

**TOWN OF SILT
 PLANNING AND ZONING COMMISSION AGENDA
 Tuesday, March, 4 2025 6:30 P.M.
 MUNICIPAL COUNCIL CHAMBERS
 HYBRID MEETING**

ESTIMATED TIME	ELECTRONIC AGENDA ITEM	PUBLIC HEARING/ ACTION	ELECTRONIC LOCATION AND PRESENTOR
	Agenda		Tab A
6:30 5 min	Call to Order		Chair Williams
	Roll Call		
	Pledge of Allegiance		
6:35 5 min	Public Comments - Each speaker will limit comments to no more than three (3) minutes, with a total time of 30 minutes allotted to public comments, pursuant to Section 2.28.020 of the Silt Municipal Code		
6:40 5 min	Consent agenda – 1. Minutes of the February 4, 2025 Planning & Zoning Commission meeting	Action Item	Tab B Chair Williams
	Conflicts of Interest		
	Agenda Changes		
6:45 20 min	Ordinance Adopting Chapter 5.20 Establishing Licensing Requirements for the Retail Sale of Tobacco & Nicotine Products	Discussion Item	Tab C Deputy Town Clerk Malsbury
7:05 20 min	Ordinance Repealing Chapter 8.24, Amending Chapter 9.08.010 and Creating Title 7, relating to Public Buildings, Parks, Open Space and Recreation	Discussion Item	Tab D Manager Mann / Director Centeno
7:25 5 min	Maverick Sign Exception - Continuation	Public Hearing Continuation	Tab E Director Centeno
7:30 5 min	Rislende Final Plat and PUD Amendment - Continuation	Public Hearing Continuation	Tab F Director Centeno
7:35 10 min	Planners Report	Discussion Item	Tab G Director Centeno
7:45 5 min	Commissioner Comments		
7:50	Adjournment		

The next regularly scheduled meeting of the Silt Planning & Zoning Commission is tentatively set for Tuesday, April 1 2025, at 6:30 p.m. Items on the agenda are approximate and intended as a guide for the Planning and Zoning Commission. "Estimated Time" is subject to change, as is the order of the agenda. For deadlines and information required to schedule an item on the agenda, please contact the Town of Silt at 876-2353. Please be aware that this agenda is given to the public and to the Commission in electronic form. If you require a hard-copy, please request one before or after the scheduled meeting. Normal Town copying charges may apply. Thank you.

TOWN OF SILT
REGULAR PLANNING AND ZONING COMMISSION MEETING
February 4, 2025 – 6:30 P.M.
HYBRID MEETING

The Silt Planning and Zoning Commission held their regularly scheduled meeting on Tuesday, February 4, 2025. The meeting was called to order at 6:30PM.

Roll call	Present	Chair Lindsey Williams Vice Chair Michael Bertaux Commissioner Eddie Aragon Commissioner Jennifer Stepisnik Commissioner Vanessa Westmoreland Alternate Dana Wood Alternate Justin Anderson
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Absent

Also present: Community Development Director, Nicole Centeno and Town Manager, Jim Mann

Pledge of Allegiance

Public Comment

There was no public comment

Consent Agenda

1. Minutes of the January 7, 2025 Planning & Zoning Commission meeting.

Vice Chair Bertaux made a motion to approve the meeting minutes on the consent agenda, seconded by Commissioner Aragon. The motion to approve the consent agenda carried unanimously.

Conflicts of Interest

There were no conflicts of interest.

Agenda Changes

There were no proposed changes to the agenda.

1909 Horseshoe Trail- Site Plan Amendment

Director Centeno introduced the project with a reminder to the commissioners that they might recognize the property as the original Site Plan was approved on May 3, 2022.

The original approval allowed for a metal structure to be built with a mixed-use warehouse and residential occupancy classification. The residential portion of the application was approved by Special Use. Throughout the course of building permit application, the applicant at the time decided to remove the residential proposal, due to additional tap fee requirements. Upon building permit plan review, it was also discovered that the covered patio structure, originally proposed on the east side of the building, needed to be moved to the west side of the building. There was an issue with fire separation and setback requirements with the patio being located on the east side.

During the original approval, the covered porch intentions were questioned and the Planning Commission wanted to ensure that the residential tenants had an outdoor space to occupy. The concern that the covered porch was going to be enclosed or screened was conveyed as defeating the purpose of providing the residential occupant the outdoor space to sit and relax / BBQ etc...

Director Centeno explained that the concern was no longer relevant, as the residential component had been removed. She continued with the applicants request to enclose the covered patio, to make 3 offices that better suits his business needs.

Overall, staff found the application to align with the uses in the immediate surrounding areas. It appeared that the previous concern with enclosing the patio, due to residential amenity, was no longer relevant. Director Centeno noted that the proposed amendment would need to be evaluated by the Town's Plans Reviewer, Staff and Engineer, prior to Building Permit issuance. She explained the Commission was determining whether or not the proposal aligned with the zoning for Site Plan Review, however, a zoning approval would give the option to enclose the patio, pending the applicant's ability to meet the building and drainage requirements.

Staff recommended APPROVAL of the amendment to the site plan, allowing for the enclosure of the covered patio, with the following conditions:

1. All representations of the applicant made in writing, application materials, verbally spoken at the meeting or that are reflected in the meeting minutes, spoken by the Commissioners or applicant, are considered part of the application and are binding on the applicant.
2. That applicant provides any additional requested documents and pay all related fees.
3. That the color scheme for the addition remain consistent with the color palette of the original building, depicted as Light Stone with Koko Brown accents.
4. That the applicant meets any and all requirements for building permit approvals, including but not limited to, Engineering and Building Code Compliance.
5. That the enclosed addition only be used for the occupancy of office space and not a

residential use.

6. That the enclosed addition not have any additional water hook-ups, without proper permitting and paying of additional tap fees.

7. That this approval is not for construction. All future improvements will require permitting and approvals through the Community Development Department.

Director Centeno then introduced Mr. Rusch as being the applicant's representative and welcomed him to speak to the commission with any additional feedback that he felt relevant.

Mr. Rusch gave the Planning Commission an idea of proximity to the car wash, stating that the open porch was too close to splashing water and noise to utilize for enjoyment. Enclosing it is a much better use in his opinion.

Commissioner Aragon inquired about foundation and stem wall/piers needing extension. Mr. Rusch stated that the structure is supported by the existing slab and piers, therefore the only thing needed is frost protection. He did state that he would have an engineer confirm what is needed on the plans.

Chair Williams asked Mr. Rusch why the residential element was eliminated. Mr. Rusch indicated that it was cost prohibitive for the additional tap fees. Chair Williams then inquired about what type of business that Eco-Matrix was. Mr. Rusch explained that they line pipe, but that he didn't have a better explanation outside of that. It was an advanced technology that he believes is unique to Eco-Matrix.

Public Hearing opened at 6:49pm. There were no comments. Public Hearing closed at 6:50pm.

Vice Chair Bertaux made a motion to approve the proposed covered patio, with the conditions written in the staff report and spoke during the meeting. Commissioner Aragon seconded the motion and it passed unanimously.

Moratorium on Food Trucks

Manager Mann started the conversation with an explanation of what was discussed in the Code Committee meeting, regarding the number of existing food trucks and pertinence of consistent regulation. The Board actually brought concerns to Town Staff about the regulation expectations of the existing food trucks which initiated the bigger picture conversation.

The Town currently has five permanent food trucks, as well as a temporary truck operating at Rislende to make a 6th.

Manager Mann concluded that the Code Committee expressed interest in a moratorium, allowing Town Staff time to develop regulations. He then posed the following questions to the Planning Commission:

1. Does the town need to adopt any rules/regulations related to the location and operation of food trucks?
2. If rules/regulations should be established, what are they?

3. If rules/regulations should be established, should the Town adopt a moratorium on any new food trucks?

Vice Chair Bertaux stated that he serves on the Code Committee meeting and concurred with everything that Manager Mann had presented. He also recommended that the Board of Trustees adopt the moratorium.

Commissioner Aragon agreed and would like inspection regulations to be put in place for accountability sake.

Alternate Anderson asked for clarification on the terminology of permanent vs temporary food trucks. Director Centeno explained that a temporary food truck would be considered 3 consecutive days or less, thus meaning that more than 3 consecutive days would be deemed permanent. The Town matches the Public Health regulations. Centeno then explained that the Town has two non-conforming food trucks, which are considered to be pre-existing, non-conforming. They did not require a Site Plan Review, but the other food trucks did go through the process, with conditions of approval.

Director Centeno gave a quick history of why food trucks are required to go through an approval, with parking requirements etc... She explained that the Planning Commission is the decision-making body for said approvals.

Alternate Anderson suggested an annual update from Site Plan approvals.

The aesthetic nature of the food trucks was what was on Alternate Wood's mind. She brought up the fact that two of them are at the gateway of our community entrance. She also doesn't want food trucks in prime locations that would deter from future development.

Alternate Anderson also pointed out that too many food trucks, being able to operate with lower over head costs, might detract a brick and mortar restaurant from being able to compete with prices, in essence, stripping the incentive to operate a permanent restaurant on town. He believes there needs to be more discussion about the long-term growth goals.

Manager Mann also enlightened the Planning Commission that he was working to bring life back to the Town's Urban Renewal Authority. He explained that the URA could help incentivize the transition from food truck to brick and mortar if desired.

Commissioner Stepisnik added that she would like to see what other support could be added to our Downtown District, to keep businesses going.

Commissioner Westmoreland wanted further consideration that the Town is also trying to encourage businesses to start up and that the food truck might be the best means to do so, with the rising costs of the economy.

Chair Williams agreed with all comments that were made and thanked the sub-committee for their work on this topic. She too sees food trucks as a pathway to grow to better business opportunities. She would like to see more cuisine options. Chair Williams also inquired about new applications that might be affected by the moratorium, and Director Centeno stated that some people had come to Town Hall with conversations, but nothing has progressed.

Alternate Wood asked for alternate language for diverse types of food. Director Centeno explained the legality of dictating food vs zoning. The Town can approve restaurant zoning, based on governing documents, but is not able to control the type of food that is served.

Manager Mann concluded that the moratorium would likely be needed for a time period of six months or so, to develop regulations for the elected and appointed officials to weigh in on.

The Commission gave guidance to recommend approval to the Board of Trustees to place a moratorium on food trucks for 6 months, before bringing progress back to the boards.

Planners Report

Director Centeno introduced her staff report, with beginning of the year numbers. She also gave an update on the new Community Development software, Cloud Permit.

She reminded the Commissioners about the upcoming joint meeting and inquired about designated email addresses and the best form of communication to be able to reach everyone.

Commissioner Comments

Vice Chair Bertaux let his fellow Commissioners know that he put his condo on the market and that he would eventually be moving. All of the commissioners wished him the best.

Adjournment

Vice Chair Bertaux made a motion to adjourn the meeting; seconded by Chair Williams. The meeting adjourned at 7:31 P.M.

Respectfully submitted,

Approved by the Planning Commission

Nicole Centeno
Community Development Director

Lindsey Williams
Chair

**TOWN OF SILT
PLANNING AND ZONING MEETING
MARCH 4, 2025**

AGENDA ITEM SUMMARY

SUBJECT: An Ordinance Adopting Chapter 5.20 to Silt Municipal Code establishing Licensing requirements for the Retail Sale of Tobacco and Nicotine Products.

PROCEDURE: Action

SUMMARY AND BACKGROUND OF SUBJECT MATTER: Peter Muller, Tobacco Education Prevention Partnership spoke to the Board of Trustees regarding concerns surrounding underage smoking and the benefits of instituting licensing and guideline procedures for the retail sale of tobacco and nicotine products. The Board of Trustees directed staff to prepare an ordinance. The Strategic Planning and Code Committee reviewed a draft of the ordinance.

PRESENTED BY: Lori Malsbury, Deputy Town Clerk/Deputy Treasurer

DOCUMENTS ATTACHED: Draft of Ordinance for the adoption of Chapter 5.20 in the SMC.

TOWN ATTORNEY REVIEW YES NO **INITIALS** _____

SUBMITTED BY:


Lori Malsbury, Deputy Town Clerk

REVIEWED BY:


Jim Mann, Town Manager

TOWN OF SILT
ORDINANCE NO. _____
SERIES OF 2025

**AN ORDINANCE OF THE TOWN OF SILT, GARFIELD COUNTY, COLORADO
ADOPTING CHAPTER 5.20 TO THE SILT MUNICIPAL CODE ESTABLISHING
LICENSING REQUIREMENTS FOR THE RETAIL SALE OF TOBACCO AND
NICOTINE PRODUCTS**

WHEREAS, pursuant to C.R.S. Section 31-15-103 and Section 1 of the Town's Home Rule Charter, the Board of Trustees ("Board") of the Town ("Town") has the authority to make and publish ordinances necessary and proper to provide for the safety, preserve the health, promote the prosperity, improve the morals, order comfort and convenience of such municipality and the inhabitants thereof; and

WHEREAS, since the Surgeons General's report in 1964 tobacco use in the U.S. has declined from 42.4% to 11.5%; and

WHEREAS, despite such declines tobacco product use remains the leading cause of preventable disease and death in the United States. In 2022, 49.2 million (19.8%) or nearly 1 in 5 U.S. adults reported current tobacco product use; and

WHEREAS, smoking cost the U.S economy over \$600 billion in direct health care costs and lost productivity every year; and

WHEREAS, approximately 6.6% of middle school students and 12.6% of High school students in the U.S. use at least one tobacco product, including e-cigarettes, according to the 2023 National Youth Tobacco Survey. The C.D.C. (U.S. Centers for Disease Control and Prevention reported in 2024; and

WHEREAS, youth who use multiple tobacco products are at a higher risk of developing nicotine dependence and might be more likely to continue using tobacco pros into adulthood

WHEREAS, national, state, and local program activities have been shown to reduce and prevent youth tobacco produce use when implemented; and

WHEREAS, in 2019 the Colorado General Assembly enacted House Bill 19-1033 which removed restriction and penalties on local government regulation of tobacco products; and.

WHEREAS, the Town gave proper and timely published and/or posted notice of the dates and times of the public hearings at which the Board considered this ordinance; and

NOW, THEREFORE BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF SILT, COLORADO, THAT:

SECTION 1

Chapter 5.20 is hereby adopted as follows:

5.20.010 - Purpose

- A. The purpose of this Article is to establish license requirements for Tobacco Products and **Tobacco Paraphernalia Retailers** and to set forth the requirements for the sale of Tobacco products and **Tobacco Paraphernalia** to persons under twenty-one years of age to protect the health, safety, and welfare of individuals in the Town, to encourage responsible tobacco and nicotine product retailing and to reduce illegal sales of said products.
- B. The addition of section 5.20 into the Town of Silt Municipal Code is hereby added to read as follows;

5.20.020 - State Law Applicable

Title 44-7, C.R.S., and the Rules and Regulations of the Executive Director of the Colorado Department of Revenue, as the state licensing authority, with all subsequent supplements thereto, are adopted by the town. A copy of these provisions is on file with the town clerk and is available for inspection. The above-cited provisions are also available online through the Colorado Department of Revenue website. The above statute and regulations are incorporated and adopted as fully as if set out at length in this chapter, except as otherwise provided in this chapter.

5.20.030 - Definitions

The following definitions shall apply throughout this Chapter:

- A. Cigarette, tobacco product, or nicotine product means (1) a product that contains nicotine or tobacco or is derived from tobacco and is intended to be ingested or inhaled by or applied to the skin of an individual; or (2) Any device that can be used to deliver tobacco or nicotine to the person inhaling from the device, including an electronic cigarette, cigar, cigarillo, or pipe. Notwithstanding any provision of this paragraph (A) to the contrary, cigarette, tobacco product or nicotine product does not mean a production that the Food and Drug Administration (FDA) has approved as a tobacco use termination product.
- B. Compliance Check means the Division or local authority engaging a person under twenty-one years of age to enter a retail location to attempt the purchase of cigarettes, tobacco products, or nicotine products for purposes of ensuring compliance with Article 7 of Title 44.

- C. "Division" means the State of Colorado Department of Revenue's Liquor Enforcement Division, except as provided otherwise
- D. Flavored Tobacco product means any tobacco product that imparts a characterizing flavor
- E. "Inspection" means a procedure conducted by the Division or local authority to determine whether a retailer is operating in compliance with the requirements of Article 7 of Title 44, the rules promulgated thereunder, or any other applicable laws and regulations as they relate to the retailer's sale of cigarettes, tobacco products, or nicotine products
- F. "Minor" means a person under twenty-one years of age
- G. "Indoor Age Restricted Retailer" means a retailer that sells cigarettes, tobacco products, or nicotine products for consumers to use at the retail location. The retailer must comply with the requirements in section 25-14-204(3), C.R.S., including, but not limited to: 1. Prohibiting entry by any person under twenty-one years of age; and 2. Displaying signage in at least one conspicuous place and at least four inches by six inches in size stating either: a. "Smoking allowed. Persons under twenty-one years of age may not enter."; or b. In the case of a retailer that desires to allow the use of ESDs but not other forms of smoking on the premises, "Vaping allowed. Persons under twenty-one years of age may not enter."
- H. Licensee means the owner or holder of a Tobacco Product Retailer License.
- I. **Licensing Administrator means the Town Clerk's office which is responsible for overseeing and managing the license issuance, renewal, and collection of fees.**
- J. Local Authority and/or Licensing Authority means the governing body of a local government or any authority designated by a municipal or county charter, municipal ordinance, or county resolution to regulated retailers
- K. "Off-premises Retailer" means a retailer that sells cigarettes, tobacco products, or nicotine products for consumers to use at a location other than the retail location.
- L. "Retailer" means the owner or operator of a business of any kind at a specific location that sells cigarettes, tobacco products, or nicotine products to a user or consumer

- M. "School" means a public, parochial, or nonpublic school that provides a basic academic education in compliance with school attendance laws for students in grades one through twelve. "Basic academic education" means the sequential program of instruction provided by an independent or parochial school, and such program shall include, but not be limited to, communication skills of reading, writing, and speaking, mathematics, history, civics, literature, and science
- N. "Sell" or "sale" means any of the following: To exchange, barter, or traffic in; to solicit or receive an order for; to keep or expose for sale; to deliver for value or in any way other than gratuitously; to peddle or to possess with intent to sell; to traffic in for any consideration promised or obtained, directly or indirectly.
- O. State License means a license issued by the division in accordance with section 44-7-105.
- P. Tobacco product means 1) any product which contains, is made or derived from tobacco or used to deliver nicotine or other substances intended for human consumption whether heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by other means, including, but not limited to cigarettes, cigars, chewing tobacco, pipe tobacco, snuff, bidis, snus, mints, hand gels; or 2) electronic smoking devices. 3) has the same meaning as Nicotine Product Notwithstanding any provision of subsections 1) and 2) to the contrary, "tobacco product" includes any component, part, accessory, or associated tobacco paraphernalia of a tobacco product whether or not sold separately. Tobacco products do not include any product that includes marijuana or any product made from or derived from tobacco and approved by the Food and Drug Administration (FDA) for use in connection with the termination of smoking.

5.20.040 - Minimum Legal Sales Age

- A. Tobacco products shall not be sold to any person under the minimum legal sales age of twenty-one (21) years of age.

5.20.050 - License requirements

- A. On or after _____, it shall be unlawful for any person or establishment to act as a tobacco product retailer in the Town unless a tobacco license has been obtained from the local authority.
- B. No license shall be issued to authorize tobacco product retail sales anywhere other than at a fixed location designated in the license application
- C. No licensees shall be issued to applicants under the minimum legal sales age.

- D. Every license is separate, distinct, and specific to the designated location
- E. Licenses will not be issued to retailers located within five hundred (500) feet of any public or parochial school as determined by the Licensing Authority. This restriction shall not apply to an existing retail location within five hundred (500) feet of a school.
- F. Tobacco retailing without a valid license is a violation of this chapter.

5.20.060 - Conditions of tobacco product retail license

The following conditions shall apply to the licensee:

- A. Licensees shall stock and display all tobacco products in a manner so as to make all such products inaccessible to customers without the assistance of a retail clerk. Self-serve displays and displays at the point of sale are prohibited.
- B. Restriction on sales to underage persons. No person engaged in tobacco product retailing shall sell or transfer a tobacco product to another person unless that recipient is at least twenty-one (21) years of age. It is an affirmative defense to prosecution that the seller was presented with the ID showing the person to be over the minimum age.
- C. Sale of all tobacco products must take place on the licensed premises.
- D. Advertising of any tobacco product is prohibited.
- E. License shall be displayed in a publicly visible location on the designated property.
- F. Minimum legal sales age requirement poster shall be displayed at the entrance or a visible location **and contain at minimum the following:**

WARNING
IT IS ILLEGAL FOR ANY PERSON UNDER
TWENTY-ONE YEARS OF AGE TO PURCHASE
CIGARETTES AND TOBACCO PRODUCTS AND,
UPON CONVICTION, A FINE MAY BE IMPOSED.

- G. No person who is younger than eighteen (18) years of age shall, while employed at a tobacco product retail location, sell, stock, retrieve, or otherwise handle tobacco products.

- H. No person engaged in tobacco product retailing shall sell or transfer a tobacco product to another person who appears to be under the age of fifty (50) years without first examining the identification of the recipient to confirm that the recipient is at least the minimum legal sale age.

5.20.070 - Application procedure

- A. An application shall be filed with the Licensing Administrator or Town Clerk. It is the responsibility of each applicant and/or licensee to be informed regarding all laws applicable to tobacco retailing, including those laws affecting the issuance of said license. No applicant and/or licensee may rely on the issuance of a license as a determination by the Town that the proprietor has complied with all applicable tobacco retailing laws.
- B. All applications shall be submitted on a form supplied by the local licensing authority, along with the licensing fee.
- C. All applications shall be completed in full and must be accompanied by the payment in full of all fees and proof that the applicant is in possession or has applied for a State license. An application not completed in full and/or remitted without all fees will be deemed incomplete.
- D. A licensed tobacco product retailer shall inform the Licensing Administrator in writing of any change in the information submitted on an application for a license within thirty (30) business days of the change.

5.20.080 – Issuance of a Tobacco License

Upon the receipt of a completed application for a license as required by this chapter, the Licensing Administrator shall sign and issue a license within thirty (30) days which period may be extended by the Licensing Authority for good cause unless substantial evidence demonstrates that one (1) or more of the following bases for denial exists:

- A. The information presented in the application is incomplete, inaccurate, or false;
- B. The applicant seeks authorization for a license at a location where it is prohibited;
- C. The applicant seeks authorization for a license and the applicant's current license is suspended or revoked;
- D. The applicant is not qualified to hold the requested license under the provisions of this chapter;
- E. The applicant and /or retail location is not in compliance with all Town, State, or federal laws;

- F. The applicant is indebted to, or obligated in any manner to the Town of unpaid taxes, liens, or other monies; or
- G. The payment of the licensing fee in the full amount chargeable for such license does not accompany such license application.

5.20.090 – Denial of Tobacco product license

- A. If the Licensing Authority denies the issuance of the license, the Licensing Authority or its representative shall notify the applicant in writing by regular mail postage prepaid at the address shown in the application. The notice shall include the grounds for denial. Notice is deemed to have been properly given upon mailing.
- B. An applicant has the right to appeal the Licensing Authority's denial of an application to the Hearing Officer that shall be appointed by the Town Manager. Such an appeal shall be initiated by filing a written request with the Licensing Authority within twenty (20) days of the date of the notice of denial of the issuance of a license.
- C. The applicant's failure to timely appeal the decision of the Licensing Authority a waiver of the applicant's right to contest the denial of the issuance of the license.
- D. The appeal, including any right to further appeals, shall be conducted and controlled by the provisions of Rule 106(a)(4) of the Colorado Rules of Civil Procedure. The standard of proof at such appeal shall be a preponderance of the evidence and the burden of proof shall be upon the applicant. The licensee's failure to timely appeal the decision is a waiver of the licensee's right to contest the suspension or revocation of the license.

5.20.100 - License term, renewals and expiration

- A. All licenses issued under this Code shall be for one (1) year.
- B. A licensee shall apply for the renewal of the license and submit the renewal application and license fee no later than forty-five (45) days before the expiration of the existing term. If the applicant fails to apply for renewal at least 45 days before the expiration of the license, the applicant may be subject to a late filing fee established pursuant to this code.
- C. A license that is not timely renewed shall expire at the end of its term. The failure to timely obtain a renewal of the license requires submission of a new application. There shall be no sale of any tobacco products after the license expiration date and before the new license is issued.

5.20.110 - License non-transferable

- A. Licenses are non-transferable from one entity to another nor from one location to another.
- B. If a licensee ceases to be a retailer at a retail location by reason of discontinuation, sale, or transfer of the licensee's business, the licensee shall notify the licensing authority in writing on or before the date on which it will take effect.
- C. When a license has been issued to a husband and wife, or general or limited partners, the death of a spouse or partner shall not require the surviving spouse or partner to obtain a new license for the remainder of the term of that license. All rights and privileges granted under the original license shall continue in full force and effect as to such survivors for the balance of the term of the license.

5.20.120 – Fee for license

- A. The fee to issue or to renew a license shall be pursuant to the Town's Fee Schedule, a copy of which may be obtained from the Town website and is available at Town Hall.
- B. The amount of fees charged by the Town pursuant to this chapter shall be reviewed and, if necessary, adjusted to reflect the direct and indirect costs incurred by the Town in connection with the adoption, administration, and enforcement of this Chapter.
- C. The amount of the fees charged by the Town pursuant to this Chapter shall be fixed by the Board of Trustees pursuant to chapter 2.44.020 SMC.

5.20.130 – Tobacco Festival Permit

Tobacco Festival shall be prohibited in Town limits.

5.20.140 – Compliance monitoring and inspections

- A. Compliance monitoring of this chapter shall be conducted by the Silt Police Department. When a compliance check is completed by the local licensing authority or on behalf of such local licensing authority. The local authority will notify the Division of any outcome, or action taken on the licensee as a result of the compliance check.
- B. An applicant or licensee or manager shall permit representatives of the licensing officer, building official, the director of the community development department, the police department, the county health department, and the fire department to

inspect the premises, for the purpose of ensuring compliance with the law at any time it is occupied or open for business.

5.20.150 – Suspension or revocation of license

The following shall be grounds for suspension or revocation of the licensee's license:

- A. The Town Manager shall appoint a Hearing Officer to hear all actions relating to the suspension or revocation of licenses pursuant to this Chapter. The Hearing Officer shall have the authority to suspend, revoke, or impose remedial sanctions for violations.
- B. The Licensing Authority shall commence suspension or revocation proceedings by petitioning the Hearings Officer to issue an order to the licensee to show cause why the licensee's license(s) should not be suspended or revoked. The Hearing Officer shall issue such an order to show cause if the petition demonstrates that probable cause exists to determine that one (1) or more grounds exist pursuant to subsection (a) to suspend or revoke the licensee's license. The order to show cause shall set the matter for a public hearing before the Hearing Officer.
- C. Notice of the order to show cause order and hearing date shall be mailed to the licensee by regular mail, postage prepaid, at the address shown on the license no later than thirty (30) days prior to the hearing date. Notice is deemed to have been properly given upon mailing.
- D. The notice to show cause hearing and any subsequent right to appeal shall be conducted and controlled by the provisions of Rule 106(a)(4) of the Colorado Rules of Civil Procedure. The standard of proof at such hearings shall be a preponderance of the evidence and the burden of proof shall be upon the Licensing Administrator.
- E. In determining whether a license should be suspended or revoked, and in determining whether to impose conditions in the event of a suspension, the Hearing Officer shall consider the following factors:
 1. The nature and circumstances of the violation;
 2. Corrective action, if any taken by the licensee;
 3. Prior violations, if any by the licensee;
 4. The likelihood of recurrence of the violation;
 5. Whether the violation was willful; and

6. Previous sanctions, if any, imposed on the licensee.

5.20.160 - Enforcement

- A. The remedies provided by this Chapter are cumulative and in addition to any other remedies available at law or in equity. In addition to other remedies provided by this Chapter or by other law, any violation of this Chapter may be remedied by a civil action brought by the Town Attorney, including but not limited to nuisance abatement proceedings and injunctive relief.
- B. Causing, permitting, aiding, abetting, or concealing a violation of any provision of this Chapter shall cause the offender to be subject to the penalties set forth herein or in the Silt Municipal Code.

5.20.170 - No rights in license

Every license issued under this Chapter confers only a limited and conditional privilege subject to the requirements, conditions, limitations, and qualifications of this Chapter. The license does not confer a property right of any kind. The license and privilege created by the license may be further regulated, limited, or completely extinguished at the discretion of the Board of Trustees or the electorate of the Town, as provided in this Chapter, without any compensation to the licensee. Nothing contained in this Chapter grants to any licensee any vested right to continue operating under the provisions of this Chapter as they existed at the time the license was approved or issued, and every license shall be subject to any ordinance or prohibition adopted after the license was approved or issued.

5.20.180 – Effective date

This Chapter shall become effective as of _____ and enforceable on and after that date. Any tobacco product retailer without a license after the effective date will be in violation of this Chapter.

5.20.190 – Complaints

Whenever a local licensing authority receives a complaint, the local licensing authority will investigate the allegations as deemed appropriate and will notify the Division of the content of such complaint, as well as the outcome of any investigation, or action taken on the licensee as a result of the complaint.

5.20.200 – Penalties

Violations of any provisions of this chapter shall result in penalties according to the generally accepted and practiced state penalty guidelines. Nothing in the guidelines is meant to restrict the local licensing authority from issuing a lesser penalty, a higher penalty, or additional penalties as allowed by this code or state law, up to and including

suspension or revocation of a tobacco license or the imposition of a fine in lieu of suspension as provided under the provisions of Section 44-7-601, C.R.S and/or Chapter 5.20 of this code. For the second incident in one year, any days held in abeyance will be automatically imposed from the first incident in addition to any other suspension imposed by the tobacco licensing authority.

SECTION 2

(All ordinances heretofore passed and adopted by the Board of Trustees of the Town of Silt, Colorado are hereby repealed to the extent that said ordinances, or parts thereof, are in conflict herewith.

SECTION 3

If any section, subsection, clause, phrase or provision of this Ordinance, or the application thereof to any person or circumstance, shall to any extent, be held by a court of competent jurisdiction to be invalid, void or unconstitutional, the remaining sections, subsections, clauses, phrases and provisions of this Ordinance, or the application thereof to any person or circumstance, shall remain in full force and shall in no way be affected, impaired or invalidated.

INTRODUCED, READ, AND APPROVED ON FIRST READING this ___ day of _____ 2025, and a public hearing ordered upon second reading this ___ day of _____ 2025 at 7:00 PM in the municipal building of the Town of Silt, Colorado.

PASSED, APPROVED ON SECOND READING, ADOPTED, AND ORDERED PUBLISHED BY TITLE following a public hearing this ___ day of _____, 2025.

TOWN OF SILT, COLORADO

ATTEST:

Mayor Keith B. Richel

Town Clerk Sheila M. McIntyre, CMC

**TOWN OF SILT
ORDINANCE NO. ____
SERIES 2025**

AN ORDINANCE OF THE TOWN OF SILT, COLORADO, REPEALING CHAPTER 8.24, AMENDING CHAPTER 9.08.010, AND CREATING TITLE 7 OF THE SILT MUNICIPAL CODE RELATED TO PUBLIC BUILDINGS, PARKS, OPEN SPACE, AND RECREATION, WITHIN THE TOWN OF SILT, GARFIELD COUNTY, STATE OF COLORADO

WHEREAS, pursuant to Colorado Revised Statutes (C.R.S.) Section 31-15-103 and Section 1 of the Town’s Home Rule Charter, the Board of Trustees (“Board”) of the Town of Silt has the authority to make and publish ordinances necessary and proper to provide for the safety, preserve the health, promote the prosperity, improve the morals, order comfort and convenience of such municipality and the inhabitants thereof; and

WHEREAS, the Town has determined that various updates, amendments, deletions, and corrections are required to Chapter 8.24, related to “Parks, Open Space and Government Buildings”; and

WHEREAS, the Town has determined that various updates, amendments, deletions, and corrections are required to Chapter 9.08, related to 9.08.010 – “Open Containers”; and

WHEREAS, the Town has determined that a Title 7, entitled “Public Buildings, Parks, ~~and~~ Open Spaces, and Recreation” shall be created to regulate activities in public buildings, at Town parks and open spaces, public spaces, and the operation of the Town’s Recreation Programs; and

WHEREAS, the Town gave proper and timely published and/or posted notice of the dates and times of the public hearings at which the Board considered this ordinance; and

NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE TOWN OF SILT, COLORADO, ORDAINS AS FOLLOWS:

Section 1.

Chapter 8.24, Parks, Open Space and Government Buildings is hereby repealed in its entirety.

Section 2.

Section 9.08.010 – Open containers is hereby amended to read as follows:

"B. Alcoholic beverages may be consumed and possessed in an open container in ~~the Town Center, or on~~ any town park or open space, subject to the following limitations:

1. No alcoholic beverages in glass containers shall be allowed.
2. No alcoholic beverages shall be possessed or consumed in any designated town ~~facility property, or~~ park or open space when ~~the town facility or park is~~ closed.
3. Any town official may order the removal of alcoholic beverages from the park at any time, for any reason."

Section 3.

Title 7 of the Silt Municipal Code, entitled "Public Buildings, Parks, ~~and~~ Open Spaces, Public Spaces, and Recreation" is hereby created to read as follows:

7.01 ~~7.03.020~~ Public Buildings, Park, Open Space and Recreation

7.01.010 Definitions

For the purposes of this chapter, the following terms, phrases, words and their derivations shall have the meanings given in this section:

"Bicycle" shall mean a two, three, or four wheeled non-motorized vehicle that is primarily powered by use of the legs

"E-Bicycle/E-Bike" shall mean a two, three, or four wheeled electric motorized vehicle that is powered by a combination of the legs and an electric battery

"Public Spaces" of the town are defined as sidewalks, paths, ~~and~~ improved trails and municipal owned parking lots. The definition of "Public Spaces" does not include roadways, streets, alleys, or highways

"Rollerblade" shall mean an in-line skate that has a single row of small wheels

"Roller Skate" shall mean a pair of boots/shoes with four or more wheels designed to glide across hard surfaces

"Scooter" shall mean a vehicle typically ridden as a recreation, consisting of a footboard mounted on two wheels and a long steering handle, propelled by resting one foot on the footboard and pushing the other against the ground

"Skateboard" shall mean a short narrow board with two trucks, generally four wheels fixed to the bottom of either end on which a person can ride in a standing or crouching position.

“Sound Projection” shall mean increased volume or intensity of noise (music, sound or speech) including but not limited to, live music, disc jockey, amplified speakers, mega phone or transmitting equipment.

“Uni Wheel Board” or “One-wheel” shall be defined as a self-balancing electric skateboard with a single tire, used as a means of transportation and for board sports.

7.02 Public Buildings

7.021.010 Applicability.

This chapter applies to all ~~parks, open space and~~ government buildings (including but not limited to both active and passive open space) that the town is the owner, operator or both owner/operator.

7.021.020 Hours of Public Use

Unless otherwise provided by the town administrator or their designee, or by ordinance, regulation, special license, event permit or other posting, all public buildings, shall be open for public ~~rental, subject to availability and permit approval~~ use as follows:

- A. Town Hall Board Chambers ~~by permit only~~ from 7 am to ~~5~~10 pm, ~~except for the 2nd, 3rd and 4th Mondays and the 1st Tuesday of each month~~
- B. Town Center ~~by permit only~~ from 7 am to 10 pm

7.0402.030 Town Hall Board Chambers and Town Center Facility Regulations

The Town Hall Board Chambers and Town Center Facility use shall be by permit only, issued by the Community Development Department, subject to the following:

- A. Permits shall be filed no later than seven(7) days in advance of the requested use. It shall be the purview of the town administrator, or their designee to waive the advance requirement.
- B. The Town shall annually publish a Building Rental Form that will be available at the Town Hall, including fees and other regulations
- C. No Alcohol shall be allowed in the Town Hall Board Chambers or the Town Center
- D. Facility Fire Code Limitations:
 1. Town Hall Board Chambers – ~~83-25~~ Persons
 2. Town Center – ~~170-93~~ Persons
- E. Smoking, ~~and vaping any substance, as well as all marijuana products and/or use of an E-Cigarette is~~ are prohibited

7.032 Parks and Open Spaces

7.032.010 Applicability

This chapter applies to all parks and open spaces (including but not limited to both active and passive open space) that the town is the owner, operator or both owner/operators.

7.023.020 Hours of Public Use

- A. Parks, from 7 am to 10 pm daily, unless specifically identified below:
 - 1. Silt River Preserve from dawn to 10 pm
 - 2. Silt Island Park (dog park) from dawn to 10 pm
- B. Unless otherwise permitted by the town administrator or their designee, or by ordinance, regulation, special license, event permit or other posting, it is unlawful for any person, other than town personnel performing work, security, or park maintenance services, to enter upon or remain within the parks or open space at any time such park or open space is not open for public use.
- C. Unless otherwise prohibited by the town administrator or their designee, or by ordinance, regulation, special license, event permit or other posting, all persons may lawfully run, jog, walk, hike, bicycle, cross-country ski, or otherwise move through any park or public place via an improved path at any time as such park or recreation area is closed to public use. However, no person shall loiter on such bicycle-improved path unnecessarily.
- D. The town administrator or their designee is authorized to close any park or open space, or a portion thereof, to perform maintenance or improvement operations, or due to extreme weather conditions, or any other condition that is determined to be a threat to public safety. It is unlawful for any person to enter, use, occupy, or remain in any park or open space that has been posted as closed.

7.032.030 Prohibitions

The following activities, items and, uses, ~~etc~~, are prohibited in any park or open space, unless specifically designated ~~is Section 7.02.050~~ as allowed in this title.

- A. Littering: it shall be unlawful for any person to litter on any public park or open space, including the leaving behind of any waste and animal excrement.
- B. Camping: it shall be unlawful for any person to camp on any public property, including public streets, sidewalks, parks, rights-of-way within the town, or any other publicly owed parking lot or area, improved or unimproved or in any ~~abandon~~ vehicles, except in any location where camping has been expressly authorized by the town, ~~including public streets, sidewalks, parks, rights-of-way within the town, or any other publicly owed parking lot or area, improved or unimproved~~. The definitions of camping are set forth in the Silt Municipal Code;
- C. Glass Containers: use of glass containers is expressly prohibited;
- D. Motorized Vehicles: use of motorized vehicles, including dirt bikes, four wheelers and ATV's is prohibited, except in areas designated for such use;
- E. Sale of any alcoholic or fermented malt beverages, unless a valid permit has been issued;

~~E.~~_____

F. Hunting

G. Parking in non-designated areas

~~H. Sound/Movie Projection, unless a special permit is issued by the town administrator or their designee is issued, pursuant to Section 7.02.050a Town sponsored event~~

~~H.I. Sound Projection, exceeding the noise ordinance in title 9 of the Silt Municipal Code, unless a Town sponsored event~~

~~I.J. Fires, except in an enclosed fireplace, barbeque pit, or grill when not under local, regional, or state burning ban. Permitted fires must not be left unattended or allowed to burn carelessly and must be completely extinguished prior to abandonment~~

~~J.K. Use of drones, unless authorized by the town administrator or their designee~~

~~K.L. Horses, ponies, or other equine animals~~

~~M. Any other activity prohibited by any section of the Silt Municipal Code or by other state or federal regulation.~~

~~L.~~

7.032.040 Dogs and Other Pets (Animals)

Unless otherwise permitted/prohibited by the town administrator or their designee, or by ordinance, regulation, special license, event permit or other posting, the owner, keeper or harbinger of an animal or ~~other~~ pet may lead, bring or otherwise permit such animal only on improved trails or sidewalks within parks, open space or public places if the animal is under control by means of a secure restraint, such as a leash or cord, not more than ten feet in length that is controlled by the animals owner, keeper or harbinger per ~~Chapter 6.04 of this code~~ Title 6 of the Silt Municipal Code.

A. Unless otherwise permitted/prohibited by the town administrator or their designee, or by ordinance, regulation, special license, event permit or other posting, no dogs are allowed off a trail or sidewalk within a park, open space or public place.

B. Animal Waste shall be removed by the owner of the animal and deposited in an appropriate trash receptacle, or in an animal waste station.

C. Dogs and Other Pets (Animals) are strictly prohibited at the Silt River Preserve.

D. Silt Island Park is designated as the Town's Dog Park. See ~~Section 7.02.050(E)~~ Special Park Provisions in this title for additional regulations.

7.032.050 Special Park Provisions

The following provisions to the use of park and open spaces are as follows:

A. Veteran's Park

- a. Sound projection exceeding the noise ordinance in title 9 of the Silt Municipal Code, is permitted through the issuance of a special permit ~~issued~~ through the Community Development Department
- ~~Movie projection is permitted through the issuance of a special permit issued through the Community Development Department, subject to the following:~~
 - ~~Political Content is prohibited~~
 - ~~Religious Content is prohibited~~
 - ~~Projected movies shall have a Motion Picture Association of America rating between G and PG~~

F.B. Pavilion at Stoney Ridge:

- a. Sound projection, exceeding the noise ordinance in title 9 of the Silt Municipal Code, is permitted through the issuance of a special permit ~~issued~~ through the Community Development Department
- ~~Movie projection is permitted through the issuance of a special permit issued through the Community Development Department, subject to the following:~~
 - ~~Political Content is prohibited~~
 - ~~Religious Content is prohibited~~
 - ~~Projected movies shall have a Motion Picture Association of America rating between G and PG~~

K.C. Skatepark:

- a. The following are acceptable at the skate park:
 - i. Skateboards
 - ii. Rollerblades
 - iii. Roller Skates
 - iv. Scooters (non-motorized)
 - v. Uni-Wheel Boards
- b. There shall be no unauthorized improvements to the skatepark structures
- c. Food and drink on the skatepark structures is prohibited
- d. Smoking and vaping any substance, as well as all marijuana products~~Smoking, vaping, and/or any tobacco use is are~~ prohibited

L.D. Horseshoe Pits:

- ~~a. Long haired freaky people are prohibited (just want to see if all y'all are paying attention)~~

M.E. Silt Island Park (Dog Park):

- a. Leashes/Leads are not required
- b. Dogs shall remain under the voice command of the owner
- c. Dog excrement shall be picked up by the owner and placed in pet waste containers
- d. Dog behavior is the responsibility of the owner. If a conflict occurs, or a complaint is received, the town administrator or their designee may upon appropriate investigation and notice prohibit the offending dog from the park.

N.F. Silt River Preserve:

- a. Designated as a passive use open space

b. No fires of any type are allowed

~~c. Horses [Staff would like further input]~~

7.032.060 Commercial Activities

Unless otherwise permitted by the town administrator or their designee, or by ordinance, regulation, special license, event permit or other posting, it is unlawful for any person to conduct any commercial activity for which a fee is charged, in or on any public park, open space, or public place.

- A. Applicants requesting commercial activity on a public property shall submit to the town an application on forms provided by the town and pay a fee to the town as set by the board of trustees by resolution annually, or more often as necessary.
- ~~a.i.~~ a.i. Proof of a business or vendor's license, when such proof is required by this code or by state law, or upon request by any town staff member at a special event;
 - ~~b.ii.~~ b.ii. Proof of liability insurance naming the town as an additional insured in an amount as the town administrator designates as appropriate;
 - ~~c.iii.~~ c.iii. Proof that commercial activity will not become a public hazard or block any town right-of-way or private driveway;
 - ~~d.iv.~~ d.iv. Proof of a sales tax license, if applicable;
 - ~~e.v.~~ e.v. Proof of an approved Special Event Permit~~liquor license~~ issued by ~~both state and town~~the town, if the sale of alcoholic beverages is proposed;
 - ~~f.vi.~~ f.vi. Additional information as reasonably requested by town.

7.03.070 Park, Pavilion and Field Rentals

Park picnic shelters, Pavilion and sports fields are able to be rented through the Community Development Department, subject to availability.

- A. Rental Fees and Deposits will be determined annually through resolution by the Board of Trustees
- B. Picnic shelter rentals will have a maximum allotment of 4 hours, unless the Town Administrator or designee determines that a longer period of time is warranted.
- C. Payment, Insurance and any other requested items needs to be provided, to the Town, prior to the rental.
- D. Rentals must comply with the Silt Municipal Code as well as any local, state and federal laws.

7.043 Public Spaces

7.043.010 Applicability

This Chapter shall apply to all public spaces of the town.

~~7.03.020~~ Definitions

~~“Bicycle” shall mean a two, three, or four wheeled non-motorized vehicle that is primarily powered by use of the legs~~

~~“E-Bicycle/E-Bike” shall mean a two, three, or four wheeled electric motorized vehicle that is powered by a combination of the legs and an electric battery~~

~~“Public Spaces” of the town are defined as sidewalks, paths, and improved trails. The definition of “Public Spaces” does not include roadways, streets, alleys, or highways~~

~~“Rollerblade” shall mean an in-line skate that has a single row of small wheels~~

~~“Roller Skate” shall mean a pair of boots/shoes with four or more wheels designed to glide across hard surfaces~~

~~“Scooter” shall mean a vehicle typically ridden as a recreation, consisting of a footboard mounted on two wheels and a long steering handle, propelled by resting one foot on the footboard and pushing the other against the ground~~

~~“Skateboard” shall mean a short narrow board with two trucks, generally four wheels fixed to the bottom of either end on which a person can ride in a standing or crouching position.~~

~~“Uni-Wheel Board” or “Onewheel” shall be defined as a self-balancing electric skateboard with a single tire, used as a means of transportation and for boardsports.~~

7.043.0230 Use of Public Spaces

Use of public spaces is open for all pedestrians, bicyclists, skateboards, roller blading, roller skating, scootering, and uni-wheel boarding, subject to the following:

A. Pedestrian use has the right of way

7.05 Recreation

7.99.100.~~99.100~~ Violation – Penalty

The town may issue a citation to a violator of Title 7 in accordance with Chapter 1.12 of this code.

INTRODUCED, READ, AND APPROVED ON FIRST READING, a public hearing, this ____ day of _____, 2025, at 7:00 p.m. in the Municipal Building of the Town of Silt Colorado.

PASSED, APPROVED ON SECOND READING, following a continued public hearing, ADOPTED AND ORDERED PUBLISHED, this ____ day of _____, 2025.

TOWN OF SILT

Mayor Keith B. Richel

ATTEST:

Town Clerk Sheila M. McIntyre, CMC

**TOWN OF SILT
BOARD OF TRUSTEES REGULAR MEETING
March 4, 2025**

AGENDA ITEM SUMMARY

SUBJECT: Maverik Sign Exception Continuation

PROCEDURE: Public Hearing Action Item

RECOMMENDATION: Staff recommends a continuation of the Public Notice Action Item for Maverik Sign Exception

SUMMARY AND BACKGROUND OF SUBJECT MATTER: The Town is diligently working to process the application that Maverik submitted for a sign exception. There are a few outstanding variables that the Town and applicant need to work through, with the goal that all items can be resolved by the April 1, 2025 meeting.

RECOMMENDED MOTION: I move to approve the continuation of the Maverik Sign Exception, from the March 4, 2025 agenda to the April 1, 2025 agenda.

ORDINANCE FIRST READING DATE: N/A

ORDINANCE SECOND READING DATE: N/A

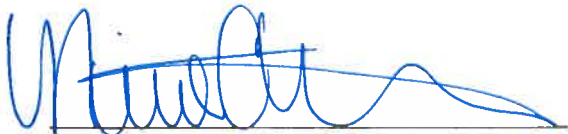
RESOLUTION READING DATE: N/A

PRESENTED BY: Nicole Centeno, Community Development Director

DOCUMENTS ATTACHED: N/A

TOWN ATTORNEY REVIEW [] YES [X] NO INITIALS _____

SUBMITTED BY:



Nicole Centeno, Community Development Director

REVIEWED BY:



Sheila McIntyre, Town Clerk

**TOWN OF SILT
BOARD OF TRUSTEES REGULAR MEETING
March 4, 2025**

AGENDA ITEM SUMMARY

SUBJECT: Rislende Final Plat and PUD Amendment

PROCEDURE: Public Hearing Action Item

RECOMMENDATION: Staff recommends a continuation of the Public Notice Action Item for Rislende Final Plat and PUD Amendment

SUMMARY AND BACKGROUND OF SUBJECT MATTER: The Town is diligently working to process the application that Rislende submitted for Final Plat and Planned Unit Development Amendment. There are a few outstanding variables that the Town and applicant need to work through, with the goal that all items can be resolved by the April 1, 2025 meeting.

RECOMMENDED MOTION: I move to approve the continuation of the Rislende Final Plat and PUD Amendment, from the March 4, 2025 agenda to the April 1, 2025 agenda.

ORDINANCE FIRST READING DATE: N/A

ORDINANCE SECOND READING DATE: N/A

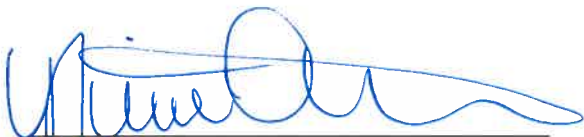
RESOLUTION READING DATE: N/A

PRESENTED BY: Nicole Centeno, Community Development Director

DOCUMENTS ATTACHED: N/A

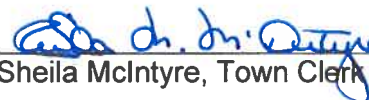
TOWN ATTORNEY REVIEW [] YES [X] NO INITIALS _____

SUBMITTED BY:



Nicole Centeno, Community Development Director

REVIEWED BY:



Sheila McIntyre, Town Clerk



Community Development Department

MEMORANDUM

TO: Jim Mann, Town Administrator
FROM: Nicole Centeno, Community Development Manager
DATE: February 2025 - March 2025

Building Department

- * Zoning & Building Reviews
- * Inspections - 15 in February
- * Contractor Licensing- TBD New / TBD YTD
- * BEST Tests- 5 New / 11 YTD
- * Miscellaneous Permits – 6 New / 9 YTD
- * Excavation Permits- 3 New / 5 YTD
- * Single Family Permits – 1 New / 2 YTD
- * Commercial Building Permit- 0 New / 2 YTD
- * Stop Work Orders

Administration

- * Staff Meetings
- * LED/Community Engagement/Communication
- * Business Licenses- TBD YTD
- * Customer Service (Calls, Emails, Walk-ins)
- * Facility Rentals
- * Office/File Organization
- * P & Z Meetings and Minutes
- * Website Management
- * Social Media Management
- * Vendor's Licenses- 0 YTD
- * Housing Needs Assessment Grant
- * GarCo Grant Outreach
- * Comm Dev Software Integration
- * GIS
- * Launch New Comm Dev Software

Recreation

- * Boys Basketball
- * Lil' Dribblers
- * Spring Soccer Reg

Code Enforcement

- * Non-Compliant Business Licenses
- * Building w/out a Permit
- * Zoning Infractions

Subdivisions/Infrastructure

- * Stoney Ridge 2
(Pending Applicant Phasing Plan)
- * Camario Phase 2
(Site Work is permitted and under construction)
- * River Trace
(4 Buildings Received C.O.; all buildings have now been permitted)

Land Use/Planning & Zoning

- * Riverview Sketch- In Processing
- * Laestadian Annexation- Approved & Recorded
- * River Run Storage Site Plan- Pending
- * Free-Up Storage Out of Town Taps- Pending Applicant
- * 347 Dogwood Drive- Subdivision
- * Rislende Final Plat- Waiting on Corrections
- * Heron's Nest- Annexation, PUD & Sketch
- * 1909 Horseshoe Trail- Site Plan Amendment- Approved
- * Silt Jumbo Storage- Lot Line Dissolution
- * Claussen- Lot Line Dissolution
- * Murietta- Lot Line Dissolution
- * Western Slope Veteran's Coalition- PUD
- * Flattops Cowboy Church- Sketch Plan
- * Maverik Sign Exception

Special Events- Current & Future Planning

- * Create Flyers and Advertise Events
- * Coordinating 2025 Events

- * Code Enforcement Complaints
- * Code Research for Complaints