

SPECIAL MEETING

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. APPROVAL OF AGENDA
- V. PUBLIC COMMENT

Public comment is intended for members of the public wishing to address the Board of Trustees about matters that are not listed for discussion on the agenda. Comments will be taken under advisement by the Board but no decisions will be made. At its discretion, the Board may elect to place a matter raised under public comment on a future agenda for further discussion and possible action.
- VI. PRESENTATIONS
  - a. Headwaters Alliance - Floodplain Updates and Presentation with Aaron Sutherlin, PE with Matrix Design Group to address the issue of changing the southern end of the flume as it enters the floodplain; and
  - b. Headwaters Alliance - Share report from Community Focus Groups completed in Fall 2020 and discuss possibility of Charette Community Planning, funded by EPA Superfund Redevelopment Funds with Skeo Solutions;
- VII. CONSENT AGENDA
  - a. Request for a parade permit for the annual farmer's market;
- VIII. BOARD INFORMATION ITEMS
- IX. NEW BUSINESS
  - a. Discussion and possible approval of revised land lease agreement with Commnet Four Corners LLC for the site of the communications facility on Gnome Hill;
  - b. First and possible final review of applicants to fill current vacancies (currently 2-3 vacancies) on the Town's Planning and Zoning Commission, and possible selection of same;
    - i. Avery Augur

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**OPEN TO THE PUBLIC**

POSTED 2/12/2021

- ii. J. Alan Busche
  - iii. Ed Vita
  - c. Discussion regarding the possible submission of a Citizens' Institute on Rural Design technical assistance grant request to the National Endowment for the Arts;
  - d. Discussion regarding the possible submission of a DOLA EIAF grant in the amount of \$200,000 for Phase 1B of the Town's Sewer Collection System Replacement Project;
  - e. Discussion regarding the possible implementation of a film permit for the City of Creede;
  - f. Discussion regarding the possible implementation of a business license application for all new business in the City of Creede;
  - g. Discussion regarding possible outside employment of the City Manager;
- X. OLD BUSINESS
- XI. BOARD REPORTS
- XII. EXECUTIVE SESSION
- XIII. ADJOURN



# PARADE PERMIT APPLICATION

City of Creede  
2223 N Main Street  
Creede, CO 81130  
(719-)658-2276

Name: The Creede Farmers and Local Artisan Market

Address: Po Box #247, Creede, CO 81130

Business/Organization (if applicable): Mindful Associates, LLC (Creede Farmers Market DBA)

Phone: 720-618-1519 Email: creedefarmersmarket@gmail.com

Parade Date: Friday Parade Time (please allow for set-up and take-down): see schedule attached

Parade Route Begins: 1st street (East Side) Basham Park if necessary

Parade Route Ends: for overflow

Planned Road Closures: None except East 1st Street

(Additionally, please attach a map)

Estimated Number of People Expected to Attend this Event: 100

Responsible Parties for Barricade Set-up & Removal:

Name: Ed Vita Phone: 720-615-1519 Name: Various Phone: \_\_\_\_\_

I have read, fully understand, and agree to the terms of this Parade Permit, any attached pages, and the City of Creede's Public Property Event Policy and Procedures:

Applicant [Signature] Date 02/05/2021 City Clerk \_\_\_\_\_ Date \_\_\_\_\_

SHERIFF'S DEPARTMENT NOTIFICATION: \_\_\_\_\_ Date \_\_\_\_\_

PUBLIC WORKS'S DEPARTMENT NOTIFICATION: \_\_\_\_\_ Date \_\_\_\_\_

FOR ADMINISTRATIVE USE ONLY			
Application Received	<u>2/5/2021</u>	Fee	<u>\$50</u> Date Paid _____
License Agreement Attached?	Y <input type="checkbox"/> N <input type="checkbox"/>	Proof of Insurance Attached?	Y <input type="checkbox"/> N <input type="checkbox"/>
Board of Trustees Meeting Date	<u>2/16/2021</u>		
Approved by Board of Trustees this	_____	day of	_____, 20 _____
Attest:	_____	City Clerk	



# Creede Farmer's and Local Artisan Market

## Being safer during a global pandemic – Summer 2021

Things we have done, will continue and new safety measure ideas:

- Hand Washing Station: we had this station available at every market day last year. Truly the majority of people that used this service were vendors. Few kids and parents as well. We will continue to offer this station, the sanitizer and soap.
- Masks: There is a requirement at the market to use a mask for any crew of the vendor that will be at the market that day. All vendor personnel need to cover their face when a potential customer comes near their booth. We made this a requirement last year. Nothing will change for this year. I enforced this and we had a very rate of compliance amongst the vendors.
- Extra spacing between tents and booths: We did this last year as best as we could. It does work to have the extra spacing. We usually used about 3 feet between tents mostly because our area is small to begin with. With the extra capacity for booth space across the street, even though not used, was a nice-to-have. This year, we will set up our tents in the 1<sup>st</sup> Street space first and then move to the overflow space next. That extra space is absolutely necessary for this reason and for the overall growth potential of the market.
- Gloves: gloves were encouraged to be used by the vendors. I saw a better-than-average participation rate. More than I had expected and I think that public sentiment is going to keep this glove usage and its associated acceptance rate the same or higher for this coming year.
- Touchless transaction: we've been asked for this and it's sort of really easy and really hard to accomplish all at the same time. I encouraged the vendors to think about this and some vendors have products that better fit this requirement than others. Like I said earlier, my vendors were washing their hands and using sanitizers. I feel we did a good job overall trying to accommodate this possibility.
- Visibly sick: All of my vendors know that if I were to see a member of their "crew" as being visibly sick and/or ill looking, that I may require that they go home. Hadn't had to do this yet but will not have a problem doing so. I'm no doctor, but if a person looks and acts sick, this is just one more step that I can take to protect others.

## The Creede Farmer's and Local Artisan Market: Summer 2021

### Cover Letter

Hello Creede Trustees,

Last year was a great year for the CFM Market. We nearly doubled the number of vendor booths that we saw on a weekly basis. We increased the foot traffic to the downtown area as a whole and helped to increase the foot traffic to local businesses. We repeatedly saw families from out of town coming here to "hang out" and visit the market. Go figure that this uptick happened during a Global Pandemic. It seems that Real Estate sales broke records as well. Who knew!

Thank you for the mid-summer decision to allow the CFM to access the Basham Park area during weeks of high vendor booth turnout. We did not use the Basham Park area, but we anticipate that our growth will continue and lead to overflow being placed in that area this summer. It was nice to have the option and I did my best to minimize the need for its usage.

This year, we expect continued growth. Already, people are calling to participate. Both as vendors and as customers. My website has been down for a rebuild and the interest is far greater than last year. Frankly, did not think many people visited the site. I need to get it going sooner rather than later.

I do not have any real issues to report. Nothing last year was monumental enough to not be solved in that particular hour. The overflow space was a big ask and it alleviated that "what should we do now" moment. I'm confident that you'll see some growth in the market and us having to use that space.

As always, I encourage all local artisans, bakers, tinkerers, creators, and artists to call me directly if they would like to participate in the market. The market remains a resource and huge advocate of the local artisan. We have taken steps to build a potential artisans' enthusiasm, generate momentum for their idea and even pull together resources to assist in an idea getting off the ground. One time, all my vendors pitched in to buy a vendor a tent that was easier to set up and deploy. It was a special moment. I welcome anyone to promote this message and reach out to us. It truly is a rewarding feeling to see an individual or family generate extra income while doing something they like to do.

Happy 2021! I look forward to your comments and suggestions. If anything else is needed for this packet, please let me know.

Sincerely,

ED Vita

# Creede Farmers and Local Artisan Market

## Summer 2021 planned schedule

Hello,  
Here are the dates we're proposing.

**All Fridays (one Sunday):**

**May:** 28th

**June:** 4th, 11th, 18th, 25th

**July:** 2nd, 4th(Sun), 9th, 16th, 23rd, 30th

**August:** 6th, 13th, 20th, 27th

**September:** 3rd, 10th, 17th

**Total Days:** 18 Total days. Car show is the 17<sup>th</sup> of September. One Sunday near July 4th festivities.

**Times of Day:** About the same times, 7am-3pm (hereby listing a bit longer times this year for set up and tear down needs). Last year took quite a bit longer that previous with so many vendors.

**Location:** Same place. East 1st Street area and placing overflow in Basham Park if the number of vendors exceeds what we can fit in the 1st Street area (we know... no stakes allowed)(social distancing is causing us to lose about one vendor spot on each side of 1<sup>st</sup> street location as well. Basham Park will be needed this year. Last year Basham Park was approved, and we didn't use it once, but was sure nice to have available at our disposal just in case.

I'm available for any questions.

Thanks,

ED

Ed Vita

720-618-1519: cell/text

[creedefarmersmarket@gmail.com](mailto:creedefarmersmarket@gmail.com)



January 12, 2021

Louis Fineberg  
Town Manager  
City of Creede  
2223 N. Main Street, PO Box 457  
Creede, CO 81130

Dear Louis,

Again, thank you for working with our team on the First Net project.

Enclosed are three copies of the amendment, memorandum of lease (MOL), and a prepaid UPS label and envelope.

Please partially execute and have the MOL notarized, then mail to Commnet with the items provided. I'll email you a fully executed copy once Commnet executes.

As always, please reach out with any questions or concerns. I'm happy to help, 312-809-8141.

Sincerely,

A handwritten signature in black ink that reads "Michelle Paetow". The signature is written in a cursive, flowing style.

Michelle Paetow  
Site Development Specialist

THIS AGREEMENT IS THE PROPERTY OF  
(and after recording return to):  
Commnet Four Corners, LLC  
Attn: Property Management  
1562 Park St.  
Castle Rock, CO 80109  
RE: Creede Downtown, CO

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### MEMORANDUM OF LEASE

This Memorandum of Lease is entered into as of the date last signed below, by and between City of Creede, with a notice address of 2223 N. Main St., Creede, CO 81130 (“**Lessor**”), and Commnet Four Corners, LLC, a Delaware limited liability company, with a notice address of 1562 Park Street, Castle Rock, CO 80109, Attn: Property Management, with a copy to 400 Northridge Rd., Ste. 1100, Atlanta, GA 30350, Attn: Real Estate Notices (“**Lessee**”).

1. Lessor and Lessee entered into a certain Lease Agreement dated November 8, 2012, as amended by that certain First Amendment to Lease Agreement dated \_\_\_\_\_, (collectively, hereinafter “**Agreement**”) for the purpose of installing, operating and maintaining a communication facility and other improvements. All of the foregoing is set forth in the Agreement.
2. The initial term of the Agreement is ten (10) years commencing on the Commencement Date of the Agreement.
3. The Agreement pertains to real property which is described in **Exhibit 1** annexed hereto and incorporated herein by this reference.
4. This Memorandum of Lease is not intended to amend or modify and shall not be deemed or construed as amending or modifying, any of the terms, conditions or provisions of the Agreement, all of which are hereby ratified and affirmed. In the event of a conflict between the provisions of this Memorandum of Lease and the provisions of the Agreement, the provisions of the Agreement shall control. The Agreement shall be binding upon and inure to the benefit of the parties and their respective heirs, successors, and assigns, subject to the provisions of the Agreement.

**[SIGNATURES APPEAR ON NEXT PAGE]**

**IN WITNESS WHEREOF**, the parties have executed this Memorandum of Lease as of the latter of signature dates below.

**LESSOR:**

City of Creede

**LESSEE:**

Commnet Four Corners, LLC,

By: Jeffery A Larson  
Print Name: Jeffery A Larson  
Its: Mayor  
Date: Feb 16, 21

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_



[ACKNOWLEDGMENTS APPEAR ON NEXT PAGE]

**LESSEE ACKNOWLEDGMENT**

STATE OF \_\_\_\_\_ )  
 ) ss:  
COUNTY OF \_\_\_\_\_ )

On the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, before me personally appeared \_\_\_\_\_, and acknowledged under oath that he/she is the \_\_\_\_\_ of Commnet Four Corners, LLC, the Lessee named in the attached instrument, and as such was authorized to execute this instrument on behalf of the Lessee.

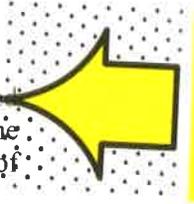
\_\_\_\_\_  
Notary Public: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

**LESSOR ACKNOWLEDGMENT**

STATE OF \_\_\_\_\_ )  
 ) ss:  
COUNTY OF \_\_\_\_\_ )

On the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ before me, personally appeared \_\_\_\_\_, who acknowledged under oath, that he/she is the person/officer named in the \_\_\_\_\_ within instrument, and that he/she executed the same in his/her stated capacity as the voluntary act and deed of \_\_\_\_\_ the Lessor for the purposes therein contained.

\_\_\_\_\_  
Notary Public: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_



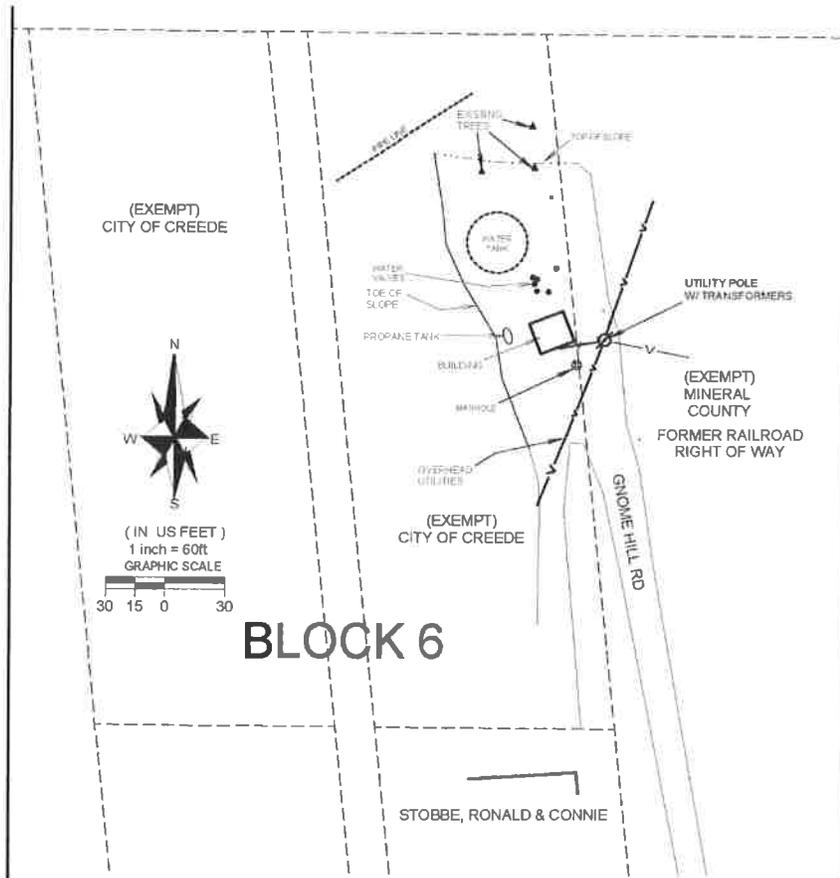
**EXHIBIT 1**

**DESCRIPTION OF PROPERTY**

Page 1 of 1

to the Memorandum of Lease by and between City of Creede, as Lessor, and Commnet Four Corners, LLC, as Lessee.

The property on which the leased premises is located is commonly known as 2219 Gnome Hill Rd., Creede, CO 81130 and is described and /or depicted as follows:



# Avery H. Augur

113 W 5<sup>th</sup> Street  
P.O. Box 765  
Creede, Co.  
81130

City of Creede  
Board of Trustees

2/1/21

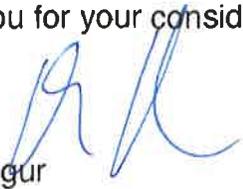
Please accept this Letter of Interest to fill one of the vacant seats and serve as a member of the Planning and Zoning Commission for the City of Creede. I previously served on the Commission from 2009-2013. If the Board chooses to grant me a seat on the Commission, I very much hope that the Commission is put to work with planning assignments that will help to move the City of Creede forward in a number of different areas.

I am particularly proud of the work that was done while I was on the Commission that involved working on master planning for the former railroad right-of-way in the city limits and would be interested in being tasked with picking up where we left off: our work focused on the area between 3<sup>rd</sup> and 5<sup>th</sup> streets. I believe that there are more opportunities for new land uses in the section of the right-of-way running from 5<sup>th</sup> street to highway 149.

I would also be interested in being tasked with updating and clarifying the procedures involved in applying for and obtaining a building permit as well as inspection procedures during the building process. It also may be time to adopt a newer version of the International Building Code, but considerable research needs to be done prior to being able to recommend implementation of a new code.

Finally, I do think a review of our Zoning code is in order. There have been many new ideas of ways to address zoning that do not involve Euclidian principles (which our current zoning code is based on). One example is using form-based codes which provide more flexibility in terms of allowable uses, while ensuring compatibility of the size and scale of buildings that are built in certain areas in order to preserve the feel of a neighborhood. It may be that the Trustees would like to stick with the current Euclidian zoning type, in which case it seems that a review of the permitted uses may need to be updated – it is my feeling that the City of Creede should be doing everything it can to encourage more dense, multi-family types of housing to address our incredibly tight housing market.

Thank You for your consideration,

A handwritten signature in blue ink, appearing to be 'Avery Augur', written in a cursive style.

Avery Augur

**J. Alan Busche**  
111 E 4<sup>th</sup> Street  
P.O. Box 201  
Creede, CO 81130

2/3/2021

Town of Creede  
Board of Trustees

My wife Jen and I started our retirement home in Creede five years ago by purchasing one of the few available vacant lots in town. We never considered property outside the city limits because over decades of family vacations here we learned the pleasure of being in a place where we could easily get to know our neighbors, walk to the grocery store, restaurants or theater, while still having easy access to the vast natural beauty of the surrounding area.

Now, as we transition to full time residence in Creede, we are looking for ways to contribute to the community. For me, serving on the Planning & Zoning Board seems like the right opportunity. My career has included design, manufacturing, construction and consulting, including 25 years as primary environmental contractor to a state agency that has restored nearly 18 thousand abandoned oil well sites. I am proficient in the language and workings of regulations, ordinances and specifications and understand the nuance of working within that framework to make decisions supporting goals representing a broad range of varying and sometimes conflicting interests.

Creede is entering a period of change and growth that will present challenges to maintain the character of the town and opportunities to adapt to evolving trends in workplace, retail and recreational habits and built spaces. I believe that I can bring useful skills to assist in this process and ask your consideration for a position on the Planning & Zoning Board.

Sincerely,

A handwritten signature in black ink that reads "J. Alan Busche". The signature is written in a cursive style with a large initial "J" and a long, sweeping underline.



Sarah Efthim-Williamson <clerk@creedetownhall.com>

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## Letter of Interest: Creede P&Z Board

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Edward Vita <edward.a.vita@gmail.com>  
To: Creede City <clerk@creedetownhall.com>

Tue, Dec 1, 2020 at 5:17 PM

Hello,

Please accept this email as my official 'letter of interest' for a possible position on the Creede Planning and Zoning Board.

Sincerely,  
ED

Ed Vita  
Creede Resident  
[edward.a.vita@gmail.com](mailto:edward.a.vita@gmail.com)  
303-641-8284

# Request for Applications

## Citizens' Institute on Rural Design (CIRD)

*The Citizens' Institute on Rural Design™ is a National Endowment for the Arts leadership initiative in partnership with the Housing Assistance Council.*

Call for Applications Release Date: January 22, 2021

Application Deadline: March 12, 2021

Submit via: <https://www.surveymonkey.com/r/RP3GY68>

Contact: [CIRD@ruralhome.org](mailto:CIRD@ruralhome.org)

The National Endowment for the Arts (NEA) and the Housing Assistance Council (HAC), with To Be Done Studio, are excited to announce the Request for Applications to the Citizens' Institute on Rural Design (CIRD). Rural communities are invited to submit applications to receive design support and technical assistance to host a virtual and on-site local Design Workshop (if local public health guidelines allow) or participate in the Design Learning Cohort.

### About CIRD

The Citizens' Institute on Rural Design (CIRD) is a leadership initiative of the National Endowment for the Arts in partnership with the Housing Assistance Council. Focusing on communities with populations of 50,000 or less, CIRD's goal is to enhance the quality of life and economic viability of rural America through planning, design, and creative placemaking.

CIRD is intended to empower local citizens to capitalize on unique local and regional assets in order to guide the civic development and future design of their own communities. The CIRD program goals include:

- Building design capacity in rural communities to plan comprehensive revitalization strategies;
- Introducing creative placemaking, arts, culture, and design strategies as drivers of economic development in rural America;
- Facilitating a network of rural communities for design idea exchanges and peer learning; and

- Preparing communities to be ready and competitive for arts- and design-related state and federal funding opportunities.

Since 1991, the Citizens' Institute on Rural Design (CIRD) has provided design assistance to more than 100 rural communities in all regions of the United States, empowering residents to leverage local and regional assets in order to guide the civic development and future design of their own communities. More information about CIRD can be found at <https://www.rural-design.org/>.

## OPPORTUNITY

For 2021, the CIRD program consists of two different opportunities via a single application:

### *Opportunity 1) Local Design Workshops*

Up to four (4) communities will be selected to participate in an on-site rural **Design Workshop**. (Based on timing and in accordance with local health guidance, this workshop may be a hybrid virtual and in-person program.) With support from a wide range of design, planning, and creative placemaking professionals, the workshops bring together local residents and local leaders from non-profits, community organizations, and government to develop actionable solutions to a specific design challenge. Examples of potential design challenges include but are not limited to:

- Historic preservation and adaptive reuse of community buildings
- Designing quality affordable housing that supports livable and equitable communities; including housing and other amenities that support young people, families, and/or the elderly and aging in place
- Creating public or civic spaces that support and integrate cultural expression and local identity and/or play and active recreation
- Developing recreational trails for mobility, active transportation, and economic development
- Redesigning Main Street as a local street versus state highway/thruway
- Designing spaces and places that improve access to healthy food and local food systems
- Leveraging Main Street or local businesses for economic development, including branding, wayfinding, façade improvements, and streetscape design
- Integrating cultural identity into the built environment to drive heritage tourism.

Selected communities will receive additional support including customized follow-up support leading up to and after the workshop as well as access to and web-based resources, webinars, and peer learning through the Design Learning Cohort (described below).

### *Opportunity 2) Design Learning Cohort*

Up to fifteen (15) rural communities will be selected to participate in a **Design Learning Cohort**. Rural community leaders from government, non-profits, local business, and civic organizations are invited to:

- Participate in virtual trainings and sessions on design, planning, community engagement, facilitation and fundraising techniques;
- Connect and exchange design ideas with peers from other rural communities in the cohort
- Receive technical assistance and coaching from experienced design professionals tailored to their particular community design challenge; and
- Receive support in navigating funding opportunities to make their community's vision a reality;

Applicant organizations can indicate on their application if they only want to participate in the Design Learning Cohort (and not be considered for the hybrid local Design Workshop opportunity).

Both opportunities within the CIRD program connect rural residents and community leaders with resources and ideas for developing locally driven solutions to community design challenges.

Prospectus for more details on the Learning Cohort opportunity.

**Applications must be submitted online via [survey monkey](#) by March 12, 2021 at 11:59 PM EST**

A webinar about this opportunity will be hosted on February 9, followed by office hours for questions about the application hosted through CIRD's Facebook page during the week of February 15 and March 1. See Important Dates below for details.

## ELIGIBILITY

Applicant Organizations must:

- Be part of a rural or tribal community of 50,000 or less, that is rural in character.
- Identify a specific design challenge to address through the CIRD program.
- Be able to participate in CIRD as indicated in Participation Expectations below
- Plan a workshop with CIRD staff during the period of programming from May 2021-December 2022

The following entities meeting the criteria above are encouraged to apply:

- Municipal, tribal, or county governments
- Local nonprofit organizations, including but not limited to Main Street organizations, art centers, preservation groups, historical societies, or chambers of commerce, working in rural areas

- Regional planning organizations working in rural areas
- University community design centers or university agricultural/extension offices with close ties to the community presenting the design challenge
- Partnerships of the entities listed above are encouraged to apply

## PARTICIPATION BENEFITS

### Local Design Workshop Communities

Four(4) communities will be selected to do a deep dive into a pressing design challenge that is impacting their community. Each workshop includes:

- \$6,000 stipend to the host community for workshop staff time and related expenses
- A tailored virtual design process working with a dedicated resource team, including goal setting, and online sessions with design experts to assist with project visioning and advancement toward implementation
- Potential site visit from a local/regional designer, if local public health guidelines allow.
- A Design Book and action plan following the workshop, with project-specific design and planning recommendations, created by the CIRD resource team
- Ongoing technical assistance related to project until December 2022

In addition to the benefits listed above, Design Workshop communities will have access to all events and opportunities offered to the Design Learning Cohort, described below.

### Design Learning Cohort

Up to 15 communities from the applicant pool will be invited to participate in the Design Learning Cohort. The opportunity allows up to four (4) leaders from each selected community to participate in virtual training in design, planning, community engagement, and facilitation techniques; engage with peers from rural communities; and receive support in navigating funding opportunities to make their vision a reality. The Design Learning Cohort opportunity includes roughly a dozen engagements, specifically:

- A series of online learning sessions led by nationally recognized field experts, tailored to engage cohort members and activate peer learning
- A series of public webinars and private breakout sessions that connect cohort members to design experts
- Technical assistance through office hours, one-on-one coaching, optional in-person convenings, and online resources
- Additional opportunities to socialize and share best practices and experiences with rural peers from around the country

## PARTICIPATION EXPECTATIONS

*To receive a stipend and community-specific design expertise, Design Workshop communities must:*

- Designate a local coordinator who will serve as the main point of contact for the workshop and communication with the CIRD resource team. This person may also be responsible for tracking expenses and other administrative and logistic details.
- Provide a \$6,000 match to the \$6,000 stipend for hosting a workshop in their geography. A match can be cash or in-kind, which could include assets like local photographer time, additional designer or artist contracts, and/or staff time.
- Collaborate with the CIRD resource team to organize the design challenge site visit and virtual engagements. This will include:
  - Setting an achievable scope, sharing important documents, developing an engagement plan, and identifying final products from the CIRD resource team that fit the community-specific design challenge.
  - Coordinating a socially distanced site visit from a local/regional team (if local public health guidelines allow)
  - Hosting a virtual kickoff meeting with core community stakeholders, a planning meeting with CIRD and project team members, and a public meeting for a larger audience
  - Providing feedback on initial design materials
  - Coordinating hybrid virtual and in-person workshop, depending on local health conditions
  - Completing project wrap-up activities, including final feedback, exit survey, next steps
- Provide a final budget report and narrative report after completion of the site visit and workshop.
- Participate in Design Learning Cohort activities and broader CIRD network building, including but not limited to CIRD workshops and events, both online and in-person (where local public health guidelines will allow).

*To receive a CIRD certification, Design Learning Cohort communities must:*

- Attended at least 9 out of 11 learning sessions and webinars, including breakout sessions
- Demonstrate progress on their community-specific design challenge between May 2021 and December 2022
- Complete exit survey

## IMPORTANT DATES

January 22, 2021	Request for Applications launched
February 9, 2021 at 2:00 PM EST	CIRD RFA Information Webinar
Week of February 15 and Week of March 1	Online open office hours with HAC to answer application questions (See CIRD Facebook page)
March 12, 2021	Applications due 11:59pm ET
Late April	Successful applicants notified
Early May	Successful applicants publicly announced
May 2021-December 2022	CIRD Program activities, including local workshops and learning cohort programs

## SELECTION CRITERIA

Applications will be evaluated on the basis of the following criteria, equally weighted:

**Excellence** is a reflection of the commitment, quality, and capacity of the applicant and partners to host a workshop and engage the community to address design challenges, including:

- Alignment with CIRD goals and design technical assistance offerings
- Capacity to lead a local design workshop and/or steward activities in their local community
- Commitment to partner and collaborate locally to address a design challenge

**Merit** reflects the relevance of the identified design challenges to the local community, the community's readiness and enthusiasm to tackle the design challenge, and a commitment to stewarding a local design agenda; including:

- Clear design challenge and relevance to local community needs
- Proven track record of strong stakeholder engagement and willingness to engage in future community engagement processes
- Commitment to participation in the CIRD program and willingness and capacity to implement ideas from the program

If circumstances warrant, CIRD might give special consideration to applications in certain geographies and/or applications that promise unique contributions to national rural design conversations. Applicants have the opportunity to indicate if they are only interested in being considered for the Learning Cohort.

# Application Instructions:

We recommend that applicants prepare their answers prior to starting the application process, as you do not have the ability to save your progress while submitting. Your responses can be copied and pasted into the application form. Please contact [CIRD@ruralhome.org](mailto:CIRD@ruralhome.org) if you have any questions about the application submission process.

Please provide responses to the following questions:

1. Lead Applicant Contact Information

Name:

Organization Name:

Organization Street Address:

City:

State:

Zip Code:

Email Address:

Phone Number:

2. Population size of applicant community (city, county etc.)

3. If the project is located in a different location than your organization, please complete this question:

(Optional) Project city

(Optional) Project state

4. Primary contact information, if different than above:

Name:

Title:

Email address:

Phone number:

5. Please consider the [Design Learning Cohort](#) and local Design Workshop opportunities.

Which of the CIRD programs are you interested in applying for?

Design Workshop and Design Learning Cohort

Design Learning Cohort only

6. Please describe what aspects of the Design Learning Cohort program would be most valuable to you and your organization. (up to 100 words)

7. Please describe your organization's mission and primary focus. (Up to 200 words).

8. Please describe your community (Descriptions of the people and places affected by the community design challenge are encouraged here. You will have an opportunity to describe the design challenge itself in the following questions.) (Up to 200 words)

#### Design Challenge Information

Please describe the design challenge your community is facing (i.e., street redesign, adaptive reuse and preservation of a historic structure, etc.):

9. Describe your design challenge (100 words)
10. Why is this a critical issue? (100 Words)
11. What do you need help with? (100 Words)
12. Who will benefit from this project and why? (100 Words)
13. What next steps do you have planned on your specific design challenge? (100 Words)
14. Describe your current project team and partner organizations that will be involved. Who is a part of this project? Have you worked together in the past? How will you collaborate on this project? (200 words) (*We recognize that teams change over time - please respond here with the most current information*)
15. For each partner organization mentioned above, please provide Organization Name, Contact Name, Contact Email, and a short description of their potential role in your CIRP project. (200 words)
16. What is your organization's current staffing capacity to work on this program? (100 words)
17. (Skip this question if you are only interested in the Design Learning Cohort) Please submit a budget based on the sample template below, listing some proposed uses for the \$6,000 stipend and \$6,000 match. You may want to consider whether your workshop will take place in-person or virtually (based on local guidance for safe gathering). Selected applicants can adjust their budget later.
  - File upload

#### Supporting Material

Supporting materials, including photos, videos, and letters of support, are encouraged but not required.

18. Photos/Images: you may provide up to 20 photos or images that show your community and the context and location of your design challenge. Maps of relevant sites are

encouraged. Please combine all images into a single pdf document and include short captions with the images or on a separate page.

File upload

19. Video/Online material: you may include a link to one video (for example, through Vimeo or YouTube) or a link to a static web page or online pdf document. Video time should not exceed 3 minutes and documents should have no more than 20 photos with short captions.

Link to video/ website

20. Letters of support: you may provide up to 3 letters of support from community leaders or partners. This will help us better understand the network of support that will ensure a successful workshop and design process. Please compile letters into a single pdf and clearly label "letters of support."

File upload

21. Would you like to be subscribed to the CIRD newsletter? (Y/N)

22. How did you hear about the CIRD program?

CIRD website

Social media

CIRD Newsletter

Other Newsletter

Word of Mouth

Click "submit" or press Enter.



# CITY OF CREEDE

PO BOX 457  
CREEDE, CO 81130  
(719)658-2276

CLERK@CREEDETOWNHALL.COM

## FILM PERMIT CONTACT INFORMATION

Applications must be sent to:

Creede City Clerk  
PO Box 457  
Creede, CO 81130

For questions, please contact the Clerk's Office during business hours.  
(719)658-2276, ext. 2#  
clerk@creedetownhall.com

Applicant/Organization: \_\_\_\_\_

### ORGANIZATION TYPE:

NON-PROFIT     FOR-PROFIT     GOVERNMENT     CORPORATION     OTHER: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

PHONE#: \_\_\_\_\_ EMAIL: \_\_\_\_\_

## EVENT INFORMATION

Location(s) of requested filming: \_\_\_\_\_

Date(s) and time(s) of requested filming (additional days should be attached to this application):

Date(s)	Time(s) - indicate am/pm
_____	_____ until _____
_____	_____ until _____
_____	_____ until _____

Event description: \_\_\_\_\_

WILL THERE BE MUSIC? \_\_\_\_ YES \_\_\_\_ NO If yes, will it be live/amplified? \_\_\_\_\_

### CONDITIONS FOR USE OF PUBLIC PROPERTY:

- Area must remain open to the public at all times
- Open containers of alcohol are not allowed unless a liquor license is obtained
- Event organizers are responsible for cleanup and trash remove.
- Motorized vehicles are not allowed on the grass or sidewalks. OHV's may only be used on designated roadways.
- Event shall comply with City noise ordinances
- Landscape or facility damage will be billed to event organizers at replacement costs plus 15%
- Signage shall comply with all applicable City of Creede policies
- Applicant and all attendees shall comply with City of Creede Codes, Resolutions and Ordinances
- Tents or other temporary structures my not be placed without obtaining permission first.
- Any street closures require a separate parade permit.

### SUBMIT THE FOLLOWING WITH YOUR APPLICATION:

- LOCATION MAP
- CERTIFICATE OF INSURANCE

### FOR CLERK OFFICE ONLY:

DATE RECEIVED: \_\_\_\_\_

EVENT APPROVED BY: \_\_\_\_\_

DATE APPROVED: \_\_\_\_\_



**CITY OF CREEDE**

PO BOX 457  
CREEDE, CO 81130  
(719)658-2276  
CLERK@CREEDETOWNHALL.COM

I HEREBY AGREE TO INDEMNIFY CREEDE, ITS OFFICERS, AGENTS AND EMPLOYEES, AND TO HOLD THEM HARMLESS AS TO ANY CLAIM, LIABILITY OR DAMAGES, INCLUDING ATTORNEY FEES AND COURT COSTS, ARISING OUT OF, OR DIRECTLY OR INDIRECTLY RESULTING FROM THE CONDUCT OF THE ABOVE EVENT. I FURTHER UNDERSTAND THAT THE ABOVE USE CONDITIONS MUST BE ADHERED TO.

APPLICANT:

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

PRINT: \_\_\_\_\_

DATE: \_\_\_\_\_



1199 Bayfield Parkway • PO Box 80 • Bayfield, CO 81122 • 970.884.9544 TOWN HALL • 970.884.2195 FAX

## Business License Application

<b>1 Business Information</b>			
Business Name		North American Industry Classification System Provide the NAICS # ( <a href="https://www.naics.com/search">https://www.naics.com/search</a> )	
Name of Person Completing this Application (Contact)		Business Mailing Address	
Contact Phone		Contact Email	
*State Tax Number	Federal ID	Year Business Established	Describe the nature of the Business
*Failure to provide a State Tax Number will cause the application to be rejected immediately, unless there is a valid reason the business operation is exempt from Colorado tax regulation. (Explain on a separate sheet of paper.)			
Business Owner Name if different than the contact name		Business Owner Email	
Business Owner Telephone		Website	
Type of Ownership (Mark One) <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Non-Profit <input type="checkbox"/> Other			
<b>2 Land Use Parameters</b>			
Business License is regulated by the Town of Bayfield Municipal Code. The applicant is responsible to abide by all land use regulations of which includes but not limited to; sign regulations, zoning regulations, site development regulations, etc. The Municipal Code Land Use Code is on the Town website or schedule time with the Town Manager or Planning official in the event you have additional questions.			
<b>Land Use Information</b>			
Physical Address of the Business plus City, State and ZIP		Is this address located within the Town of Bayfield Municipal Boundary? <input type="checkbox"/> Yes <input type="checkbox"/> No (If No, skip to next section.)	
Business operations will be visible from the street? <input type="checkbox"/> Yes <input type="checkbox"/> No (If No, explain)		What is the zoning district? _____	
<b>3 Business License Classification</b>			
<b>Current Business License Regulations – Ordinance 447 (11/17/2020) and Resolution 472 (12/1/2020)</b>			
<b>Select the business classification.</b>			
A. <input type="checkbox"/> Non Profit <u>Non-profit Business</u> means a business that is operating within a permanent structure, fence enclosure, property, etc.			
B. <input type="checkbox"/> Occupation 1-6 Employees <u>Occupational Profit Business</u> means a business that is operating within a permanent structure, fence enclosure, property, etc.			
C. <input type="checkbox"/> Occupation 7 or more Employees <u>Occupational Profit Business</u> means a business that is operating within a permanent structure, fence enclosure, property, etc.			
D. <input type="checkbox"/> Traveling Trade <u>Traveling Trade Business</u> means a business operation that does not have a permanent location in Bayfield and is typically traveling from place to place, such as; general contractor, construction developer, door to door sales, roving snack wagons, realtor, property management firm, professional carpenter trade business, equipment operation, etc.			

Itinerant Itinerant Business means any business conducted in a building, tent, from a truck, van or trailer, on a parking lot or vacant parcel of land, or a sanctioned Town event with property owner permission, for a temporary period of time. Includes, food truck/trailer, parking lot sales, garage/yards. Under one business license, the business operation has the option to designate no more than three temporary locations. (Provide the address or location of the 3 temporary locations.)

Itinerant Location #1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_

Location Suggestions: All locations must have permission from the property owner. List the address of the location in #1 that would be considered the main location, secondary locations next. Bayfield property locations can be listed however the event must be sanctioned by the Town. If no additional locations are listed or the business prefers more than three locations an additional application and fee is required. Town properties include; Eagle Park, Mill Street Block Parties, Holiday Event Locations, Road Side Park, Little Pine, Joe Stephenson Park, Town Hall complex, etc.

Provide the itinerant application request: **E.**  first six months **F.**  remaining calendar year

**G.**  Market Coordinator Market Coordinator means one individual or organization (including a non-profit) that organizes a market. Cottage Food Act eligible participants participate at market coordinator invitation.

**H.**  Street Vendor Street Vendor/Booth Business Cottage Food eligible participants that are not represented by a Market Coordinator, retail sales, product display, political, informational pamphlets, fee based mini carnival type activities and other organizations that are associated with a Special Event activities.

**4 Business License Fee**

RE Classification	Fee	RE Classification	Fee
A Non-Profit (calendar year)	\$0	E Itinerant First 6 Months	\$30
B Occupation 1-6 Employees (calendar year)	\$50	F Itinerant Remaining Year	\$45
C Occupation 7 or more (calendar year)	\$100	G Market Coordinator (10 days/cal yr)	\$150
D Traveling Trade (calendar year)	\$50	H Street Vendor/Booth (10 days/cal yr)	\$25

**Town Use Only**  
 Payment: \$ \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_ Credit Card \_\_\_\_\_ Other \_\_\_\_\_

**5 Certifications**

Attach compliance certificates and/or licenses if business is subject to any federal, state or other local agency registration and/or licensing requirements. (Retail Food, Non-Profit, etc.)

**6 Signatures with limited information from the Municipal Code**

**Section 5-20** (7) The Business License remains valid as approved via the application describing the business, term of the effective fee and the agents representing the business operations are generally with good moral character, honest and respectable whom follow the rules and regulations of Bayfield, the state and federal law.

**Section 5-21.** Delinquencies. (1) Annual Business License renewals are due prior to forty-five (45) days after the previous Business License expires. A delinquent fee of \$30 will be charged from the 45<sup>th</sup> day and prior to sixty days of delinquency.

**Section 5-22.** Penalties for offenses. (1) The carrying on of any business upon revocation or without having first obtained a license from the Town as required by this chapter is a violation of this chapter. & (2) The carrying on of any business upon sixty days after the expiration without renewal from the Town as required by this chapter is a violation of this chapter. Any person, firm, corporation, whether as principal, agent, employee, or otherwise, violating any of the provisions of this chapter or causing the violation of any of the provisions of the Town Code may be cited by a Town official to municipal court and be subject to penalty in accordance with Section 1-5 of the Bayfield Municipal Code in addition to any specific penalties outlined in this chapter or any other penalties otherwise authorized by the Municipal Code for violations.

My Signature below represents that the information provided in this application is accurate to best of my knowledge.

**Contact Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>7</b>	<b>Town Use Only</b>	<b>Business License Issued #</b>