Immunity Act, §§ 24-10-101, *et seq.*, C.R.S. Any services provided under this Lease are intended primarily to preserve and maintain assets and grounds of the District and are not provided for any proprietary purpose.

23. **Paragraph Headings.** The captions and headings set forth in this Lease are for convenience of reference only, and shall not be construed so as to define or limit the terms and provisions of this Lease.
24. **Assignment or Sublease.** Any attempted assignment or sublease of this Lease without such prior written approval of the District shall be void and shall automatically terminate this Lease and the Town's interests under this Lease.
25. **Waiver of Rights.** The failure of either party to insist upon the performance of any term of this Lease shall not be construed as a waiver or relinquishment of such party's right to insist upon such performance or to insist upon future performance of such a term or terms, and the other party's obligation thereto shall continue in full force and effect.
26. **Severability.** In the event any provision of this Lease shall be held invalid, void or unenforceable, the remaining provisions of this Lease shall nevertheless remain in full force and effect.
27. **Entire Agreement.** This Lease constitutes the entire agreement between the parties relevant to the subject matter of the Lease and supersedes all other written or oral agreements and/or communications between the parties regarding the contents of this Lease.
28. **Amendment.** This Lease may only be modified or amended by written agreement executed by the parties hereto, after obtaining written approval from the District's Board of Education.
29. **Occupancy.** The premises shall not regularly be occupied by more than an amount in excess of limitations imposed by the local fire code.
30. **Notices.** All notices required or permitted to be given under this Contract shall be effective upon personal delivery or three (3) days after mailing when sent by certified or registered mail, postage prepaid, addressed to:

The District:

Superintendent of Schools
Roaring Fork School District RE-1
1405 Grand Avenue
Glenwood Springs, CO 80161

The Town:

Either of the parties may designate in writing, from time to time, substitute addresses or persons in connection with said notices.

31. **Legal Authority.**

- A. The Town assures and guarantees that it possesses the legal authority, pursuant to any proper, appropriate and official motion, resolution or action passed or taken, to enter into this Lease.
- B. The person or persons signing and executing this Lease on behalf of the Town, do hereby warrant and guarantee that he/she or they have been fully authorized by the Town to execute this Lease on behalf of the Town and to validly and legally bind the Town to all the terms of this Lease.

IN WITNESS WHEREOF, the parties have caused their duly authorized representatives to execute this Lease as of the day and year first above written.

THE TOWN OF BASALT, COLORADO

ROARING FORK SCHOOL DISTRICT RE-1

By: _____
Print Name:

By: _____
President, Board of Education

Title:

Date: _____

Date: _____

Attest: _____

Attest: : _____
Secretary, Board of Education

EXHIBIT 1

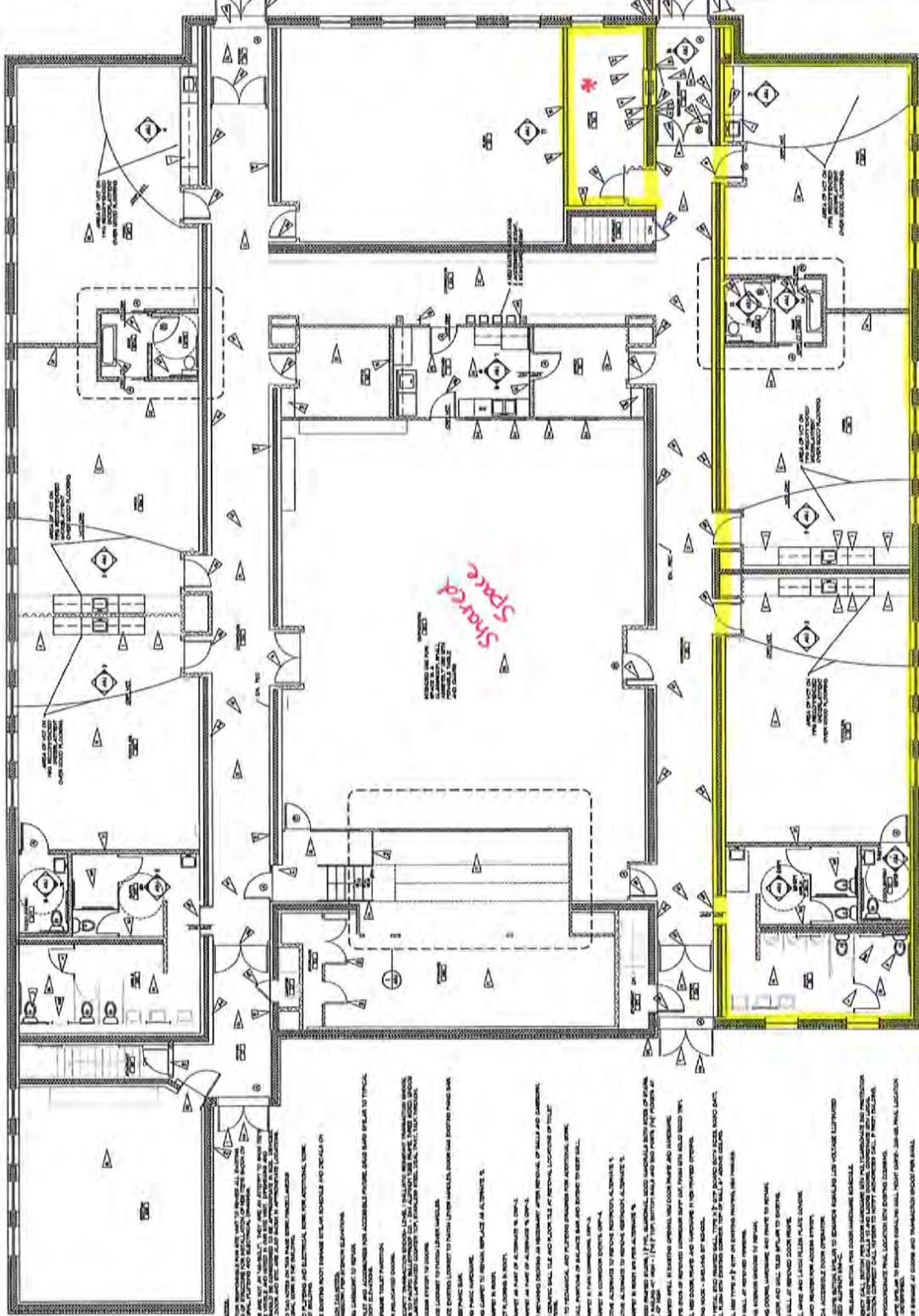


TAB Associates
 1000 North Lincoln Street
 Suite 100
 Denver, Colorado 80202
 Phone: 303.733.1100
 Fax: 303.733.1101
 www.tabassociates.com

**Roaring Fork School District RE-1
 Ph 1 Improvements - Red Brick Bldg**
 Basalt, Colorado

Main Level Floor Plan

Sheet No. A2.1



Shared Space
 THIS AREA IS TO BE SHARED BY THE
 DISTRICTS AND IS TO BE MAINTAINED
 AS SUCH.

*Town of Basalt lease area
 * Office not available until November 2016*

MAIN LEVEL FLOOR PLAN

1. PROVIDE ACCESS TO ALL AREAS FROM THE MAIN ENTRANCE.
2. PROVIDE ACCESS TO ALL AREAS FROM THE MAIN ENTRANCE.
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From: [Jeff Gatlin](#)
To: [Mike Scanlon](#); [Denise Tomaskovic](#); [Susan Philp](#)
Subject: Red Brick Construction Schedule
Date: Wednesday, May 25, 2016 8:22:58 AM
Attachments: [image.png](#)

See below:

10-16-017-6.10-16-017-3 Red Brick Building		124.0d	03-Jun-16 A	17-Aug-16
Last Day of School 2016	0.0d		03-Jun-16 A	
Move out of Renovation Areas	5.0d		03-Jun-16	09-Jun-16
Boiler Demo	5.0d		10-Jun-16	16-Jun-16
Building Demo	4.0d		10-Jun-16	15-Jun-16
MEP Underground	5.0d		16-Jun-16	22-Jun-16
New Boiler/Piping Install	10.0d		17-Jun-16	30-Jun-16
Framing	5.0d		23-Jun-16	29-Jun-16
MEP Roughin	5.0d		28-Jun-16	04-Jul-16
Boiler Piping Insulation	2.0d		01-Jul-16	04-Jul-16
Drywall Hang/Tape/Finish	8.0d		01-Jul-16	12-Jul-16
Mech Commissioning/Startup	5.0d		05-Jul-16	11-Jul-16
Paint	5.0d		08-Jul-16	14-Jul-16
Acoustical Ceilings	5.0d		13-Jul-16	19-Jul-16
MEP Trim	8.0d		18-Jul-16	27-Jul-16
Flooring	8.0d		21-Jul-16	28-Jul-16
Casework	5.0d		27-Jul-16	02-Aug-16
Substantial Completion/Punch List	5.0d		03-Aug-16	09-Aug-16
Owner Occupancy	5.0d		10-Aug-16	16-Aug-16
Final Completion	0.0d			16-Aug-16
First Day of School 2016	0.0d		17-Aug-16	

Jeff Gatlin
 Chief Operating Officer
 Roaring Fork Schools
jgatlin@rfschools.com

TOWN OF BASALT DISCUSSION ITEM	Date: June 14, 2016 From: Susan Philp AICP, Planning Director
	Town Manager Review: MS approved 6-10-16

SUBJECT: RFTA Mobility Study
--

RECOMMENDATION: Presentation. See below

<p>DETAIL:</p> <p>Over the next two years RFTA is undertaking the development of an Integrated Transportation Systems Plan (ITSP). An ITSP is a plan that comprehensively addresses mobility issues, opportunities, and challenges that face RFTA in the near and long term.</p> <p>The Stakeholder Information dated May 2016 was provided as an information item in the Council's May 24th packet to prepare the Council for this agenda item.</p> <p>Ralph Trapani, Parsons, Laura Kirk, DHM and David Johnson, RFTA will be at the Council meeting to summarize the purpose and schedule for the plan.</p> <p>RFTA is looking for Council input on 8 items listed in the May 2016 update. If the Council doesn't have enough time at the meeting for the Council to provide sufficient input, Staff suggests that each of the Council members provide input on the questions to Town Staff and Staff will forward to RFTA and include in the next Council agenda packet under the information section of the packet.</p>
--

Recommendations by Other Boards: na
Related Town Statute and or Town Actions: 2007 Basalt Master; 2013 Parks, Open Space and Trails Master Plan; Prior Council Work Plans and Resolutions supporting update to Two Rivers Road Master Plan and implementing construction of Basalt Avenue Underpass
Attachments: Excerpts from adopted Town Planning Documents.



Over the next two years, the Roaring Fork Transportation Authority (RFTA) will be undertaking the development of an Integrated Transportation Systems Plan (ITSP). The ITSP is intended to comprehensively address the mobility issues, opportunities, and challenges that face RFTA and its constituents in the near and long term. RFTA's long-term vision is: to "Pursue excellence and innovation in providing preferred transportation choices that connect and support vibrant communities." Phase I of the ITSP will assess RFTA's needs in terms of facilities, fleet, human capital, capital and operating budgets and other resources, based on its current roles and responsibilities. Phase I will also develop forecasts of growth in the transit system, and outline what RFTA must do to sustain this growth.

RFTA and Parsons Transportation Group (PTG), chosen by RFTA to lead the study process, have been meeting with staff and managers of all jurisdictions, CDOT, and other stakeholders to gather basic transportation information, both for current and future needs. The purpose of the ITSP is to develop a vision and a long-term transportation plan for RFTA. An important part of the process involves checking in with elected officials throughout the study area, which encompasses the Roaring Fork and Colorado River Valleys between Parachute and Aspen. Through this information gathering process, we will be developing draft vision statements. These transportation visions will guide the next phases of the ITSP planning process and outcomes.

Following is a list of questions that we have been asking staff and managers throughout the region to answer, and we would like to discuss the same list of questions with you.

1. How would you define the overall transportation / mobility vision for your community?
2. What do you consider your priority transportation / mobility needs in terms of the following:
 - a. Transit/Vehicle connections
 - b. Pedestrian connections
 - c. Biking connections
 - d. On-demand services
 - e. Park and Rides
3. Are there variances in transportation / mobility needs during different seasons? If so, describe.
4. What improvements in regional mobility would you recommend for consideration?
5. What is your general perception of RFTA services – Local & BRT
6. Are there other priorities / issues / concerns that we should consider as we move forward with the study?
7. General priority of transportation needs in your community / in the region?
8. RFTA's scenarios for the future range from a status quo approach to undertaking another large expansion. Under any scenario, additional resources will be needed. What are your ideas for additional funding?

The key members of the PTG Team consist of Ralph Trapani, Jen Leifheit, and Joe Kracum of Parsons, and Laura Kirk of DHM Design. David Johnson from RFTA and Ralph Trapani with Parsons will be representing the ITSP team at the upcoming meeting.

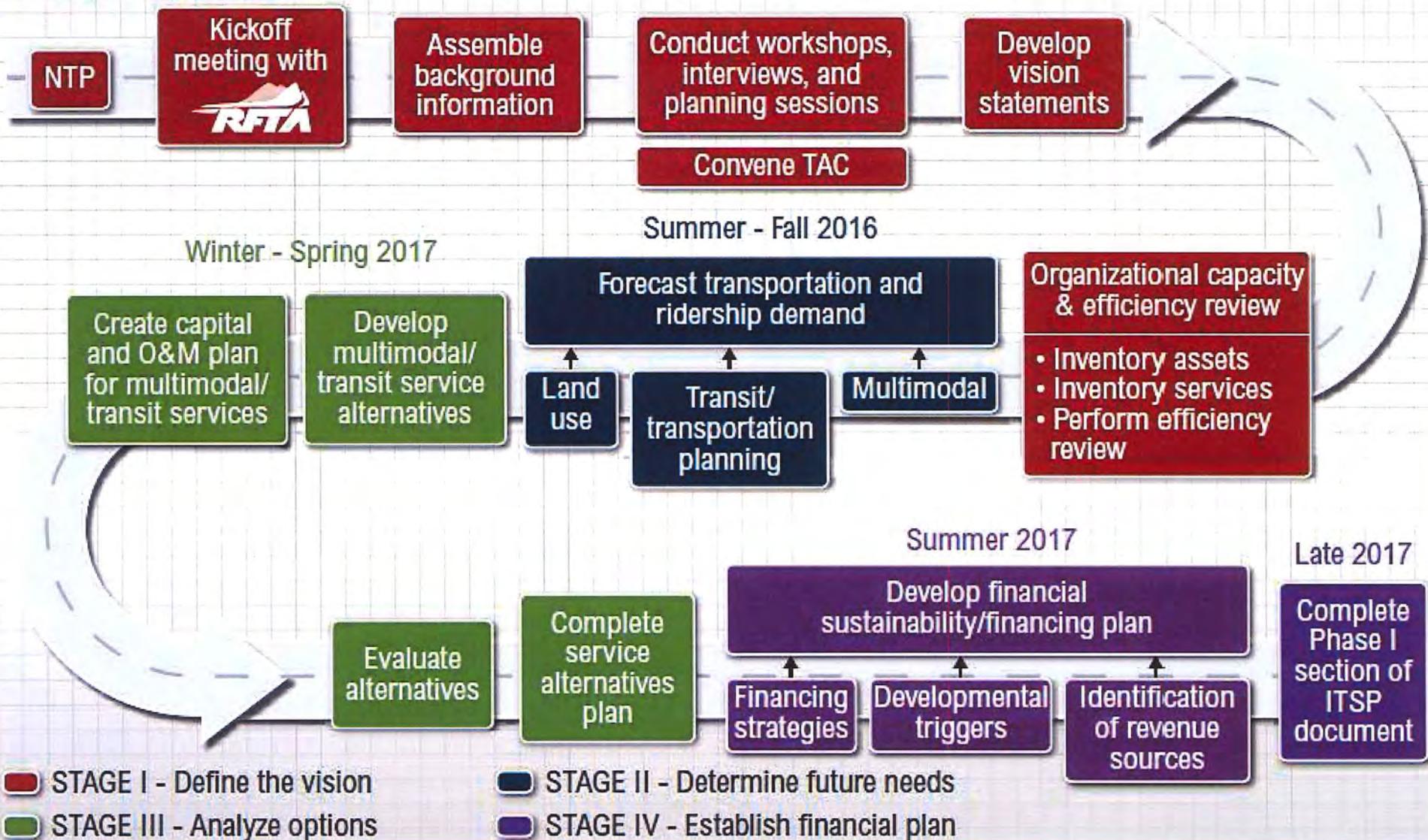
Thank you for participating in the information gathering process for the Integrated Transportation System Plan (ITSP). Included in the packet are initial themes revealed during the staff and manager meetings as well as a workflow chart.

Themes Revealed During The Staff And Manager Interview Process:

1. Multi-Modal Mobility and Community Connectivity, with an emphasis on bicycle, pedestrian and transit use, is a prevalent priority
 - LoVa Trail and bike/ped improvements a top priority for I-70 communities
2. Affirms the commuting patterns shown in the *2014 Regional Travel Patterns Study*:
 - Most commuting occurs between Parachute and Glenwood Springs, and between Carbondale and Aspen
3. School-related traffic a major issue in many communities
4. Desire for new, improved feeder bus systems
 - Parachute, New Castle, Glenwood Springs, Carbondale, EL Jebel, Basalt, Snowmass
5. Park and Ride Improvements
 - Quality a priority in I-70 corridor; quantity in SH82
6. Transit Service levels
 - More overall service suggested in I-70 corridor; more consistency between peak and off-peak seasons in SH82 corridor

Stages I-IV Work Plan

March - July 2016



Stage I Remaining Schedule

May/June

Board meetings and works sessions with Elected Officials
Develop draft vision/goal statements

June/July

Seek input on ITSP and Vision/Goal Statements at Public Workshops

June

Hold TAC Meeting #1 to refine draft vision/goal statements
Discuss draft vision/goal statements and OC/E Review at Board Retreat

July/August

Finalize Vision/Goal Statements
Complete OC/E Report
Stage II Begins: Determine Future Needs

4.6 TRANSPORTATION

2005 Community Survey Results:

- 1) Traffic was not among the top three most important issues for the Town. However, approximately 37% of business owners and 35% of property owners gave this issue a high priority.
- 2) Building pedestrian and bicycle trails and creating a safe pedestrian crossing on Highway 82 are the top two improvements people want the Town to make.
- 3) Traffic flow received a poor assessment by residents but was not identified as a significant issue.
- 4) Being within walking distance of services was identified as the fifth most important reason for living in Basalt.



***Goal:** Create a transportation system that emphasizes and integrates multiple modes of travel and serves the existing population centers as its first priority. The system should also emphasize safety and the desire to unite and connect the various parts of Town. The transportation system should be designed to minimize operation and maintenance costs and support and complement the goals contained in this master plan, particularly those related to land use and growth. The design of the transportation system should promote the idea that streets and other transportation corridors and facilities can be gathering places and play an important role in creating a sense of place and in furthering the appearance and character of the Town.*

Objectives:

- 4.6.1 Ensure that the impacts on the transportation and pedestrian systems are properly evaluated during the development review process;
- 4.6.2 Seek ways to improve the main intersections with Highway 82 (within the Town) to create a greater sense of entry consistent with the physical character of Basalt;
- 4.6.3 Create a future land use plan showing major street alignments, transit routes and facilities, pedestrian, hiking and biking trails, and all other significant transportation-related facilities. The plan should incorporate the following concepts:
 - 1) The transportation system should be designed to serve the community's needs, not vice versa;
 - 2) The transportation system should be planned to provide multiple routes to most destinations and should accommodate vehicles (including mass transit), bicycles, and pedestrians. Pedestrians, bicycles and vehicles should be treated equally in the layout and design of streets and intersections. Pedestrian circulation and traffic-calming measures should be emphasized in the downtown area and in higher density residential areas. Some measures include: designing a complete street system that addresses the full range of community needs providing bicycle lanes of adequate width in the street,



Section 4: Goals and Objectives

providing sidewalks of adequate width (especially along routes identified as key links in the trails system), designing intersections with clear crosswalks and neckdowns where possible, discouraging the use of roundabouts that exhibit poor design for pedestrian circulation, establishing good signs for pedestrian and bicycle routes, minimizing street width while maintaining emergency access, and maintaining low speed limits;

- 3) Design the transportation system using as a guide the goal of having 80% of the residential dwellings within a quarter mile of existing or planned transit stops. Transit stops should be located near existing or planned convenience and service commercial facilities to encourage use of transit and accommodate the needs of commuters. Transit stops should be located and designed to allow easy transfer from one mode of travel to another (car to bus, bike to bus, bus to train, etc.). Transit stops should include a shelter, lighting, bike storage, and should comply with ADA (Americans with Disabilities Act) standards;
- 4) Park and ride facilities should be moderately sized and dispersed throughout the community (as opposed to one or two large facilities). The Town should encourage public/private partnerships in the development of future park and ride lots and other public parking facilities, where appropriate; and
- 5) Trails (See goals and objectives under Open Space/Parks/Recreation & Trails section on the following page);

4.6.4 Explore the land use and transportation related issues and opportunities that the Town of Basalt would be faced with, assuming a valley-wide bus rapid transit system were to become a reality. The following concepts should be considered:

- 1) The work done to date in the planning for the valley-wide bus rapid transit system should be acknowledged, but the Town should maintain as its highest priority a system that provides regional transit while furthering the goals and objectives of the Town of Basalt;
- 2) Transit stations should be located where they maximize the capture rate of existing residents, minimize the need for park and ride lots and shuttle services, enable the most efficient land use pattern, create the least amount of additional growth and associated impacts (e.g., local traffic), and strengthen, not create competition with, existing commercial centers; and
- 3) Transit-oriented development (TOD) principles should be utilized in the design and layout of the area surrounding transit stations;
- 4) Work with the New Century Transportation Foundation and other transportation groups to seek solutions to transportation issues that promote long-term economic prosperity and a healthy environment.

4.6.5 The Town supports the idea of a valley-wide rail system in the future if it were ever to become an economically viable alternative for transportation. The Town would want to participate fully in the process of developing a rail system and would require that the rail system be carefully planned to integrate with the Town's transportation system;



Section 4: Goals and Objectives

- 4.6.6 Coordinate land use planning, transit corridors, future transit and street system improvements, and funding of such improvements with the Roaring Fork Transportation Authority (RFTA), and other local, regional, and state transportation service providers and agencies;
- 4.6.7 Parking (See objectives under “Infrastructure/Utilities”);
- 4.6.8 Prepare and implement a plan for the utilization and management of Two Rivers Road. The plan should address whether to close down all or portions of this road to through traffic, how to handle bus routing, issues created by the extension of Midland Avenue and associated roadway improvements, and ways to enhance the river corridor as a public gathering and recreation facility; and
- 4.6.9 Support the implementation of the *Basalt Complete Street Design Manual*.

4.7 PARKS/RECREATION & TRAILS

2005 Community Survey Results:

- 1) Preservation of the rural buffer was identified as the second most important issue for voters and property owners.
- 2) The top 5 recreational activities that residents wanted to see included in the Town’s recreation programs are: Adult Cross Country Skiing, Hiking, Yoga, Mountain Biking and Nature Tours.
- 3) When asked how they would allocate a \$100 budget for projects and services (over and above normal services), voters and property owners indicated they would spend approximately \$22 to \$24 on the purchase of parks and open space and approximately \$16 on developing parks and playgrounds. When combined, this represents 38% to 40% of total \$100 budget. Voters and property owners also indicated they would spend approximately \$13 on arts and culture.
- 4) Roughly 79% of voters and property owners supported building pedestrian and bicycle trails.
- 5) Purchasing more riverfront property was supported 58% of property owners and 59% of voters.
- 6) Parks and trails were identified as a high priority by approximately 82% of voters and property owners.
- 7) Recreational opportunities were identified as a high priority by 73% of property owners and 78% of voters.
- 8) Arts and culture was identified as a high priority for approximately 60% of voters and property owners.

Trails Goal: *Provide a bicycle and pedestrian system linking neighborhoods to schools, parks, transit systems, commercial areas and public lands that creates a safe and convenient alternative to vehicular transportation both locally and regionally and also provides recreational opportunities for area residents.*



Excerpts from 2013 Post Master Plan

The Basalt 2007 Master Plan sets forth the following in terms of its vision for the community

The Town of Basalt's Vision

The Town is striving to maintain its small-town character and its diversity of people, both residents and workers, and keep Basalt from becoming stratified to the point that the Town loses its ability to function as a community. Its vision is to maintain and enhance diversity and self-sufficiency in the community; creating public spaces for citizens to interact (parks, trails, swimming pool, community centers, libraries, and cultural facilities); organizing land use in a manner so that people interact with each other (pedestrian-oriented vs. auto-oriented development patterns, requiring a mix of land uses rather than requiring segregated land use patterns); permitting, encouraging and/or preserving informal gathering places. Building a relationship of trust and cooperation between Town employees and the people we serve will build social capital.

(Created from language excerpts related to parks, recreation, open space, and trails taken from the Basalt 2007 Master Plan)

Our Changing Community

- Basalt is just slightly younger (median age 36.9) than the US as a whole (37.1). [2010 Census]
- Residents between the ages of 25 and 54 **dropped** from 61.2% in 2000 to 51.5% in 2010, and is predicted to drop further to 47.5% by 2017. From 2000 to 2010, the '55 and older' age cohort **rose** from 9.5% in 2000 to 18.6% in 2010, and is predicted to rise further to 21.7% in 2017.
- There has been a shift in households with children (down slightly from 34.6% to 32.6% of all Basalt households), and single households (increase from 24% to 29%). [2000 to 2010]
- Eagle, Pitkin and Garfield Counties are each expected to experience an annual population growth of 2% to 2.9% between 2010 and 2040.
- Basalt is expected to grow at a rate of 1.18% from 2012 through 2017.
- The median household income is higher than that for either Colorado or the United States and is expected to rise 18 percent from \$65,167 in 2012 to \$76,804 in 2017.
- Hispanics, of any race, represented 11.7% of the Town's population in 2000, rose to 20.3% in 2010, and is predicted to reach 32.4% in 2012 and 34.4% in 2017.

Appendix A provides a full demographic profile.

HIGH PRIORITY

Action Steps – large scale improvements:

- ✓ Support the overpass/underpass at Highway 82 and Basalt Avenue (can be constructed without floodplain improvements), and at Highway 82 and Midland Avenue (potentially includes an extension of Midland Avenue or a roundabout at this intersection) as potential solutions to connect downtown to the Southside area.



Action Steps – small scale improvements:

- ✓ Rio Grande Trail – Work with Pitkin County Open Space and Trails to identify and install appropriate trailhead amenities potentially including but not limited to a shade structure; kiosk with trail map; and/or restroom facility at the trail intersection with Southside Drive.

MEDIUM AND OTHER FUTURE PRIORITY

Action Steps – large scale improvements:

- ✓ Ponderosa Park and Fisherman’s Park - Determine a possible location for a pedestrian bridge in this general area without displacing fishermen’s access or compromising use since the grant used to fund Fisherman’s Park has restrictions.
- ✓ Pan and Fork, Levinson, and Roaring Fork Conservancy properties - Construct new trails and high quality connections through these properties as those projects are developed.
- ✓ Designate locations for and construct a future bridge(s) to connect Two Rivers Road and Emma Trail.
- ✓ Work closely with RFTA to obtain state and federal grant funding to develop an intra-town transportation/shuttle service.
- ✓ Coordinate with RFTA and explore funding strategies to provide free bus service between East and West Basalt.

Action Steps – small scale improvements:

- ✓ Improve the trail/sidewalk connection between the bridge and the elementary school and between Highway 82 and the high school.
- ✓ Frying Pan Road - Pursue conversations with jurisdictional agencies for opportunities as they arise to create a safer route along the heavily traveled Frying Pan Road for bicyclists, including widening of the road, bike trails, striping, etc.
- ✓ Improve existing alley-trail connections in-town, particularly along Rebecca Alley.
- ✓ Improve the connection from the elementary school to the Emma Bridge to provide a safe and designated route separate from vehicular circulation.
- ✓ Improve connection along Hooks Bridge to create safer pedestrian route for pedestrians and bicyclists traveling from the Rio Grande Trail to the Willits Trail and vice versa.
- ✓ Improve the trail connecting Original Road with Two Rivers Road on the south side of Highway 82 to provide for a safer pedestrian route.

- ✓ Consider maintenance and capital replacement costs in master plan development, identifying funding source, and adequately budgeting funding for this purpose.

Partnerships

Action Steps:

- ✓ Continue to coordinate with entities such as Colorado Parks and Wildlife, Pitkin and Eagle Counties, Roaring Fork Outdoor Volunteers (RFOV), Roaring Fork Mountain Bike Association, Great Outdoors Colorado (GOCO), CDOT, RFTA, the Mid Valley Trails Committee, and others.
- ✓ Have the POST Committee work with local and federal entities to facilitate and acquire appropriate access to public lands surrounding the Town.
- ✓ Coordinate and balance activities with the Crown Mountain Park and Recreation District as its programs continue to evolve; participate in the planning and implementation process to ensure that the needs of Basalt and other mid-valley residents are reflected in plans or modifications for the Crown Mountain Park property.
- ✓ Strengthen the partnership with the School District making school recreational amenities more available outside of school use.
- ✓ Schedule a meeting between POST and the Pitkin County Open Space and Trails Board to present the POST Master Plan and identify partnership opportunities.
- ✓ Schedule a meeting between POST and Eagle County Open Space Advisory Committee to present the POST Master Plan and identify partnership opportunities.
- ✓ Create maps that show the delineation between existing trails managed by the Town of Basalt and existing trails that are managed by other entities as well as maps that show jurisdictional delineations for the proposed trail improvements.

Maps

Maps found in the Map section of this report illustrate the current resources and recommendations:

- Basalt Parks Map – East
- Basalt Parks Map – West
- Basalt Future Trails Map - East
- Basalt Future Trails Map – West

Implementation Matrix – Parks, Open Space, and Trails Facilities

An **Implementation Matrix** for capital improvements summarizes these plan recommendations in a chart form and identifies estimated cost, potential partnering or collaboration opportunities and funding options, and recommended timeframe for implementation. As a living breathing document, the Implementation Plan is subject to further refinement and will be used to develop annual work plans and budgets.

This Implementation Plan is intended to focus on priorities for the next 5 to 10 years. It is based on the following time framework for short, medium, and long-term priorities:

- Short-Term: 0-2 years
- Mid-Term: 3-5 years
- Long-Term: 6-10 years and beyond

Trails

The Town has created an illustrative trails and recreation map which is an effective tool to easily communicate the location and breadth of facilities available for residents and visitors. This map was updated this year and serves as a companion piece to this master planning effort. Access to a wide variety of trails is an important amenity for the community. Overall there is a desire for more seamless river trails and better trail access to the surrounding mountain and open space amenities. Updates to the trail inventory that are not captured in the underlying 2007 document are discussed below.

Willits Trail

Completion of this trail was identified as a high priority in the 2007 Master Plan. The final segment of that trail has been completed and now serves as an active linkage between East and West Basalt.

Rio Grande Trail

The Rio Grande Trail connects the Roaring Fork Valley with a continuous trail from Aspen to Glenwood Springs. The Rio Grande Trail was built and is managed by Pitkin County Open Space and Trails from the Sopris Creek Bridge in Emma up to Aspen. The Roaring Fork Transit Authority (RFTA) owns from the portion of the trail between Glenwood and Woody Creek and Pitkin County owns the trail from Woody Creek to Aspen. The trail provides both summer and winter use for bikers, walkers, and cross-country skiers. Dogs on leashes are allowed on the trail. Winter closures occur on a section of trail deemed critical for wildlife habitat. Connections between downtown Basalt and the Rio Grande trail could be improved to create better defined and more direct linkages. There is a port-a-potty along with a small parking lot at both the Southside and the Hook's Lane locations.

Emma Trail

Work along this corridor has been completed since the 2007 plan. While well-used, wayfinding for this trail could be improved and safety fencing needs to be added. Additionally, ongoing maintenance of the Highway 82 underpass needs to be implemented.

Two Rivers Road Parkway Trail

Designs for this trail have been completed but implementation has not. As development projects along Two Rivers Road for the Roaring Fork Conservancy, Rocky Mountain Institute, and the Basalt Community Campus move forward, this may provide momentum for completion of this trail system.

Basalt/Old Snowmass Trail

Work with Pitkin County to explore improvements to wayfinding and other signage.

Recreation Programming and Maintenance

Although not a focus of this study, recreation programming and park maintenance efforts are an integrated component of the parks, open space, and trails operation.

Basalt Recreation

It is the mission of the Basalt Recreation Department to offer enjoyable, safe and accessible programs. The Town of Basalt Recreation Department relies on a volunteer-based organization of committed coaches and parents to provide recreational activities and to promote social capital through its efforts. The Basalt Recreation Department supplies diverse programs. The Department offers aquatics at the outdoor pool, and it provides a host of activities and programs taking place at a wide variety of places in



Over the next two years, the Roaring Fork Transportation Authority (RFTA) will be undertaking the development of an Integrated Transportation Systems Plan (ITSP). The ITSP is intended to comprehensively address the mobility issues, opportunities, and challenges that face RFTA and its constituents in the near and long term. RFTA's long-term vision is: to "Pursue excellence and innovation in providing preferred transportation choices that connect and support vibrant communities." Phase I of the ITSP will assess RFTA's needs in terms of facilities, fleet, human capital, capital and operating budgets and other resources, based on its current roles and responsibilities. Phase I will also develop forecasts of growth in the transit system, and outline what RFTA must do to sustain this growth.

RFTA and Parsons Transportation Group (PTG), chosen by RFTA to lead the study process, have been meeting with staff and managers of all jurisdictions, CDOT, and other stakeholders to gather basic transportation information, both for current and future needs. The purpose of the ITSP is to develop a vision and a long-term transportation plan for RFTA. An important part of the process involves checking in with elected officials throughout the study area, which encompasses the Roaring Fork and Colorado River Valleys between Parachute and Aspen. Through this information gathering process, we will be developing draft vision statements. These transportation visions will guide the next phases of the ITSP planning process and outcomes.

Following is a list of questions that we have been asking staff and managers throughout the region to answer, and we would like to discuss the same list of questions with you.

1. How would you define the overall transportation / mobility vision for your community?
2. What do you consider your priority transportation / mobility needs in terms of the following:
 - a. Transit/Vehicle connections
 - b. Pedestrian connections
 - c. Biking connections
 - d. On-demand services
 - e. Park and Rides
3. Are there variances in transportation / mobility needs during different seasons? If so, describe.
4. What improvements in regional mobility would you recommend for consideration?
5. What is your general perception of RFTA services – Local & BRT
6. Are there other priorities / issues / concerns that we should consider as we move forward with the study?
7. General priority of transportation needs in your community / in the region?
8. RFTA's scenarios for the future range from a status quo approach to undertaking another large expansion. Under any scenario, additional resources will be needed. What are your ideas for additional funding?

The key members of the PTG Team consist of Ralph Trapani, Jen Leifheit, and Joe Kracum of Parsons, and Laura Kirk of DHM Design. David Johnson from RFTA and Ralph Trapani with Parsons will be representing the ITSP team at the upcoming meeting.

Thank you for participating in the information gathering process for the Integrated Transportation System Plan (ITSP). Included in the packet are initial themes revealed during the staff and manager meetings as well as a workflow chart.

Themes Revealed During The Staff And Manager Interview Process:

1. Multi-Modal Mobility and Community Connectivity, with an emphasis on bicycle, pedestrian and transit use, is a prevalent priority
 - LoVa Trail and bike/ped improvements a top priority for I-70 communities
2. Affirms the commuting patterns shown in the *2014 Regional Travel Patterns Study*:
 - Most commuting occurs between Parachute and Glenwood Springs, and between Carbondale and Aspen
3. School-related traffic a major issue in many communities
4. Desire for new, improved feeder bus systems
 - Parachute, New Castle, Glenwood Springs, Carbondale, EL Jebel, Basalt, Snowmass
5. Park and Ride Improvements
 - Quality a priority in I-70 corridor; quantity in SH82
6. Transit Service levels
 - More overall service suggested in I-70 corridor; more consistency between peak and off-peak seasons in SH82 corridor

Stage I Remaining Schedule

May/June

Board meetings and works sessions with Elected Officials
Develop draft vision/goal statements

June/July

Seek input on ITSP and Vision/Goal Statements at Public Workshops

June

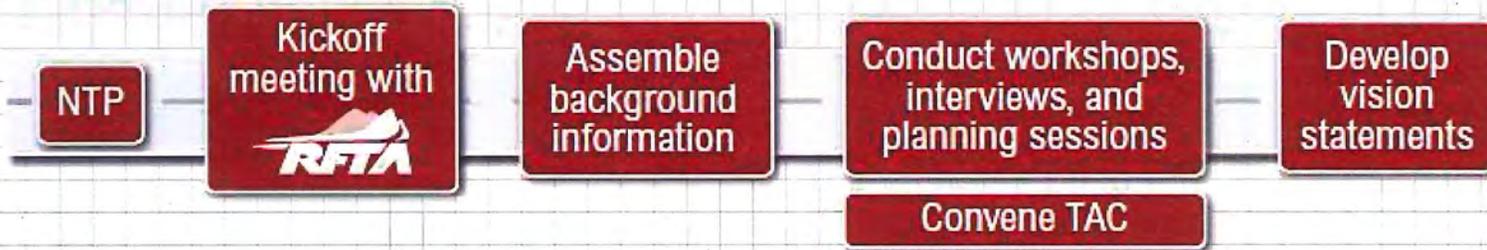
Hold TAC Meeting #1 to refine draft vision/goal statements
Discuss draft vision/goal statements and OC/E Review at Board Retreat

July/August

Finalize Vision/Goal Statements
Complete OC/E Report
Stage II Begins: Determine Future Needs

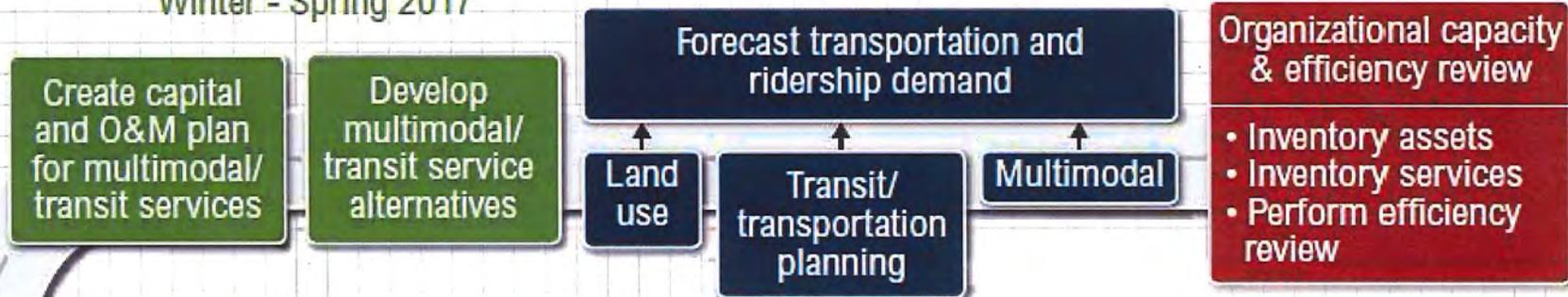
Stages I-IV Work Plan

March - July 2016



Winter - Spring 2017

Summer - Fall 2016



Summer 2017

Late 2017



■ STAGE I - Define the vision
■ STAGE III - Analyze options

■ STAGE II - Determine future needs
■ STAGE IV - Establish financial plan

MEMORANDUM

TO: Mayor Whitsitt and Basalt Town Council
FROM: Pamela Schilling, Town Clerk
DATE: June 14, 2016

RE: Public Hearing - Application for a new Hotel and Restaurant Liquor License for Market Street Kitchen, Basalt



Market Street Kitchen, LLC dba Market Street Kitchen, has submitted an application for a new Hotel and Restaurant Liquor License to serve alcohol located at 499 Market Street, Basalt, Colorado.

The property has been posted and published for a public hearing in compliance with the Colorado Revised Statutes. The applicant has indicated they will be at the meeting in support of the application.

The Local Licensing Authority is required to hold a public hearing on a new liquor license application. At the public hearing, any party in interest shall be allowed to present evidence and cross-examine witnesses. [CRS 12-47-311(5a)]

1. Before entering any decision to approve or deny an application, the local licensing authority shall consider the facts and evidence adduced as a result of its investigation, as well as any other facts:

- the reasonable requirements of the neighborhood for the type of license for which application has been made
 - the desire of the adult inhabitants
 - the number, type and availability of alcohol beverage outlets located in or near the neighborhood under consideration, and
 - any other pertinent matters affecting the qualifications of the applicant for the conduct of the type of business proposed.
- (CRS 12-47-312(2)(a)).

2. (12-47-313) Restrictions on applications for new license.

(1) No application for the issuance of any license shall be received or acted upon:

(a)(I) If an application for the same type of license has been denied at the same location or within 500 feet of the same location within 2 years prior.

(b) Until it has been established that the applicant is, or will be, entitled to possession of the premises by ownership, lease, rent, or other possession arrangement.

(c) In a location where the sale of alcohol is not permitted under the applicable zoning laws of the municipality

(d) If the building in which the alcohol is to be sold is located within 500 feet of any public or parochial school or the principal campus of any college, university or seminary only 3.2 Fermented Malt Beverage License may be issued.

3. The Board is able to make the following findings in response to the restrictions noted in section 12-47-313:

(a)(1) No prior licenses have been denied at this location or within 500 feet of this location in the past 2 years.

(b) The applicant has submitted a 5 year lease indicating that it has possession of the property in the event the license is granted for the initial one-year term.

(c) There are no municipal zoning laws prohibiting the sale of alcohol at the applied for location.

(d) The building on the application is not located within 500 feet of any public or parochial school or the principal campus of any college, university or seminary.

The application appears to be complete. All the background checks have been completed and no problems noted by the CBI or FBI.

Comments by Inspecting Agencies:

Planning: The Planning Department notes that the Market Street Kitchen has not requested outdoor amplified music and therefore it is not included in the approval. If outdoor amplified music is desired, it requires approval by the Planning Director.

Building: The Building Department has no problems, concerns or comments other than they continue to work with the applicant on ventilation comfort levels, independent of this liquor license process.

Police: The Police Department recommends approval of the new Hotel and Restaurant license.

Fire: The Fire Department offers condition approval of the liquor license pending verification of cleaning the combi oven and labeling the front door.

Health: Eagle County Health conducted a pre-operational inspection in May and will do a second inspection after opening. Eagle County Health reported they do not anticipate any issues.

Clerk: In addition to the comments listed above, the Clerk's Office requires that Market Street Kitchen owners/employees attend and provide proof of liquor service training through TIPS, Responsible Serving of Alcohol or other comparable program.

Staff Recommendation:

Assuming no remonstrances have been filed by the date of the hearing, and assuming no evidence has been presented in opposition to the granting of this license at the public hearing, **staff would recommend approval of the new liquor license, contingent upon Fire Department verifications noted above.**

A motion in favor of the license could be stated as follows:

Motion to approve the new Hotel and Restaurant liquor license application submitted by Market Street Kitchen, LLC dba Market Street Kitchen at 499 Market Street, Suite A based on the findings by staff as stated in this memorandum dated June 14, 2016, based on the petition signatures submitted in support of the license, and contingent on the Fire Department verifications noted in this memo.

If opposition to the application has been presented, staff recommends the Liquor Authority continue the Public Hearing until staff has investigated the evidence opposing the application. However, the Licensing Authority must make a decision to approve or deny a license within 30 days of the public hearing; therefore, any continued Public Hearing should be scheduled for June 28, but no later than Tuesday, July 12, 2016.

TOWN OF BASALT Action Item	Date: June 14, 2016 From: James Lindt AICP, Assistant Planning Director
	Town Manager Review: MS 5-19-16

SUBJECT: First Reading of Ordinance No. 14, Series of 2016- rescinding the site-specific approval for the dentist office and associated apartment at 234 Midland Avenue and granting an Exemption from the Vitality Zone Requirements for a Business Office on the 1st Floor.

RECOMMENDATION: Staff recommends that the Council approve the ordinance on first reading and set the public hearing and second reading date for June 28, 2016.

DETAILS: The Applicant, Midland Project LLC. represented by Eric Gross, has requested to rescind the existing site-specific approval and obtain approval for an exemption from the Community Vitality Zone requirements to permit a Business Office use on the first floor and an employee apartment on the second floor of 234 Midland Avenue. The Property is located in the C-2 Zone District, which requires that all uses on the first floor of buildings facing Midland Avenue be retail, restaurant, or personal service uses. The Applicant has listed the building for sale and has requested the exemption for the Business Office use on the first floor until the building is sold.

A site-specific plan approval was granted in 2007 for a dentist office and an associated residential unit at 234 Midland Avenue and a dental office operated out of the space from 2007 until recently. The Applicant is requesting the ability to temporarily maintain a Business Office use for property management and bookkeeping on the first floor of the building and an apartment on the second floor to rent to an employee of the building owner. In addition to the request for the Vitality Zone exemption, rescinding the current site-specific approvals would allow for another community vitality use to occupy the first floor in the future once the building is sold and the business office use vacates the first floor space.

Staff supports rescinding the current approvals that lock the use of the building into use by a dental office. Additionally, Staff is accepting of the Applicant's proposal to temporarily maintain a Business Office on the first floor in the Vitality Zone as this site is not ideal for a retail space since it is setback from the street and previously operated as a bed and breakfast/residence. The Community Vitality Zone Exemption language allows for the Council to consider the prominence of the location and the impact of the exemption on adjacent uses. In the draft ordinance, Staff includes a time limitation of nine (9) months on the continued use of the first floor as a Business Office, with the potential for the Town Manager to extend it further for good cause.

RECOMMENDATIONS FROM OTHER BOARDS: The P&Z is not required to review a request for rescinding a site plan approval or an exemption from the Community Vitality requirements

RELATED TOWN STATUTE AND TOWN ACTIONS: Ordinance No. 4, Series of 2007, Town Code Section 16-29, C-2 Downtown Business District

ATTACHMENTS: A) Draft Ordinance, B) Application, C) Ordinance No. 4, Series of 2007, D) Vitality Zone Use Exception Code Language

A) Draft Ord.

Town of Basalt, Colorado
Ordinance No.14
Series of 2016

ORDINANCE OF THE TOWN COUNCIL OF BASALT, COLORADO, RESCINDING THE SITE-SPECIFIC APPROVAL FOR A DENTIST OFFICE AND RESIDENTIAL UNIT GRANTED BY ORDINANCE NO. 4, SERIES OF 2007, AND APPROVING AN EXEMPTION FROM THE COMMUNITY VITALITY ZONE REQUIREMENTS TO TEMPORARILY PERMIT A BUSINESS OFFICE USE ON THE FIRST FLOOR OF THE PROPERTY LOCATED AT 234 MIDLAND AVENUE

RECITALS

- A. Midland Project LLC. ("Applicant") filed an Application ("Application") to rescind the site-specific approval for the dentist office and residential unit granted by Ordinance No. 4, Series of 2007, for the property at 234 Midland Avenue. The Application also requests a temporary exemption from the Community Vitality Zone requirements for the property located at 234 Midland Avenue, more particularly described in a warranty deed recorded as Reception No. 200630714 with the Eagle County Clerk and Recorders Office ("Property").
- B. At a public meeting held on June 14, 2016, the Town Council considered the Application on first reading and set a public hearing and second reading for this ordinance for June 28, 2016 at a meeting beginning no earlier than 6:00 p.m. at Basalt Town Hall, 101 Midland Ave., Basalt, Colorado.
- C. At a public hearing and second reading on June 28, 2016, the Town Council heard evidence and testimony by Town Staff, the Applicant, and members of the public.
- D. The Town Council finds that the Applicant's request is consistent with the applicable provisions of the Town Code and Town Master Plan, provided the Applicant adheres to the conditions identified in this Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of Basalt, Colorado, as follows:

A. FINDINGS

1. Based on the evidence, testimony, exhibits, and comments from the public, the Applicant and Town Staff, the Town Council finds and determines in accordance with the Town Code, as follows:

a. The Town Council incorporates the above recitals, the representations of the Applicant, and all exhibits as findings and determinations, and conclusively makes all of the findings of fact, determinations and conditions contained herein.

b. The Town Council finds that the Applicant's request is consistent with the applicable provisions of the Town Code, provided applicant adheres to the conditions identified in this Ordinance.

c. The Application satisfies the requirements of Section 16-44, Town Code relating to terminating the site-specific approval. Ordinance No. 4, Series of 2007 granted site specific approval for a dentist office and a residential at 234 Midland Avenue. The Applicant has petitioned the Town Council to rescind the site-specific approval to allow the lot to be utilized in accordance with the C-2 Zoning in place on the Property. Additionally, the Town finds that the proposed change in use is generally compatible with the natural characteristics and constraints of the Property.

B. CONDITIONS

1. Based on the Application, testimony and comments from the public, Applicant and Town Staff, the Town Council hereby grants approval for rescinding the site-specific approval granting a dentist office and a residential unit in conjunction with the business, and approving a temporary exemption from the Community Vitality requirements for a business office on the first floor, subject to the following conditions:

a. The Applicant shall comply with all material representations made by the Applicant in the Application and in hearings before the Town Council.

b. The provisions of Ordinance No. 4, Series of 2007, granting the site specific approval for a dentist office are hereby rescinded. The permission for the dentist office approved by said Ordinance is hereby terminated and the conditions related to the site specific approval shall no longer be in effect, except as noted herein.

c. The residential unit in conjunction with a business on the second floor shall be subject to the condition that the residential unit shall be occupied by an employee or the owner of the business occupying the first. The Applicant agrees to provide the Town with all information reasonably necessary for the Town to determine compliance with this condition.

d. A temporary exemption from the Community Vitality Use requirements for a Business Office on the first floor is approved. The exemption

shall expire the earlier of 1) nine (9) months after the effective date of this ordinance or, 2) upon the transfer of ownership of the property. The Town Manager may approve a six (6) month extension for the business office use if it is determined to be in the best interest of the community.

e. The off-street parking requirements established in Ordinance No. 4, Series of 2007 shall remain in effect for the Business Office use.

f. Upon expiration of the Community Vitality Zone exemption established in Condition 1(d) above, the Applicant shall be required to establish a Community Vitality use on the 1st floor of the building facing Midland Avenue as required pursuant to the C-2 Downtown Business District.

g. Certain new uses may require building upgrades pursuant to the Building and Fire Codes. Upon establishment of a new use on the first floor, the business license and/or building permit shall be referred to the Fire Marshal and Building Official for review to determine if building upgrades are necessary for compliance with the applicable building and fire codes.

h. The Applicant shall remain in compliance with lighting and sign regulations.

i. Upon establishment of a new use, a recalculation of water and sewer tap fees shall be completed and payment of any additional tap fees to the Town of Basalt for water and the Basalt Sanitation District for sewer shall be required. The Applicant shall comply with any other requirements of the Basalt Sanitation District.

C. MISCELLANEOUS

1. The approvals contained herein and the conditions contained herein shall be binding on and inure to the benefit of the heirs, successors and assigns of the Applicant.

2. The Ordinance shall be recorded in the Office of the Clerk and Recorder of Eagle County.

3. If any part, section, subsection, sentence, clause or phrase of the Ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this ordinance and the Town Council hereby declares it would have passed this Ordinance and each part, section, subsection, sentence, clause or

phrase thereof regardless of the fact that any one or more parts, sections, subsections, sentences, clauses or phrases be declared invalid.

READ ON FIRST READING, ORDERED PUBLISHED AND SET FOR PUBLIC HEARING TO BE HELD ON June 28, 2016 by a vote of __ to __ on June 14, 2016.

READ ON SECOND READING AND ADOPTED by a vote of __ to __ on _____, 2016

TOWN OF BASALT, COLORADO

By: _____
Jacque R. Whitsitt, Mayor

ATTEST:

By: _____
Pamela K. Schilling, Town Clerk

Ord__-234MidlandRescind.doc

First Publication: Thursday, _____, 2016
Final Publication: Thursday, _____, 2016
Effective Date: Thursday, _____, 2016

WHITSITT & GROSS, P.C.
LAWYERS

320 Main Street, Suite 200
Carbondale, CO 81623
970-963-6363
Facsimile 970-963-6667

Eric J. Gross

e-mail eig@roaringforklaw.com

April 23, 2016

James Lindt
Town of Basalt Planning Department
Basalt CO

RE 234 Midland Avenue – Petition for Rescission of Special Use Zoning Designation

Via Electronic Mail

James:

Enclosed please find the land use application for the property located at 234 Midland Avenue. Also included is the owner's authorization for representation by our firm and the reimbursement form. The 234 Midland Project LLC representative will bring the check next week for the required fee and deposit.

Please let me know if you need any other information.

Regards

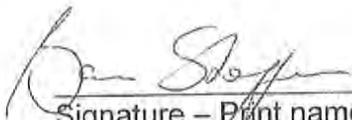
Eric Gross

Owner's Authorization

I, Barbi Sheffer am the Manager of the entity that is the owner of the property known as
234 Midland Avenue Basalt CO.

and I authorize Whitsitt & Gross PC and Eric J. Gross
to file an application for the 234 Midland Project LLC
on my behalf with respect to the property.

Sincerely,
Barbi Sheffer, Manager
234 Midland Project, LLC

 BARBI SHEFFER Manager
Signature - Print name

STATE OF COLORADO)
COUNTY OF FAGUE) ss.

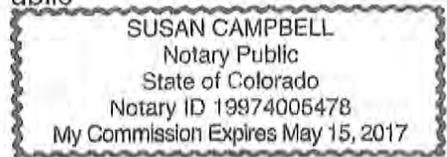
Subscribed, sworn to and acknowledged before me April 7, 2016, by Barbi
Sheffer as Manager of Owner

Witness my hand and official seal.

My commission expires 5/15/17



Notary Public



Contact Information

Name of Applicant: 234 Project LLC
Phone number 970 963 6363 Eric Gross (representative)
Fax number 970-963-6667
E mail ejpg@roaringforklaw.com
Address 320 Main Street Suite 200 Carbondale CO 81623

Name of Owner: 234 Midland Project LLC
PO BOX 3912
BASALT, CO 81621-3912

Name of Owner's Representative Whitsitt & Gross PC
Phone number 970 963 6363 Eric Gross (representative)
Fax number 970-963-6667
E mail ejpg@roaringforklaw.com
Address 320 Main Street Suite 200 Carbondale CO 81623

Please attach owner's authorization.

Name of Engineer or Surveyor: NA
Name of Architect or Planner: NA

Information on Existing Conditions

Existing Zoning:C2 Proposed Zoning: C2
Total square feet or acreage in application 0.142 acres

Information on Proposed Development

Total number of dwelling units: One Number of bedrooms One
Total floor area: 2401 per assessor
Proposed gross floor area by use:
One bedroom apartment : approx. 900 sq feet
Ground Floor Office: approx.. 1600 sq feet.
Area of open space to be provided:unchanged

Legal Description

Legal Description of property (attach if necessary): Section: 7 Township: 8 Range: 86
PCLIN E1/2SE1/4 Subdivision: BASALT Block: 3 Lot: 33 Eagle County Town Basalt
Colorado
Reception No. of Deed: 201520027

SIGNATURE OF OWNER OR OWNER'S REPRESENTATIVE*

* If Owner's Representative files or will represent the application, attach an owner's authorization to represent

Attach appropriate information requested for type of application per the Basalt Town Code and any information requested by Planning Department.

Account: R026120

Location	Owner Information	Assessment History				
Situs	Owner	Actual (2015)				\$898,280
Address 000234 MIDLAND AVE	Name MIDLAND PROJECT LLC	Assessed				\$136,830
Tax Area 003 - - 003	Owner	Tax Area: 003 Mill Levy: 87.7460				
Parcel	Address PO BOX 3912	Type	Actual	Assessed	Acres	SQFT
Number 2467- 074-03-007	BASALT, CO 81621-3912	Improvements	\$690,380	\$98,070	0.000	2401.000
		Land	\$207,900	\$38,760	0.142	0.000
Legal						
Summary Section:						
7 Township: 8						
Range: 86 PCLIN						
E1/2SE1/4						
Subdivision:						
BASALT Block: 3						
Lot: 33						

Transfers			
Sale Price	Sale Date	Reception Number	Book Page
	<u>10/21/2015</u>	<u>201520027</u>	
<u>\$960,000</u>	<u>10/31/2006</u>	<u>200630714</u>	
	<u>07/22/2002</u>	<u>870749</u>	
	<u>03/25/2003</u>	<u>832362</u>	
Images			

C) Ord. 4-2007

**Town of Basalt, Colorado
Ordinance No. 4
Series of 2007**

ORDINANCE OF THE TOWN COUNCIL OF BASALT, COLORADO, RESCINDING THE SPECIAL REVIEW APPROVAL FOR A BED AND BREAKFAST GRANTED BY RESOLUTION NO. 6, SERIES OF 1997, AND APPROVING A SITE PLAN REVIEW FOR A DENTIST OFFICE AND RESIDENTIAL UNIT IN CONJUNCTION WITH A BUSINESS, AND A MIXED USE PARKING REDUCTION FOR PROPERTY OWNED BY HERSCHEL ROSS, LOCATED AT 234 MIDLAND AVENUE (ROSS APPLICATION)

RECITALS

- A. Herschel Ross ("Applicant") filed an Application ("Application") to rescind the special review approval for a bed and breakfast granted by Resolution No. 6, Series of 1997, for the property at 234 Midland Avenue. The Application also requests Site Plan approval for a dentist office and residential unit in conjunction with a business, and a mixed use parking reduction on the property located at 234 Midland Avenue within the municipal limits of the Town of Basalt and more particularly described in a warranty deed recorded as Reception No. 200630714 with the Eagle County Clerk and Records Office ("Property").
- B. The Planning and Zoning Commission considered the application at a public meeting on February 20, 2007 and voted to recommend approval of the application, subject to conditions. Throughout the hearing, evidence and testimony was offered by the Applicant, staff and members of the public.
- C. At a public meeting held on February 27, 2007, the Town Council considered the Application on first reading and set a public hearing and second reading for this ordinance for March 13, 2007 at a meeting beginning no earlier than 6:00 p.m. at Basalt Town Hall, 101 Midland Ave., Basalt, Colorado.
- D. At a public hearing and second reading on March 13, 2007, the Town Council heard evidence and testimony by Town Staff and members of the public.
- E. The Town Council finds that the Applicant's request is consistent with the applicable provisions of the Town Code and Town Master Plan, provided the Applicant adheres to the conditions identified in this Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of Basalt, Colorado, as follows:

A. FINDINGS

1. Based on the evidence, testimony, exhibits, and comments from the public, the Applicant and Town staff, the Town Council finds and determines in accordance with Sections 16-47(2), Town Code, as follows:

a. The Town Council incorporates the above recitals, the representations of the Applicant, and all exhibits as findings and determinations, and conclusively makes all of the findings of fact, determinations and conditions contained herein.

b. The Town Council finds that the Applicant's request is consistent with the applicable provisions of the Town Code, provided applicant adheres to the conditions identified in this Ordinance.

c. The Application satisfies the requirements of Section 16-47(2), Town Code relating to terminating the special review approval. Resolution No. 6, Series of 1997 granted special review approval for a bed and breakfast at 234 Midland Avenue. The Applicant has petitioned the Town Council to rescind the special review approval to allow the lot to be utilized in accordance with the C-2 Zoning in place on the Property including a dentist office and residential unit in conjunction with a business. The proposed change in use is consistent with the Town Code, provided the Applicant adheres to the conditions contained herein. The proposed change in use is generally compatible with the natural characteristics and constraints of the Property.

2. Based on the evidence, testimony, exhibits, and comments from the public, Applicants and Town staff, the Town Council finds and determines in accordance with Sections 16-44(e), 16-111(c)(1-4), 16-113, 16-92, and 16-72, Town Code, as follows:

a. The Application satisfies the requirements of Section 16-44(e), Town Code, because the Application is in general compliance with the Town Code; the proposed use is compatible with the character of the surrounding area; the proposed use is generally desirable and needed in this area; the proposed use does not create significant potential for adverse environmental influences; the proposed use is compatible with the Town Master Plan; there is no development on the property in areas with slopes in excess of 30%; and the

proposed use is compatible with the natural characteristics and constraints of the Property; provided the Applicant adheres to the conditions contained herein.

b. The Application complies with Section 16-111(c)(1-4), Town Code, because the proposal is architecturally consistent with the architecture of the surrounding buildings; the proposed structure and proposed use will not substantially adversely affect traffic flows or traffic patterns; an adequate landscaping plan for the project is provided; and the proposed use and proposed buildings do not have the potential to cause adverse environmental impacts, provided the Applicant adheres to the conditions herein.

c. The Application is consistent with the standards of review found in Section 16-113, Town Code, because no lights or signs shall be located on the Property in a manner that will distract adjoining properties or passing motorists; landscaping will be provided in areas near the public right of way; storm drainage will not affect adjoining properties; the site design and building plans include any provisions required by the Town Building Code for provision for the needs of handicapped individuals; and the project is not anticipated to generate dust, odor, gas, fumes, smoke or ash, and shall conform with the lighting code to limit glare.

d. The Application is consistent with the standards of review found in Section 16-92, because the Applicant has provided a recommendation regarding mixed use parking from a consultant acceptable to the Town, and the parking reduction permitted will not exceed 25%, subject to compliance with the conditions contained herein.

e. The Application is consistent with the standards of review found in Section 16-72, because the Application is consistent with the Town Master Plan; it will not have environmental impacts such as traffic hazards and will not overload utilities or otherwise be detrimental to the general welfare of the community; and the proposal will complement and be integrated with the existing development in the area; subject to compliance with the conditions contained herein.

B. CONDITIONS

1. Based on the Application, testimony and comments from the public, Applicant and Town Staff, the Town Council hereby grants approval for rescinding the special review approval granting a bed and breakfast, and approving a site plan review for a dentist office and residential unit in conjunction with a business, and a mixed use parking reduction, as represented in the Application, subject to the following conditions:

a. The Applicant shall comply with all material representations made by the Applicant in the Application and in hearings before the Town Council.

b. The provisions of Resolution No. 6, Series of 1997, granting the special review approval for a bed and breakfast are hereby rescinded. The permission for a bed and breakfast approved by said resolution is hereby terminated and the conditions related to the special review approval shall no longer be in effect.

c. The residential unit in conjunction with a business shall be subject to the condition that the residential unit shall be occupied by an employee or the owner of the business. The Applicant agrees to provide the Town with all information reasonably necessary for the Town to determine compliance with this condition.

d. The off-street parking requirement for the proposed uses is 7.8 spaces. A mixed use parking reduction of 25%, to 5.85 spaces is approved subject to the following conditions:

- (i) Compliance with Condition B.1.c. requiring that the residential unit be occupied by an employee or the owner of the business.
- (ii) The maximum number of employees shall be 4 full time equivalent employees.
- (iii) There shall be no increase in office area, with the storage and break room areas limited to their designated uses.
- (iv) The mixed use parking reduction shall be specific to the proposed use and any change in use shall require review and approval in accordance with the Town Code.

e. The Applicant shall create 3 non-stacked off-street parking spaces at the rear of the lot in the garage, adjacent to the garage or in a parallel configuration along the driveway aisle at the back of the building. The Applicant shall pay fees in lieu of off-street parking for 2.85 spaces with credit given for \$4,000 in fees in lieu of parking already paid for the Property. The Applicant shall pay the fees at the current rate in effect at the time of building permit issuance.

f. The Applicant may apply to the Town for credit against the payment of fees in lieu of parking for providing a bus pass program for employees at no cost or for providing a bike rack and the appropriate public easements along the sidewalk at the front of the Property for the placement of said bike rack. The

Applicant's requests shall be submitted to the Town's Technical Review Committee (TRC) for review and approval as part of the building permit review process. The amount of credit against the fees shall be established by the TRC along with a means for implementing the options including submittal of cost estimates, receipts, and an annual report on bus pass activity (e.g. the number of bus passes provided).

g. Off-street parking located within the front yard, shall not be permitted, based on inconsistency with the Master Plan and significant impacts on the streetscape and pedestrian circulation.

h. Removal of portions of the structure (e.g. screened in porch) at the rear of the building shall be permitted as necessary to create the required 3 non-stacked off-street parking spaces.

i. The Applicant shall remain in compliance with lighting and sign regulations with said compliance verified as part of the building permit review process.

j. Some setbacks for the existing structures are nonconforming (garage and west side yard setback). No changes to the structures that would increase the degree of nonconformance shall be permitted. Compliance with this condition shall be reviewed as part of the building permit review process.

k. In accordance with referral comments from the Basalt Chief Building Official and the Basalt and Rural Fire District Fire Marshall, the remodeled building shall comply with building code requirements for building separation along the west property line. Code compliant exiting for the upstairs apartment shall be required. A hard wired connection between the commercial and residential portions of the building for the smoke alarm systems in the building shall be required. Compliance with this condition shall be reviewed as part of the building permit review process.

l. Recalculation and payment of any additional tap fees to the Town of Basalt for water and the Basalt Sanitation District for sewer shall be required. The Applicant shall comply with any other requirements of the Basalt Sanitation District.

m. The Applicant shall be required to pay all applicable fees to the Town of Basalt and the Basalt Sanitation District. The dentist office shall pay \$0.50 per square foot fee for affordable housing.

C. MISCELLANEOUS

1. The approvals contained herein and the conditions contained herein shall be binding on and insure to the benefit of the heirs, successors and assigns of the Applicant.
2. The Ordinance, after fully being executed and after appropriate publication, shall be recorded in the Office of the Clerk and Recorder of Eagle County.
3. If any part, section, subsection, sentence, clause or phrase of the Ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this ordinance and the Town Council hereby declares it would have passed this Ordinance and each part, section, subsection, sentence, clause or phrase thereof regardless of the fact that any one or more parts, sections, subsections, sentences, clauses or phrases be declared invalid.

READ ON FIRST READING, ORDERED PUBLISHED AND SET FOR PUBLIC HEARING TO BE HELD ON March 13, 2007 by a vote of 6 to 0 on February 27, 2007.

READ ON SECOND READING AND ADOPTED by a vote of 7 to 0 March 13, 2007

TOWN OF BASALT, COLORADO

By: Leroy Duroix
Leroy Duroix, Mayor

ATTEST:

By: Pamela K. Schilling
Pamela K. Schilling, Town Clerk

Ord04-RossRescind&SitePlanReview.doc
Bill to: 10-24-176

First Publication: Thursday, March 8, 2007
Final Publication: Thursday, March 22, 2007
Effective Date: Thursday, April 5, 2007



D) Vitality Zone
Use Exception
Language

TABLE 2 INVENTORY OF CERTAIN COMMERCIAL USES IN THE VITALITY ZONE			
	Midland Avenue	Two Rivers Road	Basalt Center Circle
Business offices	85 linear feet	25 linear feet	220 linear feet
Professional offices	70 linear feet	0	100 linear feet
Banking and mortgage lending institutions	145 linear feet	70 linear feet	0

b. For an applicant to establish a new business office, professional office, or a banking or mortgage lending institution in the vitality zone, or to expand any of these existing uses in the vitality zone, the applicant shall demonstrate to the Planning and Zoning Commission that at least an equivalent amount of linear footage of that particular type of use has been removed from the inventory in that particular geographic area, and therefore, the proposed new use would not cause the resulting total linear footage of that use in that geographic area to exceed the amounts listed in Table 2. The applicant shall also demonstrate to the Planning and Zoning Commission that the use satisfies the site plan criteria under Sec. 16-29 E.4.g. and 4.i. to the extent possible even if site plan review is not required.

c. In lieu of submitting an application for use review as described above, an applicant may instead submit a petition to the Town Council for an exemption from the limitation on the total amount of linear footage of each of these uses that is permitted in the vitality zone.

(1) To obtain this exemption, the applicant shall demonstrate to the Council that filling the space with a community vitality use is not economically feasible based on objective factors at the current time as determined by the Town Council. One example of how this demonstration could be made would be by showing that the space had not been able to be rented at market rates for an extended period of time. Applicants may use other methods to demonstrate to the Town Council that

filling the space with a community vitality use is not feasible at the current time.

- (2) In granting an exemption on this basis, the Town Council may place limitations on the duration of the tenancy of the exempted use and may require that during the permitted tenancy the applicant shall continue to advertise the space for occupancy by community vitality uses.
- (3) The Town Council may also consider the location and relative prominence of the particular space along the street, the effect the exemption would have on adjacent uses; the level of pedestrian interest that is proposed to be provided; and the level of pedestrian activity that could be anticipated from the use that is proposed to occupy the space.
- (4) At a minimum, applicants for use exemptions will be required to demonstrate to the satisfaction of the Town Council that the use satisfies the site plan criteria under Sec. 16-28 E.4.g. and E.4.i. to the extent possible even if site plan review is not required.

D. Schedule of Dimensional Requirements. The dimensional requirements that are applicable to properties in the C-2 zone district are listed in Table 3 which is located at the end of this section immediately following Table 1.

E. Site Plan Review For Development in the C-2 Zone District.

1. Applicability. In addition to all other approvals required by this Code, site plan review shall be required before issuance of a building permit for all development in the C-2 zone district, provided that interior changes to an existing building that do not alter its exterior appearance shall be exempt from site plan review, even if the interior change would add square footage to the building. However, if the Town staff determines that some aspect of the proposed interior change would have an impact on the site, such as when an interior change would require additional off-street parking or a new or larger trash area to be provided, then site plan review shall be required.
2. Review Authority. Generally, site plan review shall be accomplished by the Planning and Zoning Commission, based upon a recommendation provided by the Town Planner. However, certain types of minor development activities may be approved by the Town Planner and certain activities shall be approved by the Town Council. The types of activities that may be

Town of Basalt
Accounts Payable
June 14, 2016

GENERAL FUND**Reimbursable**

Total Reimbursable	2,389.78
Non-reimbursable	
Payroll 6/4/16, Disability and Vision Insurance	108,988.41
Other Expenditures	160,275.66
Sub Total General Fund Non-reimbursable	269,264.07
TOTAL GENERAL FUND	271,653.85
Bond Fund:	737.50
Total Bond Fund	737.50
Conservation Trust Fund:	0.00
Total Conservation Trust Fund	0.00
Water Fund:	28,123.36
Total Water Fund	28,123.36
TOTAL ALL FUNDS	300,514.71

Report Criteria:

Report type: GL detail

Check Detail Amount = {<=>} 0

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Check Amount
06/16	06/14/2016	37954	AFLAC	221728	10-22760	453.83
06/16	06/14/2016	37955	ALPINE BANK	HSA 5/	10-22775	799.30
06/16	06/14/2016	37956	AMERICAN ASPHALT	LINEA	10-60-432	5,000.00
06/16	06/14/2016	37956	AMERICAN ASPHALT	LINEA	10-75-700	2,820.00
06/16	06/14/2016	37957	ASPEN DAILY NEWS	B01034	10-24480	48.00
06/16	06/14/2016	37958	ASPEN MAINTENANCE SUPPLY	307460	10-50-430	197.62
06/16	06/14/2016	37958	ASPEN MAINTENANCE SUPPLY	307603	10-66-600	59.72
06/16	06/14/2016	37958	ASPEN MAINTENANCE SUPPLY	307750	10-50-600	264.35
06/16	06/14/2016	37958	ASPEN MAINTENANCE SUPPLY	307791	10-64-665	32.71
06/16	06/14/2016	37959	B&H SPORTS--GJ	ABE00	10-64-610	289.50
06/16	06/14/2016	37959	B&H SPORTS--GJ	ABE00	10-64-610	261.50
06/16	06/14/2016	37959	B&H SPORTS--GJ	ABE00	10-64-610	340.00
06/16	06/14/2016	37959	B&H SPORTS--GJ	ABE00	10-64-610	30.00
06/16	06/14/2016	37960	BACKGROUND INFORMATION	99391	10-54-600	12.00
06/16	06/14/2016	37961	BASALT PRINTING	001573	10-45-600	194.00
06/16	06/14/2016	37962	BASALT RIVER LOFTS, INC.	311	10-50-435	1,692.00
06/16	06/14/2016	37963	BASALT SUNDAY MARKET	6/9/201	10-41-675	750.00
06/16	06/14/2016	37964	BELINSKI TREE CARE, INC.	989114	10-70-710	1,000.00
06/16	06/14/2016	37965	BOYD BIERBAUM	ZIP TIE	10-24500	28.58
06/16	06/14/2016	37966	BSN SPORTS, LLC	979051	10-64-610	186.48
06/16	06/14/2016	37966	BSN SPORTS, LLC	979051	10-64-665	88.60
06/16	06/14/2016	37966	BSN SPORTS, LLC	979232	10-64-665	1,165.98
06/16	06/14/2016	37966	BSN SPORTS, LLC	979311	10-64-665	113.25
06/16	06/14/2016	37967	CASELLE	73339	10-42-325	89.37
06/16	06/14/2016	37967	CASELLE	73339	10-45-325	466.71
06/16	06/14/2016	37967	CASELLE	73339	51-45-325	436.92
06/16	06/14/2016	37968	CENTURY LINK	970927	51-45-530	236.02
06/16	06/14/2016	37968	CENTURY LINK	970927	10-66-530	97.23
06/16	06/14/2016	37969	CHRISTINE NEWCOMB	6/9/201	10-41-675	500.00
06/16	06/14/2016	37970	JOHN COLLINS, ESQ.	JUNE2	10-42-310	800.00
06/16	06/14/2016	37971	COLORADO SOIL SYSTEMS	1082	10-41-670	500.00
06/16	06/14/2016	37972	COMCAST	849750	10-70-530	160.96
06/16	06/14/2016	37973	CPS DISTRIBUTORS INC	228649	10-70-430	157.18
06/16	06/14/2016	37974	DANA KEPNER CO	142663	51-73-600	1,158.24
06/16	06/14/2016	37974	DANA KEPNER CO	142663	51-73-600	469.78
06/16	06/14/2016	37975	DHM DESIGN CORPORATION	32080	10-75-700	5,668.12
06/16	06/14/2016	37975	DHM DESIGN CORPORATION	32081	10-75-700	7,860.00
06/16	06/14/2016	37976	DPC INDUSTRIES, INC	737001	51-72-405	575.49
06/16	06/14/2016	37976	DPC INDUSTRIES, INC	737001	51-72-405	127.53
06/16	06/14/2016	37977	ECO-RIGHT SOLUTIONS	0012	31-40-315	600.00
06/16	06/14/2016	37977	ECO-RIGHT SOLUTIONS	0012	10-60-350	1,012.50
06/16	06/14/2016	37977	ECO-RIGHT SOLUTIONS	0012	10-70-600	1,012.50
06/16	06/14/2016	37978	ERNIE MACK	AFLAC	10-22760	45.50
06/16	06/14/2016	37979	FAMILY SUPPORT REGISTRY	BLEVI	10-22770	240.00
06/16	06/14/2016	37979	FAMILY SUPPORT REGISTRY	MARTI	10-22770	200.00
06/16	06/14/2016	37979	FAMILY SUPPORT REGISTRY	SANTI	10-22770	54.16
06/16	06/14/2016	37980	MAURINE FITZPATRICK	SPRIN	10-64-350	432.00
06/16	06/14/2016	37981	FLORIDA DEPARTMENT OF RE	SANTI	10-22770	271.20
06/16	06/14/2016	37982	FOUR SEASONS COLORADO L	16MT0	10-70-350	22,192.08
06/16	06/14/2016	37983	GALLS, LLC	005298	10-54-610	487.14
06/16	06/14/2016	37984	GRASSROOTS TELEVISION INC	8360	10-41-681	188.00
06/16	06/14/2016	37985	GREAT AMERICA FINANCIAL SE	187771	10-50-530	596.66

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Check Amount
06/16	06/14/2016	37986	GREEN ELECTRICAL SOLUTIO	1405	10-60-411	85.00
06/16	06/14/2016	37986	GREEN ELECTRICAL SOLUTIO	1408	10-60-411	360.00
06/16	06/14/2016	37987	HOLY CROSS ENERGY ASSOC.	JUNE 2	10-50-410	471.25
06/16	06/14/2016	37987	HOLY CROSS ENERGY ASSOC.	JUNE 2	10-60-412	822.46
06/16	06/14/2016	37987	HOLY CROSS ENERGY ASSOC.	JUNE 2	10-60-412	39.16
06/16	06/14/2016	37987	HOLY CROSS ENERGY ASSOC.	JUNE 2	51-71-410	133.71
06/16	06/14/2016	37988	INTERMOUNTAIN SWEEPER	100106	10-81-430	84.08
06/16	06/14/2016	37989	JAYSON FANN	DEPOS	10-75-700	20,000.00
06/16	06/14/2016	37990	JOE GASPER	AFLAC	10-22760	34.56
06/16	06/08/2016	35322	JOHN WHITTIER	WORK	10-60-610	283.95- V
06/16	06/08/2016	37953	JOHN WHITTIER	WORK	10-60-610	283.95
06/16	06/14/2016	37991	KILGORE COMPANIES	336604	10-70-430	134.00
06/16	06/14/2016	37991	KILGORE COMPANIES	336837	10-80-600	12.48
06/16	06/14/2016	37991	KILGORE COMPANIES	337161	10-70-430	250.86
06/16	06/14/2016	37991	KILGORE COMPANIES	337468	10-70-430	112.37
06/16	06/14/2016	37991	KILGORE COMPANIES	337543	10-60-600	22.68
06/16	06/14/2016	37992	BRIAN LEMKE	CASRO	10-54-590	315.56
06/16	06/14/2016	37993	LESLIE T. GRAY	16-13	10-45-390	1,500.00
06/16	06/14/2016	37994	MATTERHORN PAINTING, INC.	2411	10-75-700	173.72
06/16	06/14/2016	37995	MAYS CONSTRUCTION SPECIA	#2 MAY	51-71-700	22,411.35
06/16	06/14/2016	37996	MICHAEL J. KINSLEY	128	10-41-670	950.00
06/16	06/14/2016	37997	MID VALLEY METRO	4553	10-75-700	121.00
06/16	06/14/2016	37997	MID VALLEY METRO	JUNE 2	10-50-410	158.43
06/16	06/14/2016	37997	MID VALLEY METRO	JUNE 2	10-70-410	426.32
06/16	06/14/2016	37998	MOUNTAIN BLUE TURF FARM	14537	10-70-600	36.72
06/16	06/14/2016	37999	Mountain Pest Control	62983	10-50-435	70.00
06/16	06/14/2016	37999	Mountain Pest Control	62984	10-50-435	65.00
06/16	06/14/2016	38000	MOUNTAIN WASTE & RECYCLI	77364	10-50-415	480.00
06/16	06/14/2016	38000	MOUNTAIN WASTE & RECYCLI	83686	10-50-435	79.33
06/16	06/14/2016	38000	MOUNTAIN WASTE & RECYCLI	84040	10-50-415	174.00
06/16	06/14/2016	38000	MOUNTAIN WASTE & RECYCLI	85248	10-70-420	102.50
06/16	06/14/2016	38000	MOUNTAIN WASTE & RECYCLI	85279	10-70-420	102.50
06/16	06/14/2016	38000	MOUNTAIN WASTE & RECYCLI	85287	10-70-420	140.00
06/16	06/14/2016	38000	MOUNTAIN WASTE & RECYCLI	85288	10-70-420	102.50
06/16	06/14/2016	38000	MOUNTAIN WASTE & RECYCLI	85289	10-70-420	102.50
06/16	06/14/2016	38000	MOUNTAIN WASTE & RECYCLI	85332	10-70-420	135.00
06/16	06/14/2016	38001	MR. VAC	38670	10-50-435	425.00
06/16	06/14/2016	38002	NAPA AUTO PARTS	161521	10-61-580	118.08
06/16	06/14/2016	38002	NAPA AUTO PARTS	161521	10-61-650	13.33
06/16	06/14/2016	38002	NAPA AUTO PARTS	162323	10-61-430	4.77
06/16	06/14/2016	38002	NAPA AUTO PARTS	162436	10-61-430	25.98
06/16	06/14/2016	38002	NAPA AUTO PARTS	164120	10-66-430	10.74
06/16	06/14/2016	38003	TRAVIS NEWCOMB	AFLAC	10-22760	14.10
06/16	06/14/2016	38004	PECK FEIGENBAUM PC	1545	10-45-310	307.50
06/16	06/14/2016	38004	PECK FEIGENBAUM PC	1545	31-40-310	125.00
06/16	06/14/2016	38004	PECK FEIGENBAUM PC	1545	10-50-435	550.00
06/16	06/14/2016	38005	PETTY CASH	MAY 20	51-45-600	48.50
06/16	06/14/2016	38005	PETTY CASH	MAY 20	10-50-435	37.00
06/16	06/14/2016	38005	PETTY CASH	MAY 20	10-45-600	10.00
06/16	06/14/2016	38005	PETTY CASH	MAY 20	10-41-600	79.38
06/16	06/14/2016	38005	PETTY CASH	MAY 20	51-45-590	6.17
06/16	06/14/2016	38005	PETTY CASH	MAY 20	10-41-600	16.21-
06/16	06/14/2016	38006	PINNACOL ASSURANCE	180810	10-45-520	6,003.00
06/16	06/14/2016	38007	Pitkin County Treasurer	33998	31-40-315	12.50
06/16	06/14/2016	38008	PROPET DISTRIBUTORS, INC.	112753	10-50-600	1,116.95
06/16	06/14/2016	38009	JENN RIFFLE	REIMB	10-41-580	59.94

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Check Amount
06/16	06/14/2016	38010	RIVER VIEW PLAZA HOA	4616/4	10-54-410	1,581.66
06/16	06/14/2016	38011	RON ARBANEY TRUCKING INC.	657132	10-60-600	85.00
06/16	06/14/2016	38012	SCHMUESER GORDON MEYER	03125A	10-24111	138.00
06/16	06/14/2016	38012	SCHMUESER GORDON MEYER	2014-4	10-60-700	1,556.25
06/16	06/14/2016	38012	SCHMUESER GORDON MEYER	90040B	51-71-420	1,066.50
06/16	06/14/2016	38012	SCHMUESER GORDON MEYER	90040B	10-60-432	5,060.37
06/16	06/14/2016	38012	SCHMUESER GORDON MEYER	90040B	10-62-330	115.00
06/16	06/14/2016	38012	SCHMUESER GORDON MEYER	90040E	10-59-430	344.25
06/16	06/14/2016	38012	SCHMUESER GORDON MEYER	90040E	10-59-430	11,286.85
06/16	06/14/2016	38012	SCHMUESER GORDON MEYER	90040E	10-47-330	224.00
06/16	06/14/2016	38012	SCHMUESER GORDON MEYER	90040E	10-59-330	697.50
06/16	06/14/2016	38012	SCHMUESER GORDON MEYER	90040E	10-59-430	787.37
06/16	06/14/2016	38012	SCHMUESER GORDON MEYER	90040E	10-47-330	336.00
06/16	06/14/2016	38012	SCHMUESER GORDON MEYER	90040E	10-59-330	153.00
06/16	06/14/2016	38012	SCHMUESER GORDON MEYER	90040E	10-59-330	1,611.00
06/16	06/14/2016	38013	Screenvision	LOC 00	10-64-540	192.00
06/16	06/14/2016	38014	SINCLAIR PLUMBING AND HEA	356	10-50-435	300.03
06/16	06/14/2016	38014	SINCLAIR PLUMBING AND HEA	368	10-50-435	165.00
06/16	06/14/2016	38015	SOPRIS ENGINEERING	110449	10-41-670	1,684.50
06/16	06/14/2016	38016	SUNDANCE WATER DESIGN IN	15915	10-75-700	6,750.00
06/16	06/14/2016	38017	TAMERREL EXCAVATION	REFUN	10-32-100	25.00
06/16	06/14/2016	38018	TG MALLOY CONSULTING, LLC	201603	10-47-330	346.50
06/16	06/14/2016	38019	UMB BANK, NA	098026	10-75-700	22,447.35
06/16	06/14/2016	38020	UNILINK	098791	10-45-740	496.38
06/16	06/14/2016	38020	UNILINK	098792	10-45-740	70.76
06/16	06/14/2016	38021	UNION SECURITY INSURANCE	JUNE 2	10-45-230	300.54
06/16	06/14/2016	38021	UNION SECURITY INSURANCE	JUNE 2	10-47-230	226.58
06/16	06/14/2016	38021	UNION SECURITY INSURANCE	JUNE 2	10-54-231	48.08
06/16	06/14/2016	38021	UNION SECURITY INSURANCE	JUNE 2	10-58-230	78.46
06/16	06/14/2016	38021	UNION SECURITY INSURANCE	JUNE 2	10-61-230	32.50
06/16	06/14/2016	38021	UNION SECURITY INSURANCE	JUNE 2	10-60-230	16.25
06/16	06/14/2016	38021	UNION SECURITY INSURANCE	JUNE 2	10-50-230	76.73
06/16	06/14/2016	38021	UNION SECURITY INSURANCE	JUNE 2	10-62-230	146.86
06/16	06/14/2016	38021	UNION SECURITY INSURANCE	JUNE 2	10-70-230	41.56
06/16	06/14/2016	38021	UNION SECURITY INSURANCE	JUNE 2	10-64-230	51.83
06/16	06/14/2016	38021	UNION SECURITY INSURANCE	JUNE 2	51-45-230	112.14
06/16	06/14/2016	38022	US Bank	305033	10-45-740	214.13
06/16	06/14/2016	38023	VALLEY LUMBER COMPANY	61957	10-60-600	37.46
06/16	06/14/2016	38023	VALLEY LUMBER COMPANY	62856	10-60-600	52.95
06/16	06/14/2016	38023	VALLEY LUMBER COMPANY	63267	10-66-430	64.41
06/16	06/14/2016	38023	VALLEY LUMBER COMPANY	63312	10-70-600	2.99
06/16	06/14/2016	38023	VALLEY LUMBER COMPANY	63315	10-60-600	20.46
06/16	06/14/2016	38023	VALLEY LUMBER COMPANY	63337	10-66-430	25.97
06/16	06/14/2016	38023	VALLEY LUMBER COMPANY	63368	10-50-435	79.19
06/16	06/14/2016	38023	VALLEY LUMBER COMPANY	63433	10-50-435	339.62
06/16	06/14/2016	38023	VALLEY LUMBER COMPANY	63479	51-73-430	6.48
06/16	06/14/2016	38023	VALLEY LUMBER COMPANY	63485	10-60-600	36.96
06/16	06/14/2016	38023	VALLEY LUMBER COMPANY	63624	10-66-430	33.97
06/16	06/14/2016	38023	VALLEY LUMBER COMPANY	63665	10-66-430	5.99
06/16	06/14/2016	38023	VALLEY LUMBER COMPANY	63709	51-73-600	95.93
06/16	06/14/2016	38023	VALLEY LUMBER COMPANY	63789	10-62-600	19.99
06/16	06/14/2016	38023	VALLEY LUMBER COMPANY	63821	51-71-420	15.55
06/16	06/14/2016	38023	VALLEY LUMBER COMPANY	63869	10-70-600	51.40
06/16	06/14/2016	38023	VALLEY LUMBER COMPANY	64021	10-64-625	604.30
06/16	06/14/2016	38023	VALLEY LUMBER COMPANY	64091	51-45-600	5.52
06/16	06/14/2016	38023	VALLEY LUMBER COMPANY	64120	10-70-600	33.95

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Check Amount
06/16	06/14/2016	38023	VALLEY LUMBER COMPANY	64144	10-60-411	16.98
06/16	06/14/2016	38023	VALLEY LUMBER COMPANY	64284	10-60-411	27.97
06/16	06/14/2016	38023	VALLEY LUMBER COMPANY	64306	10-50-435	86.37
06/16	06/14/2016	38023	VALLEY LUMBER COMPANY	64501	10-70-430	13.63
06/16	06/14/2016	38023	VALLEY LUMBER COMPANY	64509	10-66-405	30.49
06/16	06/14/2016	38023	VALLEY LUMBER COMPANY	64531	10-50-435	1.79
06/16	06/14/2016	38023	VALLEY LUMBER COMPANY	64542	10-63-430	29.50
06/16	06/14/2016	38023	VALLEY LUMBER COMPANY	64572	10-50-435	7.49
06/16	06/14/2016	38023	VALLEY LUMBER COMPANY	64774	51-73-600	54.96
06/16	06/14/2016	38023	VALLEY LUMBER COMPANY	64858	10-70-430	1.99
06/16	06/14/2016	38023	VALLEY LUMBER COMPANY	64859	10-66-430	9.41
06/16	06/14/2016	38023	VALLEY LUMBER COMPANY	64929	10-66-430	40.24
06/16	06/14/2016	38023	VALLEY LUMBER COMPANY	65101	10-70-600	14.48
06/16	06/14/2016	38023	VALLEY LUMBER COMPANY	65167	10-66-430	38.22
06/16	06/14/2016	38023	VALLEY LUMBER COMPANY	65485	10-75-700	26.79
06/16	06/14/2016	38023	VALLEY LUMBER COMPANY	65492	51-73-600	32.96
06/16	06/14/2016	38023	VALLEY LUMBER COMPANY	65492	10-70-600	17.97
06/16	06/14/2016	38023	VALLEY LUMBER COMPANY	65522	10-66-600	47.09
06/16	06/14/2016	38023	VALLEY LUMBER COMPANY	65730	10-66-430	20.14
06/16	06/14/2016	38023	VALLEY LUMBER COMPANY	65957	10-47-600	21.97
06/16	06/14/2016	38023	VALLEY LUMBER COMPANY	65959	10-60-600	46.98
06/16	06/14/2016	38023	VALLEY LUMBER COMPANY	65978	10-70-600	12.99
06/16	06/14/2016	38023	VALLEY LUMBER COMPANY	65981	10-64-665	19.28
06/16	06/14/2016	38023	VALLEY LUMBER COMPANY	65992	10-75-700	3.58
06/16	06/14/2016	38023	VALLEY LUMBER COMPANY	65997	51-72-430	19.63
06/16	06/14/2016	38023	VALLEY LUMBER COMPANY	66104	10-64-665	23.97
06/16	06/14/2016	38023	VALLEY LUMBER COMPANY	66118	10-50-600	19.96
06/16	06/14/2016	38023	VALLEY LUMBER COMPANY	66171	51-72-430	25.94
06/16	06/14/2016	38024	VALLEY PINES CONDO ASSOC.	5973	10-50-435	374.37
06/16	06/14/2016	38025	VALLEY VIEW HOSPITAL ASSO	12138C	10-54-595	205.00
06/16	06/14/2016	38026	VERIZON WIRELESS	976545	51-45-530	35.89
06/16	06/14/2016	38026	VERIZON WIRELESS	976546	10-45-530	13.56
06/16	06/14/2016	38026	VERIZON WIRELESS	976546	10-58-530	40.01
06/16	06/14/2016	38026	VERIZON WIRELESS	976546	10-36-650	37.55
06/16	06/14/2016	38027	VILLAS @ ELK RUN HOMEOWN	37876	10-50-435	302.89
06/16	06/14/2016	38028	VISION SERVICE PLAN	JUNE 2	10-45-230	35.64
06/16	06/14/2016	38028	VISION SERVICE PLAN	JUNE 2	10-47-230	36.84
06/16	06/14/2016	38028	VISION SERVICE PLAN	JUNE 2	10-54-231	183.78
06/16	06/14/2016	38028	VISION SERVICE PLAN	JUNE 2	10-58-230	20.82
06/16	06/14/2016	38028	VISION SERVICE PLAN	JUNE 2	10-61-230	2.01
06/16	06/14/2016	38028	VISION SERVICE PLAN	JUNE 2	10-60-230	3.00
06/16	06/14/2016	38028	VISION SERVICE PLAN	JUNE 2	10-62-230	39.24
06/16	06/14/2016	38028	VISION SERVICE PLAN	JUNE 2	10-64-230	11.61
06/16	06/14/2016	38028	VISION SERVICE PLAN	JUNE 2	10-50-230	20.82
06/16	06/14/2016	38028	VISION SERVICE PLAN	JUNE 2	51-45-230	22.62
06/16	06/14/2016	38028	VISION SERVICE PLAN	JUNE 2	10-70-230	8.01
06/16	06/14/2016	38029	WASTE MANAGEMENT	089905	10-45-395	3,888.83
06/16	06/14/2016	38030	WESTERN COLO. ELECT.	5419	51-72-430	420.00
06/16	06/14/2016	38030	WESTERN COLO. ELECT.	5427	51-72-430	603.75
06/16	06/14/2016	38031	WESTERN SLOPE MATERIALS,	87551	10-60-600	173.52
06/16	06/14/2016	38031	WESTERN SLOPE MATERIALS,	87590	10-60-600	236.88
Grand Totals:						189,125.97

Summary by General Ledger Account Number

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
1020200	413.41	189,539.38-	189,125.97-
10-22760	547.99	.00	547.99
10-22770	765.36	.00	765.36
10-22775	799.30	.00	799.30
10-24111	138.00	.00	138.00
10-24480	48.00	.00	48.00
10-24500	28.58	.00	28.58
10-32-100	25.00	.00	25.00
10-36-650	37.55	.00	37.55
10-41-580	59.94	.00	59.94
10-41-600	79.38	16.21-	63.17
10-41-670	3,134.50	.00	3,134.50
10-41-675	1,250.00	.00	1,250.00
10-41-681	188.00	.00	188.00
10-42-310	800.00	.00	800.00
10-42-325	89.37	.00	89.37
10-45-230	336.18	.00	336.18
10-45-310	307.50	.00	307.50
10-45-325	466.71	.00	466.71
10-45-390	1,500.00	.00	1,500.00
10-45-395	3,888.83	.00	3,888.83
10-45-520	6,003.00	.00	6,003.00
10-45-530	13.56	.00	13.56
10-45-600	204.00	.00	204.00
10-45-740	780.25	.00	780.25
10-47-230	263.42	.00	263.42
10-47-330	906.50	.00	906.50
10-47-600	21.97	.00	21.97
10-50-230	97.55	.00	97.55
10-50-410	629.68	.00	629.68
10-50-415	654.00	.00	654.00
10-50-430	197.62	.00	197.62
10-50-435	4,674.88	.00	4,674.88
10-50-530	596.66	.00	596.66
10-50-600	1,401.26	.00	1,401.26
10-54-231	231.86	.00	231.86
10-54-410	1,581.66	.00	1,581.66
10-54-590	315.56	.00	315.56
10-54-595	205.00	.00	205.00
10-54-600	12.00	.00	12.00
10-54-610	487.14	.00	487.14
10-58-230	99.28	.00	99.28
10-58-530	40.01	.00	40.01
10-59-330	2,461.50	.00	2,461.50
10-59-430	12,418.47	.00	12,418.47
10-60-230	19.25	.00	19.25
10-60-350	1,012.50	.00	1,012.50
10-60-411	489.95	.00	489.95
10-60-412	861.62	.00	861.62
10-60-432	10,060.37	.00	10,060.37
10-60-600	725.37	.00	725.37
10-60-610	283.95	283.95-	.00
10-60-700	1,556.25	.00	1,556.25
10-61-230	34.51	.00	34.51
10-61-430	114.83	.00	114.83
10-61-580	118.08	.00	118.08

GL Account	Debit	Credit	Proof
10-61-650	13.33	.00	13.33
10-62-230	186.10	.00	186.10
10-62-330	115.00	.00	115.00
10-62-600	19.99	.00	19.99
10-63-430	29.50	.00	29.50
10-64-230	63.44	.00	63.44
10-64-350	432.00	.00	432.00
10-64-540	192.00	.00	192.00
10-64-610	1,107.48	.00	1,107.48
10-64-625	604.30	.00	604.30
10-64-665	1,330.54	113.25-	1,217.29
10-66-405	30.49	.00	30.49
10-66-430	249.09	.00	249.09
10-66-530	97.23	.00	97.23
10-66-600	106.81	.00	106.81
10-70-230	49.57	.00	49.57
10-70-350	26,108.33	.00	26,108.33
10-70-410	426.32	.00	426.32
10-70-420	685.00	.00	685.00
10-70-430	670.03	.00	670.03
10-70-530	160.96	.00	160.96
10-70-600	1,183.00	.00	1,183.00
10-70-710	1,000.00	.00	1,000.00
10-75-700	65,670.56	.00	65,670.56
31-40-310	125.00	.00	125.00
31-40-315	612.50	.00	612.50
51-45-230	134.76	.00	134.76
51-45-325	436.92	.00	436.92
51-45-530	271.71	.00	271.71
51-45-590	6.17	.00	6.17
51-45-600	54.02	.00	54.02
51-71-410	133.71	.00	133.71
51-71-420	1,084.05	.00	1,084.05
51-71-700	22,411.35	.00	22,411.35
51-72-405	703.02	.00	703.02
51-72-430	1,069.32	.00	1,069.32
51-73-430	6.48	.00	6.48
51-73-600	1,811.85	.00	1,811.85
Grand Totals:	193,869.04	189,952.79-	3,916.25

Report Criteria:
 Report type: GL detail
 Check Detail.Amount = {<>} 0

2016 Council Calendar DRAFT– Subject to Change

6/22/16 ALL DAY COUNCIL RETREAT**6/28/16 WORK SESSION AND LEGISLATIVE**

4:00 JOINT MEETING BASALT, PITKIN AND EAGLE AT RMI

5:30-6:30 WORK SESSION (need info in packet) NEIGHBORHOOD CAUCUS
(Joe Edwards, George Newman)

Why

How

Next Steps

CONSENT

6:30 Financial Review

Time? Regional Communication –Radio upgrade - Phyllis Mattice

6:45 ORDINANCES
2nd Reading Rescind Special Review 234 Midland (5 mins)
1st Reading Kai Peterson (15 mins)

7:10 Green Team Update
2nd Reading Green Team Recycling Ordinance

7:30 Basalt Mini Storage – Davidco in Southside – Sketch Plan review Introduction

7/12/16 WORK SESSION AND LEGISLATIVE

- CSC Zone District (30 mins)
- Council discussion Pan and Fork expenditures (if moving towards ordinance, funding, bond)

RESOLUTION

- Basalt Mini-storage (20 mins)

ORDINANCES

- 1st Reading Roaring Fork Conservancy River Center – Old Pond Park Approvals (35 mins)
- 1st Reading Roaring Fork Club Suits Kitchen
- 2nd Reading Kai Peterson ADU

7/26/16 WORK SESSION AND LEGISLATIVE

5:00-6:00 WORKSESSION: TACAW UPDATE AND DISCUSSION ON POTENTIAL SCHEDULE

PARTIAL LIST OF COUNCIL PRIORITIES TO BE SCHEDULED

- 1 Child Care and Regional Child care
 - 2, 1 Community Survey
 - 3 Economics of Special events
 - 1, 2 Regional healthcare
 - 2 Arts and performing arts related to the economy
 - 2 Presentations to Council from these committees:
BPAC, POST, CHAMBER, Etc./Council Members to sit on
 - 2 Urban renewal at Clarks-updates from Tim B
 - 3 Willits intersection
 - 3, 3 Way finding –urban trails and connections (part of POST update)
 - 3 Changing big boxes to small businesses at Willits
 - 1, 1 Single Track trails on public lands connected to Town of Basalt
Zero waste/compost effort in Basalt/Willits
-

OTHER DISCUSSION ITEMS IDENTIFIED BY STAFF

- Police Emergency Services Dispatch (scheduled for 06/28/16)
- Adopting the 5 Yr Capital Improvements Plan
- Valley Rd/El Jebel Road Alignment
- Code amendment Chapter 8 – Parking rules
- Public Works Manual
- Amend CSC Zone District Schedule after Council direction
- Worksession – BDBA& Chamber
- Presentation Colorado Parks and Wildlife – Bear Aware
- Traffic Calming throughout Town

LAND USE APPLICATIONS – to be scheduled when and if ready

- Arbaney Kittle PUD Amendment- Pursuant to pre-development agreement
- Roaring Fork Conservancy LU & Development Agreement – pursuant to pre-development agreement
- 234 Midland Avenue Special Review Amend Approvals
- RF Club Suites – minor PUD Amendment
- Town Park Arts Parcel – TACAW Approvals
- Stott's Mill PUD Amend and Reinstate & Sketch Plan
- 150 W. Homestead Rezoning and Sketch Plan (Elice)

State Representative
DIANE MITSCH BUSH
Colorado State Capitol
200 East Colfax Avenue, Room 307
Denver, Colorado 80203
Office: 303-866-2923
diane.mitschbush.house@state.co.us



Vice-Chair:
Transportation & Energy
Committee
Member:
Agriculture, Livestock, &
Natural Resources Committee

COLORADO
HOUSE OF REPRESENTATIVES
STATE CAPITOL
DENVER
80203

April 23, 2016

The Honorable Jacque Whitsitt,
Mayor of Basalt
101 Midland Avenue
Basalt, CO 81621

Dear Mayor Jacque Whitsitt and Honorable Council Members:

Congratulations on acquiring funds from the Safe Routes to School program. I was excited to hear that the Town of Basalt has been awarded grant funds, as I have been a big advocate for the Safe Routes to School program. You had brought up the safety problems last summer during one of my Community Conversations in Basalt and I am glad to hear that Basalt will be able to utilize this grant to build a pedestrian underpass under SH-82. This is a much needed safety improvement.

I am looking forward to seeing the finished underpass and to see the impact that this project will have on our school-kids' ability to get to and from school in a safer manner and on pedestrian safety for everyone. Please let me know if I can be of any assistance to you in completing this project.

Yours for a just, equitable, sustainable, and prosperous Colorado for all!

Sincerely,

Diane Mitsch Bush
State Representative
House District 26

*So glad to hear you
got this funding -*



May 31, 2016

Colorado Housing and Finance Authority (CHFA)
1981 Blake Street
Denver, CO 80202

Re: RealAmerica's Roaring Fork Apartments, Basalt, CO, 9% LIHTC Application

Dear CHFA LIHTC Application Committee:

The Aspen-Pitkin County Housing Authority (APCHA) is an independent multi-jurisdictional housing authority established under Section 29-1-204.5, C.R.S., for the purposes of assisting the City of Aspen and Pitkin County identify and address affordable housing needs.

At its regular board meeting on May 18, 2016, the APCHA Board of Directors expressed its enthusiastic support for RealAmerica's Roaring Fork Apartments project located in Basalt, Colorado, and its Low Income Housing Tax Credit (LIHTC) application to the CHFA.

The Board recognizes that there is a serious need for affordable rental housing throughout Pitkin County and the Roaring Fork Valley, and that RealAmerica's Roaring Fork Apartments proposal is an opportunity to help address that need. The project would create high-quality housing at rents affordable to individuals and families making 30% to 60% of area median income (AMI) and those making up to 115% of AMI for the market rate units.

The Roaring Fork Apartments would consist of 56 new, permanently affordable apartments in an area of Pitkin County currently underserved by affordable housing near downtown Basalt. The project would also provide an ideal Transit Oriented Development (TOD) opportunity because of its location along Colorado State Highway 82 and proximity to the Roaring Fork Transportation Authority's Basalt Park and Ride and VelociRFTA Bus Rapid Transit (BRT) up and down-valley bus routes.

If the CHFA awards Roaring Fork Apartments an allocation of 9% tax credits, the APCHA Board of Directors would give serious consideration to becoming a Special Limited Partner if it can negotiate an agreement acceptable to the APCHA, allowing the project exemption from property taxes.

Please do not hesitate to contact me if you have any questions or need further information.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mike", is written over a light blue circular stamp.

Michael Kosdrosky
Executive Director

cc: RealAmerica
APCHA Board of Directors
Town of Basalt, CO

Town of Basalt
Town Council – Mayor – Staff – Community
Working Agreements

Courtesy Norms

I agree:

- To promote and require respect and civility in dialog between Councilmembers, Mayor, staff and the public while still allowing for healthy disagreement.
- To be courteous and professional at all times in recognition that Council communications and behaviors set the tone for the organization.
- To allow the public to respectfully present information and opinions at appropriate meeting times; and Councilmembers, the Mayor, and staff will engage in debate with the public during the meeting.
- To be recognized by the meeting's presiding officer before speaking.
- To not have side conversations, cell phone calls, on-line activity, or texting during the meeting when not in support of the business before the Council.
- To include, when possible, in regular Council meetings a positive note or celebration of community accomplishments, recognition of staff achievement, or presentation of an award or commendation for the Town, an employee or other official.
- To honor and respect disagreement and differences as an important feature of policy-making and governance.
- To not criticize those who vote against your position on any issue.
- To respect the decision once a policy is passed or defeated by the majority vote.
- To strive to honor time limits on the meetings.
- To provide Councilmembers with sufficient information prior to meetings and Councilmembers will review the meeting materials and come to the meeting prepared.
- To attend the applicable meetings and assignments or inform the Mayor or Town Manager if unable to attend.
- To support the success of the Town staff in their role as experts and advisors. Concerns about performance of staff will be raised with the Town Manager in a private discussion.

No Surprise Rule

I agree:

- To make every attempt, as an elected official, to notify staff in advance of public meetings about key questions and discussion points that the officials would like addressed during regular meetings or work sessions.
- To make every attempt, as staff, to notify the Mayor and/or Town Manager of key issues, events, and other emerging issues in advance of public notices that would be of interest or concern to the Town Council.
- To strive not to surprise other Councilmembers, while honoring the boundaries of the Colorado Open Meetings Laws (COML).
- To make every attempt to avoid having elected officials, the Mayor, or Town Manager read or hear about significant Town issues, comments, etc. via mass media, before being advised in person, by phone, or email.
- To be inclusive in policy making. Seeking just a majority leaves out Councilmembers with whom you may need a positive relationship later.
- To regularly check email, if available, in order use it as efficient tool for communicating Town news.

Role of Council, Mayor and Staff

I agree:

- To strive for a partnership, as Mayor and Town Council, in the governance and operation of the Town while respecting the necessary responsibilities for checks and balances.
- Seek to involve Mayor and the Town Council in civic events and celebrations.
- To empower staff to give input and challenge the potential ideas and direction of Council provided it is done respectfully, professionally, and in the appropriate setting (such as in private, in a work session, or committee meeting). Similarly staff is clear to help ensure that all perspectives and alternatives are represented prior to action. Council will be clear in asking if they are seeking facts/data or opinions.
- To understand that the Town staff will be asked to inform the Town Manager and Mayor of their contacts with the Town Council in the interest of keeping the entire leadership team informed on key issues, requests and other Town business related to their interactions.
- To make decisions on pending issues at the appropriate time, respecting the deadlines of others, and staff will strive to allow adequate time for Council to make decisions.
- To celebrate the accomplishments of the Town at all levels of the organization.

Media Relations and Protocols

I agree:

- If members of the media make personal inquiries concerning other Town elected officials (Mayor and Council), the recipient (staff or Council) of the inquiry will not respond to the inquiry until they have an opportunity to talk directly with the Mayor or Town Manager.
- To, whenever possible, not make a formal comment on issues that are currently in the process of being addressed but have not yet been resolved.
- To speak only for one's own particular point of view on an issue and clarify to the reporter that you are only speaking for yourself. To speak for the entire Council or the Town only when specifically authorized to do so.
- To use the Town manager as a resource to assist with media contacts or notify others of media contacts.
- To not comment on issues of pending or potential litigation, referring those media contacts to the Town Attorney or Town Manager.

Approved by consensus _____