

**TOWN OF GEORGETOWN
BOARD OF SELECTMEN**

Police Judge
Police Judge *pro tem*
Selectmen

Lynette Kelsey
Jon Jennings
Rob Connell, Ward I
Keith Holmes, Ward I
Jon Jennings, Ward II
Paul Hintgen, Ward II
Mary Smith, Ward III
Tim Allen, Ward III

**October 27, 2020 • 6:00 p.m.
NOTICE AND AGENDA FOR REGULAR MEETING**

THIS MEETING IS BY VIRTUAL MEETING/CONFERENCE CALL ONLY.
THE TOWN HALL WILL NOT BE OPEN TO THE PUBLIC FOR THIS MEETING

PLEDGE OF ALLEGIANCE

CALL TO ORDER

ROLL CALL: Police Judge to call the roll of Board Members. Upon the advice of the Town Attorney, Board Members shall attend by telephone/computer.

AGENDA APPROVAL

AUDIENCE BUSINESS:

Members of the audience have five minutes to present any matter of interest not already on the agenda.

PAYABLES - 10/9/20 – 10/ 22/20

(Motion for approval/denial by Board)

MINUTES 10/13/20 Regular scheduled meeting minutes

(Motion for approval/denial by Board)

NEW & UNFINISHED BUSINESS

- Georgetown Liquor License Authority - Public Hearing- Tavern Liquor License application from Sweeteasy, LLC, for 504 6th St.
(Motion for approval/denial by Board)
- Amy Saxton, Clear Creek County Strategic & Community Planning Division Director presentation
The Clear Creek County Non-Motorized Grants Program Planning Grant application to Colorado Parks & Wildlife
- Resolution #10 (Series 2020)

A RESOLUTION OF THE BOARD OF SELECTMEN FOR THE TOWN OF GEORGETOWN, COLORADO, EXTENDING A MORATORIUM ON THE ACCEPTANCE, PROCESSING, AND APPROVAL OF NEW APPLICATIONS FOR SHORT TERM RENTAL PERMITS UNDER CHAPTER 5.28 OF THE GEORGETOWN MUNICIPAL CODE

(Motion for approval/denial by Board)

(over)

INFORMATION ITEMS

- Short Term Rentals – Direction from the Board of Selectmen
- Finance Campaign Practices Act (FCPA) – Municipal Elections- Revision of clerk handling complaints
- Town Code potential updates – Memo from Jerry Dahl, Town Attorney

STAFF ITEMS

- COVID-19- Emergency Order update
- Census 2020 update – Provide updated count numbers
- Halloween guidance

ADJOURN

2021 BUDGET WORK SESSION

The meeting can be watched live via: www.townofgeorgetown.us

Go to the Government tab and then to Recordings of Meetings and then click on Board of Selectmen meeting in session or go to: <https://townofgeorgetown.ompnetwork.org/embed/full>

(Meetings are also archived on the above website)

The public can submit their comments prior to the meeting to: townclerk@townofgeorgetown.us

If you would like to join the virtual meeting:

www.zoom.us Webinar ID: 834 1707 2522

Or Telephone: +1 346 248 7799 or +1 669 900 6833

The Board of Selectmen will attend the meeting electronically, as permitted by the Open Meetings Law, CRS 24-6-402(1)(b)

I HEREBY CERTIFY THAT A COPY OF THE FOREGOING Notice of the Board of Selectmen meeting of the Town of Georgetown was, by me personally, posted on 10-23-20 at least 24 hours prior to the scheduled meeting, at the following locations:

Town Hall – 404 6th St.

Post Office – 700 6th St.

www.townofgeorgetown.us

By:  _____ Jennifer Yobski, Town Clerk

Individuals with disabilities needing auxiliary aid(s) may request assistance by contacting Town Hall: 404 6th Street, P.O. Box 426, Georgetown, CO 80444, Phone 303.569.2555 ext. 2, email townclerk@townofgeorgetown.us We would appreciate it if you would contact us at least 48 hours in advance of the scheduled event so arrangement can be made to locate the requested auxiliary aid(s).

Report Criteria:

Invoices with totals above \$0.00 included.
Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
GENERAL FUND							
10-22760 EMPLOYEE GROUP INS. PAYABLE							
2241	CTSI	61045	MEDICAL/LIFE INS	10/16/2020	13,691.36	.00	
2375	DELTA DENTAL PLAN OF COLO	NOVEMBER20	GROUP DENTAL INSURANCE	10/21/2020	651.74	.00	
10-22770 AFLAC							
1075	AFLAC	933281	AFLAC PREMIUMS	10/20/2020	671.62	.00	
Total:					15,014.72	.00	
MUNICIPAL COURT							
10-42-300 PROFESSIONAL SERVICES - JUDGE							
2570	ELLIOTT, THOMAS	100920	MUNICIPAL JUDGE	10/09/2020	175.00	.00	
Total MUNICIPAL COURT:					175.00	.00	
ADMINISTRATION							
10-45-415 FUNCTION SUPPLIES							
1360	BLACKWELL OIL COMPANY	093020	GENERAL SUPPLIES	09/30/2020	2.79	.00	
10-45-420 JANITORIAL FEES							
1360	BLACKWELL OIL COMPANY	093020	GENERAL SUPPLIES	09/30/2020	3.69	.00	
10-45-435 MAINTENANCE - EQUIPMENT							
5210	XEROX CORPORATION	011523822	COPIER LEASE AND MAINT	10/01/2020	308.49	.00	
10-45-520 INSURANCE							
1610	CIRSA	201753	ADDL INS	10/16/2020	396.89	.00	
10-45-610 OFFICE SUPPLIES							
1162	AMERICAN SOLUTIONS	INV04984236	CHECKS	10/12/2020	370.80	.00	
10-45-620 GAS & ELECTRICITY							
4200	XCEL ENERGY	703486868	UTILITIES	10/06/2020	167.58	.00	
Total ADMINISTRATION:					1,250.24	.00	
POLICE DEPARTMENT							
10-54-280 EDUCATION & TRAINING							
1067	ADAMS COUNTY SHERIFF	361917	PD TRAINING	10/09/2020	600.00	.00	
10-54-525 INTERNET							
4980	VERIZON WIRELESS	9864209384	INTERNET	10/04/2020	120.03	.00	
10-54-530 TELEPHONE							
1281	AT & T MOBILITY	10052020	CELLULAR PHONES	09/27/2020	19.06	.00	
10-54-610 EQUIPMENT & OFFICE SUPPLIES							
4091	PLATTE RIVER NETWORKS	108748	PD COMPUTER	10/09/2020	2,011.58	.00	
4091	PLATTE RIVER NETWORKS	108799	LAPTOP PD SET UP	10/10/2020	210.00	.00	
Total POLICE DEPARTMENT:					2,960.67	.00	
EMERGENCY SERVICES							
10-56-665 DISPATCH FEES							
1697	CLEAR CREEK COUNTY SHERI	3RQT 2020GP	DISPATCH FEES 3RD QTR	10/15/2020	12,031.69	.00	
Total EMERGENCY SERVICES:					12,031.69	.00	
ROAD & BRIDGE							
10-60-421 TRASH REMOVAL							
4738	TIMBERLINE DISPOSAL LLC	0002302507	TRASH DISPOSAL	10/01/2020	300.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
10-60-530	TELEPHONE						
1281	AT & T MOBILITY	10052020	CELLULAR PHONES	09/27/2020	38.16	.00	
10-60-620	GAS & ELECTRICITY						
4200	XCEL ENERGY	703450942	UTILITIES	10/06/2020	37.95	.00	
4200	XCEL ENERGY	703452035	UTILITIES	10/06/2020	50.55	.00	
4200	XCEL ENERGY	703625648	UTILITIES	10/06/2020	58.10	.00	
Total ROAD & BRIDGE:					484.76	.00	
10-65-300	PROFESSIONAL SVCS						
2458	DHM DESIGN	41271	PARKS MASTER PLAN	10/01/2020	751.25	.00	
10-65-411	WATER & SEWER & SANOLETS						
4339	TIMBERLINE DISPOSAL AND RE	0002303039	PORTA JOHNS	10/01/2020	536.67	.00	
10-65-430	MAINTENANCE - GENERAL						
3207	MUTT MITT	372126	MUTT MITTS	10/20/2020	129.94	.00	
4698	TERRAA BOUND SOLUTIONS	GEORGETOW	PET FOUNTAIN	10/08/2020	3,031.00	.00	
10-65-435	MAINTENANCE - EQUIPMENT						
4130	POTESTIO BROTHERS EQUIPM	9167P	TRACTOR WINDSHIELD	10/13/2020	555.99	.00	
10-65-620	GAS & ELECTRICITY						
4200	XCEL ENERGY	703470891	UTILITIES	10/06/2020	12.98	.00	
4200	XCEL ENERGY	703472535	UTILITIES	10/06/2020	11.08	.00	
4200	XCEL ENERGY	703478649	UTILITIES	10/06/2020	59.23	.00	
4200	XCEL ENERGY	703488577	UTILITIES	10/06/2020	14.16	.00	
4200	XCEL ENERGY	703497057	UTILITIES	10/06/2020	10.95	.00	
4200	XCEL ENERGY	703505171	UTILITIES	10/06/2020	50.26	.00	
Total PARKS & RECREATION:					5,163.51	.00	
Total GENERAL FUND:					37,080.59	.00	
12-40-620	GAS & ELECTRICITY						
4200	XCEL ENERGY	703477815	UTILITIES	10/06/2020	136.89	.00	
Total EXPENDITURES:					136.89	.00	
Total FIRESTATION MAINTENANCE FUND:					136.89	.00	
21-40-620	GAS & ELECTRICITY						
4200	XCEL ENERGY	704303962	UTILITIES	10/12/2020	21.92	.00	
21-40-675	DISTRIBUTION						
7200	JACKSON, SANDY	101320	REIMB FOR BROCHURE MAILIN	10/13/2020	47.38	.00	
21-40-685	SPECIAL EVENTS						
7198	MARIA JIMENEZ-ROBERTS	100820	REIMB FOR 6TH ST FALL DECO	10/08/2020	437.97	.00	
21-40-690	MISCELLANEOUS						
2640	EVERGREEN NEWSPAPER INC.	00028TI-20201	EMPLOYMENT AD	10/16/2020	210.00	.00	
Total EXPENDITURES:					717.27	.00	
Total TOWN PROMOTION COMMISSION FUND:					717.27	.00	
SALES TAX FUND-CAPITAL IMPROV.							
EXPENDITURES							

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
40-40-810	DEBT SERVICE - PRINCIPAL						
2657	EVERGREEN NATIONAL BANK	101420	PARKING LOT LEASE PAYMENT	10/14/2020	2,282.50	.00	
40-40-815	DEBT SERVICE - INTEREST						
2657	EVERGREEN NATIONAL BANK	101420	PARKING LOT LEASE PAYMENT	10/14/2020	1,220.09	.00	
Total EXPENDITURES:					3,502.59	.00	
Total SALES TAX FUND-CAPITAL IMPROV.:					3,502.59	.00	
WATER FUND							
OPERATIONAL EXPENDITURES							
51-40-520	INSURANCE						
1610	CIRSA	201753	ADDL PREMIUM	10/16/2020	885.65	.00	
51-40-530	TELEPHONE						
1281	AT & T MOBILITY	10052020	CELLULAR PHONES	09/27/2020	85.40	.00	
51-40-620	GAS & ELECTRICITY						
4200	XCEL ENERGY	703654069	UTILITIES	10/07/2020	212.78	.00	
4200	XCEL ENERGY	704220945	UTILITIES	10/12/2020	1,387.40	.00	
51-40-660	CHEMICALS						
4850	TREATMENT TECHNOLOGY	183260	CHEMICALS	10/13/2020	330.60	.00	
51-40-665	LABORATORY WATER TESTING						
1930	COLORADO ANALYTICAL LABO	201007049	WATER TEST	10/08/2020	19.70	.00	
Total OPERATIONAL EXPENDITURES:					2,921.53	.00	
Total WATER FUND:					2,921.53	.00	
SEWER FUND							
OPERATIONAL EXPENDITURES							
52-40-421	TRASH REMOVAL						
4738	TIMBERLINE DISPOSAL LLC	0002302507	TRASH DISPOSAL	10/01/2020	97.51	.00	
52-40-435	MAINTENANCE - EQUIPMENT						
3550	MCGEE COMPANY	CC00000188	EQUIPMENT REPAIRS	10/01/2020	1,600.00	.00	
52-40-530	TELEPHONE						
1281	AT & T MOBILITY	10052020	CELLULAR PHONES	09/27/2020	85.39	.00	
52-40-611	LABORATORY SUPPLIES						
1360	BLACKWELL OIL COMPANY	093020	GENERAL SUPPLIES	09/30/2020	2.98	.00	
52-40-620	GAS & ELECTRICITY						
4200	XCEL ENERGY	703451325	UTILITIES	10/06/2020	3,367.79	.00	
4200	XCEL ENERGY	703452009	UTILITIES	10/06/2020	12.27	.00	
52-40-660	CHEMICALS						
4850	TREATMENT TECHNOLOGY	183260	CHEMICALS	10/13/2020	2,917.78	.00	
52-40-665	LAB TESTING						
1930	COLORADO ANALYTICAL LABO	201007048	WASTEWATER TEST	10/16/2020	531.00	.00	
Total OPERATIONAL EXPENDITURES:					8,614.72	.00	
COLLECTION EXPENDITURES							
52-50-460	REPAIRS - LINES						
3950	OLDCASTLE INFRASTRUCTUR	110289234	GRADE RINGS	10/14/2020	575.68	.00	
Total COLLECTION EXPENDITURES:					575.68	.00	
Total SEWER FUND:					9,190.40	.00	
WATER CAPITAL IMPROVEMENT FUND							
EXPENDITURES							

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
56-40-310	LEGAL SVCS/ WATER ENG						
3590	MARTIN AND WOOD	23680	WATER RIGHTS/ENGINEERING	09/30/2020	1,341.25	.00	
56-40-460	REPAIR/REPLACE LINES						
3976	ORSATTI WATER CONSULTANT	20103	UTILITY IMP	10/09/2020	5,686.00	.00	
Total EXPENDITURES:					7,027.25	.00	
Total WATER CAPITAL IMPROVEMENT FUND:					7,027.25	.00	
Grand Totals:					60,576.52	.00	

Dated: _____

Police Judge: _____

Town Clerk: _____

Report Criteria

Invoices with totals above \$0.00 included

Paid and unpaid invoices included

**TOWN OF GEORGETOWN
BOARD OF SELECTMEN
October 13, 2020
Regular meeting minutes**

CALL TO ORDER/PLEDGE OF ALLEGIANCE

The Georgetown Board of Selectmen held a regular scheduled meeting on Tuesday, October 13, 2020. The meeting was a virtual meeting with the Police Judge and Board of Selectmen participating via telephone and zoom meeting application due to the COVID-19 pandemic. The meeting was streamed live via the town website: www.townofgeorgetown.us, hosted by Town Clerk, Jennifer Yobski. Police Judge, Lynette Kelsey, called the meeting to order at 6:02 p.m.

ROLL CALL

Police Judge Kelsey announced the roll call. Selectmen answering were Jon Jennings, Mary Smith, Keith Holmes, Paul Hintgen, Rob Connell and Tim Allen.

STAFF

Town Administrator: Kent Brown, Town Attorney: Gerald Dahl, Town Treasurer: Mary Sims, Town Clerk: Jennifer Yobski

AUDIENCE

Paul Boat

AGENDA APPROVAL

Amendment:

1. Delete: Amy Saxton, Clear Creek County Strategic & Community Planning Division Director, Presentation – she needed to reschedule the presentation.
2. Add: acceptance of Carolyn Hohne, Special Events Coordinator, resignation letter.

Selectman Holmes made a motion to approve the October 13, 2020 agenda as amended, Selectman Jennings seconded, and the motion carried with unanimous vote.

AUDIENCE BUSINESS

There was no audience business.

Approval of Payables – 09/17/20 –10/08/20

Selectman Jennings made a motion to approve the payables from 09/17/20 – 10/08/20 as presented, Selectman Connell seconded, and the motion passed with unanimous vote.

September 22, 2020 Regular Scheduled Meeting Minutes

Amendments:

1. Page 1, Agenda Approval: Add- Selectmen Jennings seconded the motion.
2. Page 2, Park purchase- Dog Items for Werlin Park: Add- “at this time” after “the dog agility course that was requested”.

Selectman Jennings made a motion to approve the September 8, 20 minutes as amended, Selectman Hintgen provided the second and the vote was unanimously in favor.

NEW AND UNFINISHED BUSINESS

Georgetown Utilities Project –Scope of Supply from Water Technology Group

The Town's House water pump for non-potable water needs replacement. Ryan Zabel, Public Works Supervisor, originally requested to purchase a new House water pump and repair the existing pump with a new motor for a backup to the system. During the Board of Selectmen discussion on the topic, it was agreed to purchase two new pumps instead of repairing the backup pump.

Selectman Connell made a motion to approve \$16,726.00 to purchase two new House water pumps, Selectman Allen seconded the motion, and it passed with unanimous vote.

Public Hearing- Resolution #9 (Series 2020)

A RESOLUTION OF THE BOARD OF SELECTMEN FOR THE TOWN OF GEORGETOWN, COLORADO ENACTING A SUPPLEMENTAL BUDGET AND APPROPRIATION IN THE FISCAL YEAR 2020 BUDGET

Police Judge Kelsey opened the public hearing at 6:21 PM. There were no public comments. Mary Sims, Town Treasurer, stated that the resolution is needed as a supplemental budget for money received in January and February 2020 to clean up loose ends and reallocate for expenses incurred for various funds. The public hearing closed at 6:23 PM.

Selectman Jennings made a motion to approve Resolution #9 (Series 2020), Selectman Hintgen provided the second and the motion passed unanimously.

Appointment: Business Promotion Commission representative

Selectman Jennings has been the Board of Selectman representative on the Business Promotion Commission for the past year, but he is no longer able to be the representative due to his work schedule. Selectman Smith volunteered to be the representative from the Board of Selectmen for the Business Promotion Commission.

Rookie Dog Obstacle Course

The Parks & Recreation Commission submitted a request for a rookie dog obstacle course for Werlin Park. Selectman Smith asked if there has been requests for the obstacle course? Selectman Hintgen also wondered whom made the request for the course?

Police Judge Kelsey wanted to have a representative from the Parks & Recreation Commission attend the October 27, 2020 Board of Selectmen meeting to give more information regarding the rookie dog obstacle course.

This item was tabled until the October 27, 2020 Board of Selectmen meeting.

Special Events Coordinator, Carolyn Hohne – Resignation letter

Carolyn Hohne submitted a request to terminate her contract as the Special Event Coordinator for the Business Promotion Commission.

Selectman Hintgen made a motion to accept the request to terminate the professional services administration contract for the Special Event Coordinator position effective November 2, 2020 with services provided through that date, Selectman Jennings seconded the motion and it passed with unanimous vote.

INFORMATION ITEM

- **Short Term Rentals – Follow up from September 1, 2020 Workshop Staff Direction**

Kent Brown, Town Administrator, submitted a memo in the Board of Selectmen agenda packet regarding possible revisions to the short term rental (STR) program. The Board set a moratorium on STR applications at its August 11, 2020 meeting for three months to give time to go through the current ordinance and make revisions. Mr. Brown's memo brought up issues that concerned the Board regarding STR's such as: fines for illegal STR's, additional criteria for revocation of license, appeals, waiting period for applications, additional operating requirements, parking program, notification to neighbors of complaints, renewal fees, proximity limits, and HOA approval.

The Board decided to think about the issues mentioned in the memo and be ready to discuss them at the next Board of Selectmen meeting on October 27, 2020.

- **September Financial Statement and Sales Tax Report**

Mary Sims, Town Treasurer, submitted the September Financial Statement and Sales Tax Report through August 2020 to the Board of Selectmen in their agenda packets.

STAFF ITEMS

COVID-19 Emergency Order update

Police Judge Kelsey mentioned that the Clear Creek County Resiliency Collaboration came up with a mission statement, vision, and objective for on-going recovery efforts from COVID. A strategic objective list was created and sent to the Board of Selectmen. The Clear Creek County Resiliency Collaboration group would like the Selectmen to think about the items on the list and prioritize them for action to be taken to obtain resources in Georgetown.

Census 2020 update

The deadline for the Census 2020 count is at the end of October 2020. Georgetown was at a self-responded rate of 69.7%. Police Judge Kelsey stated she believed that Georgetown's count might be lower due to the amount of second home- owners in town.

Update on Taos St. Water Project

Kent Brown stated that the project is making progress. He mentioned that a change order of approximately \$15,000 will be needed for the project because of discovered excess ground water.

The contractor needs to haul dirt over from the dredging project at the lake to fill the hole with dry dirt instead of putting wet dirt back into the hole. The transportation of the dirt is the reason for the change order.

Kent Brown mentioned that Jim Noble Inc, the contractor of the project, gave him a proposal for the drainage by-pass project. Kent suggested Town Staff could do the drainage by-pass after the contractor has finished the water project. It is projected to do the drainage by-pass project in the spring.

Warming Hut Restrooms

Tabled

Introduction of Draft Clear Creek Resiliency Coalition Strategic Objectives and Request for Towns

This item was covered under the COVID Emergency Order update.

Halloween Guidance

The Clear Creek County Public Health Department put out a set of guidelines following State guidelines for Halloween. Community groups are trying to come up with creative ideas to keep it fun for kids and safe. The county has had 17 new cases in the past two weeks which is the reason for the guidance for Halloween.

The Clear Creek County Courthouse will be open for children to trick-or-treat with the school on Friday, the 30th as has been done in years past. This year there will be modifications such as having smaller groups in the Courthouse at a time and candy tubes for distribution of candy.

Draft 2021 Budget presentation

The draft 2021 Budget was presented to the Board of Selectmen and a work session was scheduled for after the meeting to discuss it.

ADJOURN

Selectman Jennings made a motion to adjourn the meeting at 7:29 p.m., Selectman Holmes seconded, and the motion passed unanimously.

ATTEST:

Lynette Kelsey, Police Judge

Jennifer Yobski, Town Clerk

Agenda Item No. 1

Meeting Date: October 27, 2020

**TOWN OF GEORGETOWN
BOARD OF SELECTMEN
MEETING AGENDA ACTION/DISCUSSION ITEM**

AGENDA ITEM TITLE:

Georgetown Liquor License Authority – Consider a New Tavern Liquor License application submitted from Sweeteasy, LLC for a new business at 504 6th St.

SUMMARY:

Les and Veronica Maes, of Sweeteasy, LLC, applied for a New Tavern License doing business as Sweeteasy at 504 6th St. to the Town Clerk on September 3, 2020. The appropriate notice was posted at the property, posting locations and in published in the Clear Creek Courant.

Gerald Dahl, Town Attorney, has reviewed the application and confirmed that it is complete.

BUDGET IMPACTS, IF ANY:

None.

STAFF RECOMMENDATION:

Approval.

RECOMMENDED MOTION: “I move to approve the Tavern Liquor License for Sweeteasy LLC to operate as Sweeteasy at 504 6th St. in Georgetown, CO.

ATTACHMENTS:

1. Sweeteasy LLC Tavern Liquor License application

Colorado Liquor Retail License Application

<input checked="" type="checkbox"/> New License <input type="checkbox"/> New-Concurrent <input type="checkbox"/> Transfer of Ownership <input type="checkbox"/> State Property Only			
• All answers must be printed in black ink or typewritten • Applicant must check the appropriate box(es) • Applicant should obtain a copy of the Colorado Liquor and Beer Code: www.colorado.gov/enforcement/liquor			
1. Applicant is applying as a/an <input type="checkbox"/> Individual <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Association or Other <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership (includes Limited Liability and Husband and Wife Partnerships)			
2. Applicant If an LLC, name of LLC; if partnership, at least 2 partner's names; if corporation, name of corporation Sweeteasys, LLC			FEIN Number 84-33371063
2a. Trade Name of Establishment (DBA) Sweeteasys		State Sales Tax Number 94551634	Business Telephone 303 9131388
3. Address of Premises (specify exact location of premises, include suite/unit numbers) 507 6th Street Con East Georgetown CO -0001			
City Georgetown	County Clear Creek	State CO	ZIP Code 80444
4. Mailing Address (Number and Street) P.O. Box 1018		City or Town Georgetown	State CO
5. Email Address Venica.mae.s@comcast.net			
6. If the premises currently has a liquor or beer license, you must answer the following questions			
Present Trade Name of Establishment (DBA)		Present State License Number	Present Class of License
Present Expiration Date			
Section A Nonrefundable Application Fees		Section B (Cont.) Liquor License Fees	
<input checked="" type="checkbox"/> Application Fee for New License \$1,550.00 <input type="checkbox"/> Application Fee for New License w/Concurrent Review \$1,650.00 <input type="checkbox"/> Application Fee for Transfer \$1,550.00		<input type="checkbox"/> Lodging & Entertainment - L&E (County) \$500.00 <input type="checkbox"/> Manager Registration - H & R \$75.00 <input type="checkbox"/> Manager Registration - Tavern \$75.00 <input type="checkbox"/> Manager Registration - Lodging & Entertainment \$75.00 <input type="checkbox"/> Manager Registration - Campus Liquor Complex \$75.00	
Section B Liquor License Fees			
<input type="checkbox"/> Add Optional Premises to H & R \$100.00 X Total <input type="checkbox"/> Add Related Facility to Resort Complex \$75.00 X Total <input type="checkbox"/> Add Sidewalk Service Area \$75.00 <input type="checkbox"/> Arts License (City) \$308.75 <input type="checkbox"/> Arts License (County) \$308.75 <input type="checkbox"/> Beer and Wine License (City) \$351.25 <input type="checkbox"/> Beer and Wine License (County) \$436.25 <input type="checkbox"/> Brew Pub License (City) \$750.00 <input type="checkbox"/> Brew Pub License (County) \$750.00 <input type="checkbox"/> Campus Liquor Complex (City) \$500.00 <input type="checkbox"/> Campus Liquor Complex (County) \$500.00 <input type="checkbox"/> Campus Liquor Complex (State) \$500.00 <input type="checkbox"/> Club License (City) \$308.75 <input type="checkbox"/> Club License (County) \$308.75 <input type="checkbox"/> Distillery Pub License (City) \$750.00 <input type="checkbox"/> Distillery Pub License (County) \$750.00 <input type="checkbox"/> Hotel and Restaurant License (City) \$500.00 <input type="checkbox"/> Hotel and Restaurant License (County) \$500.00 <input type="checkbox"/> Hotel and Restaurant License w/one opt premises (City) \$600.00 <input type="checkbox"/> Hotel and Restaurant License w/one opt premises (County) \$600.00 <input type="checkbox"/> Liquor-Licensed Drugstore (City) \$227.50 <input type="checkbox"/> Liquor-Licensed Drugstore (County) \$312.50 <input type="checkbox"/> Lodging & Entertainment - L&E (City) \$500.00		<input type="checkbox"/> Master File Location Fee \$25.00 X Total <input type="checkbox"/> Master File Background \$250.00 X Total <input type="checkbox"/> Optional Premises License (City) \$500.00 <input type="checkbox"/> Optional Premises License (County) \$500.00 <input type="checkbox"/> Racetrack License (City) \$500.00 <input type="checkbox"/> Racetrack License (County) \$500.00 <input type="checkbox"/> Resort Complex License (City) \$500.00 <input type="checkbox"/> Resort Complex License (County) \$500.00 <input type="checkbox"/> Related Facility - Campus Liquor Complex (City) \$160.00 <input type="checkbox"/> Related Facility - Campus Liquor Complex (County) \$160.00 <input type="checkbox"/> Related Facility - Campus Liquor Complex (State) \$160.00 <input type="checkbox"/> Retail Gaming Tavern License (City) \$500.00 <input type="checkbox"/> Retail Gaming Tavern License (County) \$500.00 <input type="checkbox"/> Retail Liquor Store License--Additional (City) \$227.50 <input type="checkbox"/> Retail Liquor Store License--Additional (County) \$312.50 <input type="checkbox"/> Retail Liquor Store (City) \$227.50 <input type="checkbox"/> Retail Liquor Store (County) \$312.50 <input checked="" type="checkbox"/> Tavern License (City) \$500.00 <input checked="" type="checkbox"/> Tavern License (County) \$500.00 <input type="checkbox"/> Vintners Restaurant License (City) \$750.00 <input type="checkbox"/> Vintners Restaurant License (County) \$750.00	
Questions? Visit: www.colorado.gov/enforcement/liquor for more information			
Do not write in this space - For Department of Revenue use only			
Liability Information			
License Account Number	Liability Date	License Issued Through (Expiration Date)	Total \$

Name	Type of License	Account Number
7. Is the applicant (including any of the partners if a partnership, members or managers if a limited liability company; or officers, stockholders or directors if a corporation) or managers under the age of twenty-one years?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
8. Has the applicant (including any of the partners if a partnership, members or managers if a limited liability company; or officers, stockholders or directors if a corporation) or managers ever (in Colorado or any other state):		
a. Been denied an alcohol beverage license?		<input type="checkbox"/> <input checked="" type="checkbox"/>
b. Had an alcohol beverage license suspended or revoked?		<input type="checkbox"/> <input checked="" type="checkbox"/>
c. Had interest in another entity that had an alcohol beverage license suspended or revoked?		<input type="checkbox"/> <input checked="" type="checkbox"/>
If you answered yes to 8a, b or c, explain in detail on a separate sheet.		
9. Has a liquor license application (same license class), that was located within 500 feet of the proposed premises, been denied within the preceding two years? If "yes", explain in detail.		<input type="checkbox"/> <input checked="" type="checkbox"/>
10. Are the premises to be licensed within 500 feet, of any public or private school that meets compulsory education requirements of Colorado law, or the principal campus of any college, university or seminary?		<input type="checkbox"/> <input checked="" type="checkbox"/>
or Waiver by local ordinance? <input type="checkbox"/> <input type="checkbox"/> Other: _____		
11. Is your Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 1500 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of greater than (>) 10,000? NOTE: The distance shall be determined by a radius measurement that begins at the principal doorway of the LLDS/RLS premises for which the application is being made and ends at the principal doorway of the Licensed LLDS/RLS.		<input type="checkbox"/> <input checked="" type="checkbox"/>
N/A		
12. Is your Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 3000 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of less than (<) 10,000? NOTE: The distance shall be determined by a radius measurement that begins at the principal doorway of the LLDS/RLS premises for which the application is being made and ends at the principal doorway of the Licensed LLDS/RLS.		<input type="checkbox"/> <input checked="" type="checkbox"/>
N/A		
13 a. For additional Retail Liquor Store only Was your Retail Liquor Store License issued on or before January 1, 2016?		<input type="checkbox"/> <input type="checkbox"/>
N/A		
13 b. Are you a Colorado resident?		<input checked="" type="checkbox"/> <input type="checkbox"/>
14. Has a liquor or beer license ever been issued to the applicant (including any of the partners if a partnership, members or manager if a Limited Liability Company, or officers, stockholders or directors if a corporation)? If yes, identify the name of the business and list any <u>current</u> financial interest in said business including any loans to or from a licensee.		<input type="checkbox"/> <input checked="" type="checkbox"/>
15. Does the applicant, as listed on line 2 of this application, have legal possession of the premises by ownership, lease or other arrangement?		<input checked="" type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> Ownership <input type="checkbox"/> Lease <input type="checkbox"/> Other (Explain in Detail) _____		
a. If leased, list name of landlord and tenant, and date of expiration, exactly as they appear on the lease:		
Landlord	Tenant	Expires
N/A		
b. Is a percentage of alcohol sales included as compensation to the landlord? If yes, complete question 16.		<input type="checkbox"/> <input type="checkbox"/>
c. Attach a diagram that designates the area to be licensed in black bold outline (including dimensions) which shows the bars, brewery, walls, partitions, entrances, exits and what each room shall be utilized for in this business. This diagram should be no larger than 8 1/2" X 11".		
16. Who, besides the owners listed in this application (including persons, firms, partnerships, corporations, limited liability companies) will loan or give money, inventory, furniture or equipment to or for use in this business, or who will receive money from this business? Attach a separate sheet if necessary.		
Last Name	First Name	Date of Birth
N/A		
Last Name	First Name	Date of Birth
FEIN or SSN	Interest/Percentage	
Attach copies of all notes and security instruments and any written agreement or details of any oral agreement, by which any person (including partnerships, corporations, limited liability companies, etc.) will share in the profit or gross proceeds of this establishment, and any agreement relating to the business which is contingent or conditional in any way by volume, profit, sales, giving of advice or consultation.		
N/A		
17. Optional Premises or Hotel and Restaurant Licenses with Optional Premises: Has a local ordinance or resolution authorizing optional premises been adopted?		<input type="checkbox"/> <input type="checkbox"/>
N/A		
Number of additional Optional Premise areas requested. (See license fee chart)		
18. For the addition of a Sidewalk Service Area per Regulation 47-302(A)(4), include a diagram of the service area and documentation received from the local governing body authorizing use of the sidewalk. Documentation may include but is not limited to a statement of use, permit, easement, or other legal permissions.		
N/A		
19. Liquor Licensed Drugstore (LLDS) applicants, answer the following:		
a. Is there a pharmacy, licensed by the Colorado Board of Pharmacy, located within the applicant's LLDS premise?		<input type="checkbox"/> <input type="checkbox"/>
If "yes" a copy of license must be attached.		N/A

Name		Type of License	Account Number	
Oath Of Applicant				
I declare under penalty of perjury in the second degree that this application and all attachments are true, correct, and complete to the best of my knowledge. I also acknowledge that it is my responsibility and the responsibility of my agents and employees to comply with the provisions of the Colorado Liquor or Beer Code which affect my license.				
Authorized Signature <i>[Signature]</i>		Printed Name and Title <i>Veronica Maes, Owner</i>		Date <i>9/3/20</i>
Report and Approval of Local Licensing Authority (City/County)				
Date application filed with local authority <i>9-23-20</i>		Date of local authority hearing (for new license applicants; cannot be less than 30 days from date of application) <i>10-27-20</i>		
The Local Licensing Authority Hereby Affirms that each person required to file DR 8404-I (Individual History Record) or a DR 8000 (Manager Permit) has been:				
<input type="checkbox"/> Fingerprinted <input type="checkbox"/> Subject to background investigation, including NCIC/CCIC check for outstanding warrants				
That the local authority has conducted, or intends to conduct, an inspection of the proposed premises to ensure that the applicant is in compliance with and aware of, liquor code provisions affecting their class of license				
(Check One)				
<input type="checkbox"/> Date of inspection or anticipated date _____ <input type="checkbox"/> Will conduct inspection upon approval of state licensing authority				
<input type="checkbox"/> Is the Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 1,500 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of > 10,000?				Yes No <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Is the Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 3,000 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of < 10,000?				<input type="checkbox"/> <input type="checkbox"/>
NOTE: The distance shall be determined by a radius measurement that begins at the principal doorway of the LLDS/RLS premises for which the application is being made and ends at the principal doorway of the Licensed LLDS/RLS.				
<input type="checkbox"/> Does the Liquor-Licensed Drugstore (LLDS) have at least twenty percent (20%) of the applicant's gross annual income derived from the sale of food, during the prior twelve (12) month period?				<input type="checkbox"/> <input type="checkbox"/>
The foregoing application has been examined; and the premises, business to be conducted, and character of the applicant are satisfactory. We do report that such license, if granted, will meet the reasonable requirements of the neighborhood and the desires of the adult inhabitants, and will comply with the provisions of Title 44, Article 4 or 3, C.R.S., and Liquor Rules. Therefore, this application is approved.				
Local Licensing Authority for <i>Town of Georgetown</i>		Telephone Number <i>303-569-2555 ext. 2</i>		<input checked="" type="checkbox"/> Town, City <input type="checkbox"/> County
Signature <i>[Signature]</i>	Print <i>Jennifer Yobski</i>	Title <i>Town Clerk</i>	Date	
Signature	Print	Title	Date	



September 30, 2020

Pam O'Malley
Administrator, Non-Motorized Colorado Parks and Wildlife
State Trails Program
13787 US Highway 85 N., Littleton, CO 80125

Dear Ms. O'Malley:

The municipalities of Clear Creek County are pleased to support Clear Creek County's Non-Motorized Grants Program Planning Grant application to Colorado Parks & Wildlife (CPW).

Clear Creek County and its municipalities are home to significant local, architectural and backcountry historical assets. From our National Historic Landmark District encompassing Silver Plume and Georgetown to Idaho Springs and Empire, our towns are all bordered by rocky mountainsides with remnants of historic mines, mining roads and abandoned railroad beds that today are used primarily for recreation. We believe that funding a comprehensive two-year planning process to create the Clear Creek County Recreation in the Outdoors Management Plan (Clear Creek ROMP) will only enhance our efforts to preserve and protect our historical resources through fuller coordination and shared vision.

Across Clear Creek County, our communities rely on heritage and recreation tourism to fuel our economic engine. All 4 municipalities, and the County as a whole, struggle to keep up with the impact of those visitors. Clear Creek County's need for resources to mitigate that use is high and our small tax base leaves us ill-equipped to pay for all the mitigation efforts we would like to see. We are very supportive of efforts to create a coordinated plan that better positions all of us, local land managers, to make decisions, apply for grants and share our vision with visitors and we look forward to participating

The communities of Georgetown, Idaho Springs, Silver Plume and Empire all see the Clear Creek ROMP planning process as a project that has been needed for decades and believe the time is now to make this happen. We hope CPW will help Clear Creek County, and its towns and cities, strengthen our efforts to protect, preserve and improve recreational and historical amenities by funding the Clear Creek ROMP.

Thank you,

Mike Hillman
Idaho Springs Mayor

Sam McCloskey
Silver Plume Mayor

Lynette Kelsey
Georgetown Police Judge

Wendy Koch
Empire Mayor



Clear Creek Recreation in the Outdoors Management Plan

The Clear Creek Recreation in the Outdoors Management Plan (Clear Creek ROMP) is a County wide community-informed, outdoor recreation plan bringing Local Land Managers together, engaging the community, federal and state land managers and providing crucial context and clarity for decision making and spending for the next 10 years.

Keys to Success

1

Community First Engagement - This cannot be undertaken successfully without Community buy in and must include an extensive Community Engagement that creates a recreation system that works for our community and attracts tourists.

2

Shared Plan Ownership – With significant subject matter expertise among Local Land Managers, a Recreation Plan cannot succeed without creating a platform for significant participation and ownership across Local Land Managers. After sharing this and getting BOCC buy in, a first step will be to identify a “steering group” with the County, municipalities, Open Space and HDPLC represented to hone and improve the draft presented here and guide the planning process.

3

Ongoing Shared Ownership – Not only should all Local Land Managers participate and be included in the planning process to ensure it is successful in achieving its goals, the Local Land Managers ideally will continue to engage collectively to coordinate on plan implementation. The Plan is not intended to dictate or limit Local Land Managers, but serve as a framework for reaching our shared vision for recreation in Clear Creek County.

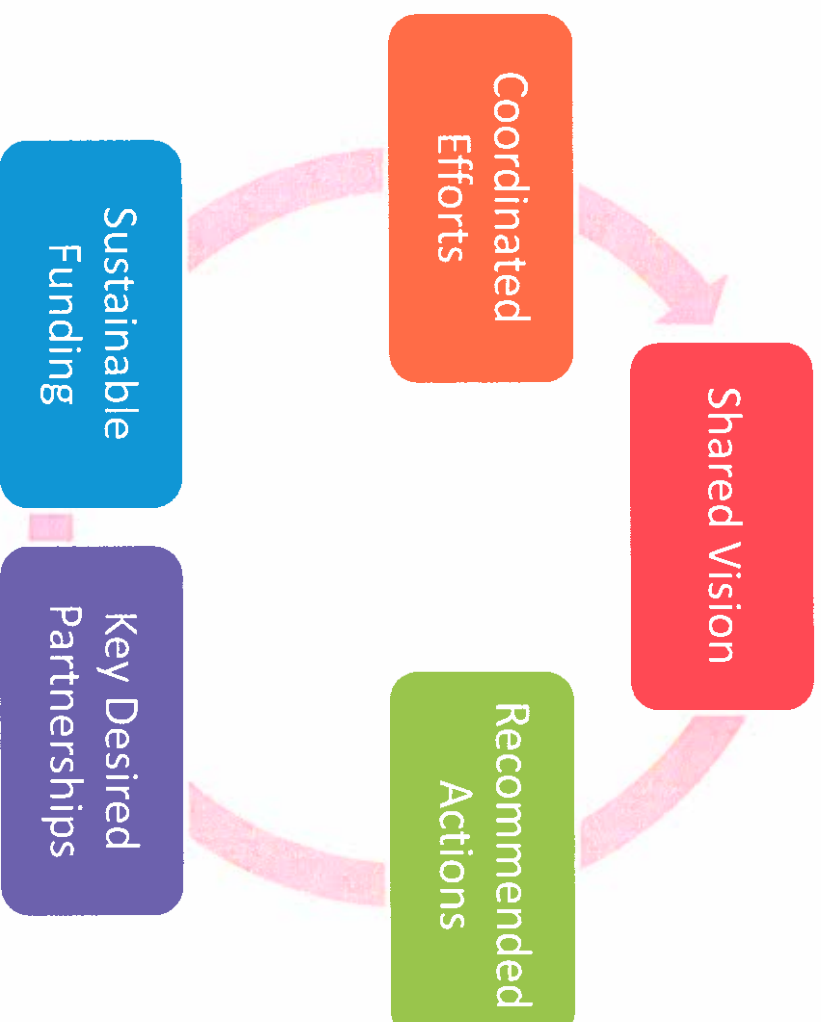
Building on Prior Work

This planning process differs from past efforts in that a dedicated County Recreation Department has now been created to engage in this work. Past efforts, recommendations, studies and plans, particularly the County Master Plan, will serve as key sources of information and as a foundation for our work. The key goals for the ROMP process are in line and supportive of the Master Plan Recreation goals.

County Master Plan Recreation Policy Framework Goals (Rec. Working Group)	
Goal A: Provide a high quality regional and connected open space, parks, trails, and recreation facilities system that is treasured by residents and attracts additional recreation users from outside of Clear Creek County	Key deliverables for the Clear Creek ROMP To recommend and advance plans and designs for key areas to protect or improve, especially “recreation hubs” that connect people with amenities as part of a diverse recreational system.
Goal B: Create strong partnerships with the municipalities, schools, USFS, CCMRD and other government agencies to leverage existing recreation and open space opportunities and to support a more connected system.	To recommend and advance critical partnerships to seek so as to help improve and protect key assets.

Intended Outcomes

The Clear Creek County Recreation Plan is needed to enhance and improve the efficacy of and to create a shared vision for all the stakeholders and advocates for planned, managed recreation in Clear Creek County.

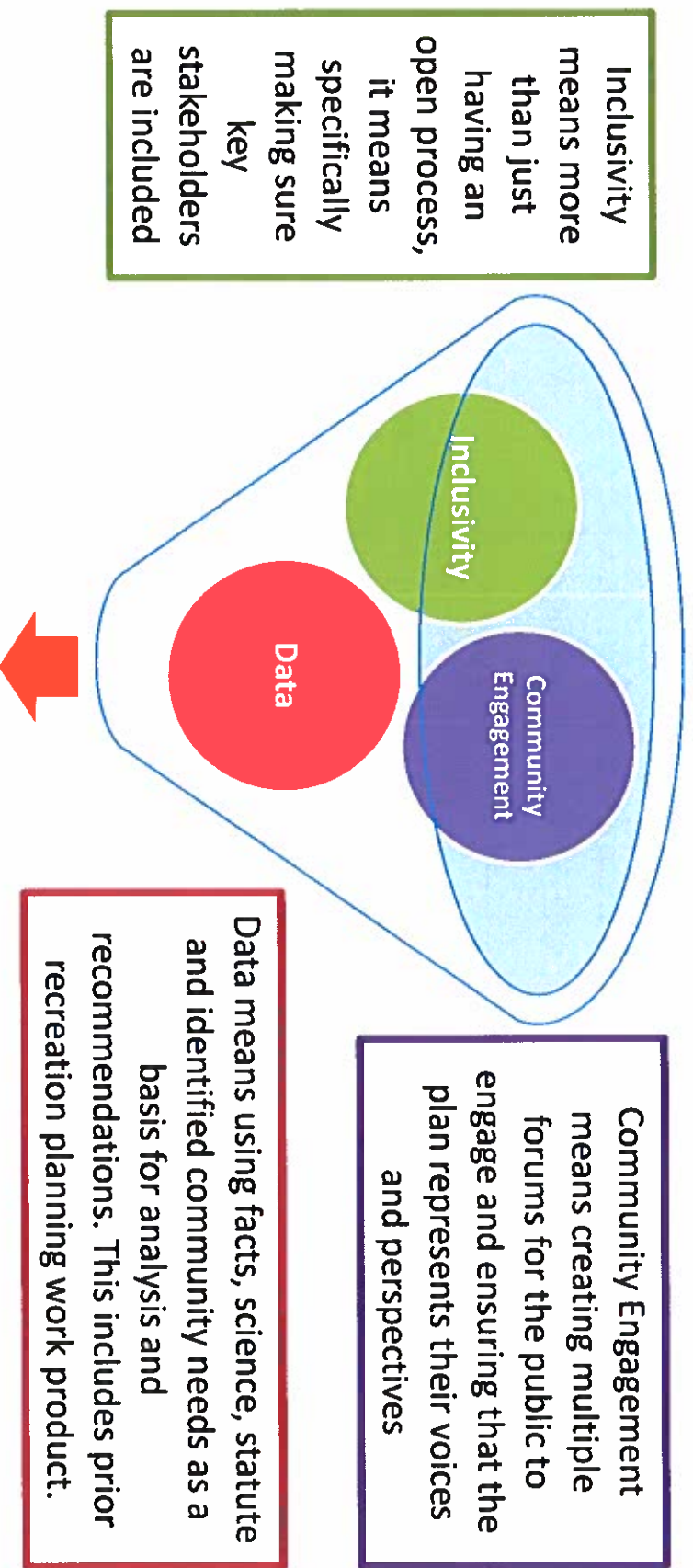


ROMP Teams Idea

Tier Name	Size	Members	Function
ROMP Steering Committee	6-10 Local Land Managers	County Recreation, Open Space, HDPLC, Georgetown, Idaho Springs, Silver Plume, Empire.	This group would serve the plan oversight group, as "client" to the consultant.
ROMP Leadership Team	25-40? State and federal land managers, Stakeholder groups	USFS, CPW, COMBA, Rafter's, Conservation groups, relevant non-profits, other County staff, additional OS or HDPLC representatives.	This group would be the primary planning group, planning by consensus, participating in subcommittees etc.
ROMP Community Team	As many community members as we can get	A cohort of County Residents who sign up to participate as a more formalized community group.	This group would offer peer review, help with public meetings, doing advocacy give feedback on messaging and communication.
Engaged County Residents and Rec. Users	Several hundred would be nice	Folks who respond to online, mail or in person surveys or polls, comment on posts, participate via the Clear Creek County Forum, attends a public meeting etc.	

Planning Priorities

To create a sustainable, implementable resilient plan we know a few things have to be prioritized in designing the planning PROCESS



Clear Creek County Outdoor Recreation Plan

Phase Zero - Pre-Planning Process

Pre-Planning Steps	Status
Talk to experts <ul style="list-style-type: none">• Connect with counties that have done this• Engage Local Land Managers• Present to BOCC	As of today we have connected with 1 other county and reviewed 3 similar plans. BoCC today and will start conversation with HDPLC on 9/23
Find the money <ul style="list-style-type: none">• Look for and apply for grants• Confirm match requirements and availability	We have connected with CPW and GOCO and are pursuing a 2 phase grant application process and we have \$35K as match.
Find a Consultant <ul style="list-style-type: none">• Develop an RFP• Publish and Identify firms to send it to	We have some possible firms identified and will develop the RFP in the coming weeks

Phase 1 - Fact Finding and Issue Identification

Sample tasks for Phase 1. **Desired outcome: Collectively develop 3-5 key high level objectives/priorities for recreation in Clear Creek County.**

Establish and document the **CURRENT STATUS** of recreation in Clear Creek County.

Through extensive community engagement, develop a consensus on **VISION**— what does this plan aspire to in the big picture?

Identify strategic **VALUES** or principles that the plan, and our efforts to achieve it, must reflect, e.g. equity, sustainability.

Identify specific **DEFINITIONS** needed like a “development” spectrum establishing levels like passive parks and fully developed recreational hubs.

What are the 3-5 **OBJECTIVES** we need to achieve in order to fulfill our vision and values?

Phase 2 – Analysis and Option Generation

Sample tasks for Phase 2. **Desired outcome: Identify & prioritize options building on issues identified from Phase 1**

Generate needed definitions and broad list of possible projects and identify **OPTIONS**

Analyze, prioritize and develop a recommended plan for each option and identify key **TASKS**.

Draft a **PLAN** for implementation : who, what, how, funding, etc.

Consider **ASSESS RESOURCES**, do we have the staff, governance, and funding you need and recommend potential approaches.

BOCC REVIEWS plan recommendations before moving to Phase 3: Coordination & Implementation

Phase 3 – Coordination & Implementation

Sample tasks for Phase 3 focus on design, partnerships, finding money and coordinate on implementation. **Desired outcome: Actionable implementation steps.**

Collectively develop DESIGNS or plans for amenities, initiatives or programs identified.

Draft and execute PARTNERSHIP agreements where applicable

Start the process of seeking FUNDING for initiatives.

COORDINATE across various Local Land Managers who will each use the plan as a guide to inform their activities where relevant.

Consider an ongoing ROMP ADVISORY COMMITTEE comprised of land managers to coordinate plan implementation, grant seeking etc.

Timeline

A possible timeline is below. It is very, very rough. We know the timing and program details for the Phase 1 grant from CPWs non motorized trails program, but only know the basics on the GOCO planning grant we will seek later this year or early next.

	Q4 2020	Q1 2021	Q2 2021	Q3 2021	Q4 2021	2022
Phase 1 Grant seeking	Submit CPW grant October 1	Decision March of 2021	Funds awarded			
Consultant hiring	RFP distributed	Consultant hired				
Phase 2 grant seeking		Submit GOCO grant (Date TBD)	Decision?	Funds Awarded?		
Phase 1 planning			Phase 1 Planning			
Phase 2 planning					Phase 2 planning	
Phase 3 implementation						Phase 3 work

Thank you

RESOLUTION NO. 9
(Series of 2020)

**A RESOLUTION OF THE BOARD OF SELECTMEN FOR THE TOWN OF
GEORGETOWN, COLORADO, EXTENDING A MORATORIUM ON THE
ACCEPTANCE, PROCESSING, AND APPROVAL OF NEW APPLICATIONS FOR
SHORT TERM RENTAL PERMITS UNDER CHAPTER 5.28 OF THE
GEORGETOWN MUNICIPAL CODE**

WHEREAS, Georgetown is a Territorial Charter municipality governed by an elected Board of Selectmen.

WHEREAS, the Board of Selectmen ("Board") has previously enacted Chapter 5.28 of the Georgetown Municipal Code, governing short-term rental of residential structures; and

WHEREAS, the Board finds that the short-term rental permitting system is in need of review and revision; and

WHEREAS, via Resolution No. 8, Series 2020, the Board imposed a moratorium on the acceptance, processing, and approval of new applications for short-term rental permits to allow a community-led discussion of the matter to take place; and

WHEREAS, the Board finds it necessary to extend said moratorium to enable the community discussion on the subject to be completed and for the Board to take such action as needed to further address this issue.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SELECTMEN FOR GEORGETOWN, COLORADO:

Section 1. Moratorium extended. The Board of Selectmen hereby extends the moratorium imposed by Resolution No. 8, Series 2020, on the acceptance, processing and approval of new applications for short-term rental permits under Chapter 5.28 of the Georgetown Municipal Code. This moratorium is hereby extended until January 1, 2021, unless earlier terminated or extended by action of the Board of Selectmen.

Section 2. Effective date. This Resolution shall be effective upon adoption.

RESOLVED, APPROVED and ADOPTED this ____ day of _____ 2020.

TOWN OF GEORGETOWN

By: _____

Lynette Kelsey, Police Judge

ATTEST:

Jennifer Yobski, Town Clerk

MEMORANDUM

To: Board of Selectmen
From: Kent Brown, Town Administrator
Date: October 7, 2020
Re: Short-term rental program.

Due to ongoing concerns regarding the short term rental ordinance as currently constructed, the Board had a discussion item at their August 11 meeting and then set a work session on September 1. There was a number of concerns expressed; however, the direction given to staff was to identify the issues as expressed and provide an example of what action would need to occur to either include it in Town code or in the procedures for permitting and licensing short term rentals.

Over the last few weeks, staff has received conflicting messages from Board members as well as communication from members of the community. Before the staff moves forward with any proposed ordinance changes or operational changes, we need the consensus of the Board of Selectmen as a whole in order to draft (or not draft) a proposed ordinance.

As a result of the September 1 work session, the following is a list of items that were expressed at the meeting and the actions that would need to be taken to address those concerns whether by staff or by ordinance approved by a majority of the entire Board of Selectmen. To prepare an ordinance, staff will need direction from the Board at the next meeting on October 13. Please review.

A) Are there illegal short term rentals in Georgetown?

- a. Checking AirBnB and VRBO – originally there were 2 STR's within Georgetown town limits that were identified as operating without a license. Staff contacted both property owners at 612-614 6th St. and 1901 Clear Creek Dr. #B301. Both property owners responded that they were only advertising for long term rental only (longer than 30 days). Staff checked further into the booking process and the booking required 30 days or more rental.
- b. Staff will continue to provide a spreadsheet on a periodic basis checking for STR's and whether they are operating legally according to town code.

B) Should there be a fine for illegally operating a STR?

Georgetown's current code

According to Section 5.28.090 - Enforcement. The Town may enforce the requirements of this chapter by any or all of the following:

- (1) The Town Administrator shall issue a warning letter to persons conducting a short term rental without a permit.
- (2) The Town Administrator may revoke or refuse to renew a short-term rental permit for any reason provided in this chapter.
- (3) A short term rental permit may be revoked if the property is not actually rented for that purpose for one (1) permit year. The owner may not re-apply for a license for one (1) year following this revocation.
- (4) Persons found by the Municipal Court to be in violation of the requirement to have a valid short term rental permit shall be punished by a fine only; such fine not to be less than nine hundred ninety-nine dollars (\$999.00) for the first conviction and two thousand six hundred fifty dollar (\$2,650.00) for each subsequent conviction with respect to the same property. The Municipal Court may suspend a portion of the fine if the Court finds mitigating circumstances.

Fort Collins example - -

The Director may suspend, revoke, or not renew any license issued pursuant to this Article if the Director determines that any of the following have occurred:

- (1) Fraud, material misrepresentation or false statement in the initial application for the license or any renewal application;
- (2) Failure to obtain a sales and use tax license and lodging tax license or failure to remit taxes pursuant to [Chapter 25](#), Art. IV, of the Code of the City of Fort Collins;
- (3) Failure to comply with the terms of the license, the provisions of this Article, or any other applicable provision of federal, state, or local law including, but not limited to, the Code of the City of Fort Collins and Land Use Code.
- (4) Failure to comply with conditions imposed on any license pursuant to [§ 15-647\(c\)](#) and [§ 15-649\(b\)](#).

Nederland example - -

Any properties used for short-term rental purposes in violation of this Article, shall be subject to the following penalties in addition to those set forth in Section 6-103 of this Article:

- (1) First offense: thirty (30) day suspension of the short-term rental license together with a fine as set by a Board of Trustee Resolution.
- (2) Second offense within a twelve (12) month period: one (1) year suspension of the short-term rental together with a fine as set by a Board of Trustee Resolution.
- (3) Third offense within a twelve (12) month period: revocation of license without possibility of reapplication for five (5) years together with a fine as set by a Board of Trustee Resolution.

Failure to pay the penalty shall constitute another violation of this Article, which shall subject the license to suspension or revocation.

C) Should there be additional criteria for revocation of license?

Georgetown's current code

5.28.090 - Enforcement.

The Town may enforce the requirements of this chapter by any or all of the following:

- (1)The Town Administrator shall issue a warning letter to persons conducting a short term rental without a permit.
- (2)The Town Administrator may revoke or refuse to renew a short-term rental permit for any reason provided in this chapter.
- (3)A short term rental permit may be revoked if the property is not actually rented for that purpose for one (1) permit year. The owner may not re-apply for a license for one (1) year following this revocation.
- (4)Persons found by the Municipal Court to be in violation of the requirement to have a valid short term rental permit shall be punished by a fine only; such fine not to be less than nine hundred ninety-nine dollars (\$999.00) for the first conviction and two thousand six hundred fifty dollar (\$2,650.00) for each subsequent conviction with respect to the same property. The Municipal Court may suspend a portion of the fine if the Court finds mitigating circumstances.

Minturn example –

Code enforcement. The property owner of any property licensed as a short-term rental shall be liable for any violation of Chapters 4, 6, 7, 11, 13, 16, and 18 of this Code upon the property, and shall abate any nuisance or other violation as required under this Code.(b)Revocation. Three (3) or more violations of this Code or license upon the licensed property shall be grounds for revocation of a short-term rental license, and the licensed property shall not be eligible for a short-term rental license for a period of two (2) years following revocation.

Fraser example - -

Registration may be revoked administratively by the Town Manager for any failure to comply with any of the requirements of this Section, or any of the following:

- (1) Failure to pay water and/or wastewater service fees.
- (2) Failure to provide adequate on-site parking.
- (3) Failure to comply with any provisions of the Town Code.
- (4) Failure to provide a local contact available to attend to property problems within one (1) hour.
- (5) Failure to pay any applicable taxes.
- (6) Failure to maintain a current registration, or revocation of a registration, shall not result in any waiver of taxes or fees due.

D) Should there be a commercial water rate for STR's?

- a. Currently, STR's are assessed the water rate for single family residences which is 1.0 EQR (equivalent residential unit). Hotels/B&B are assessed 0.3 EQR per each room, 1.0 EQR for the manager's unit.
- b. One other item to consider – any changes to the schedule may need to be approved by the Georgetown/Silver Plume wastewater commission.

E) Notice/hearings for appeal – what is the actual staff cost?

There is a requirement for notice at the site and notice at the regular posting sites for any town notices. In addition, there are questions received regarding the appeal procedures. The approximate staff time is anywhere from 2 to 4 hours (involving the town clerk, town administrator and town attorney) before the appeal hearing with another hour or more after the appeal hearing possible.

F) Should there be a waiting period for application?

Minturn example - -

Two-year ownership. No property shall be licensed as a short-term rental unless the owner has owned the property for two (2) or more years before a license application is filed. Transfers to a trust where the owner of the property is the beneficiary of the trust or to a corporate entity where the owner of the property is the majority owner of the entity shall not constitute a break in the period of ownership. This section shall not be read to prohibit the long-term rental of properties (for periods in excess of thirty (30) days) within the first two (2) years of ownership. The short-term rental license is nontransferable with the sale of the property.

G) Additional application requirements (possible)

From Leadville –

The following documents and information must be included with the application for the application to be considered complete.

Snow and ice removal information and any instructions for renters;

An acknowledgement, signed by the owner and local agent, that the owner and local agent have read and understand all regulations pertaining to the operation of short-term rentals within the city;

A copy of a current and valid state sales tax license issued to the owner for the proposed short-term rental

Nederland example - -

The maximum occupancy of a dwelling unit rented as a short-term rental shall not exceed the lesser number of two (2) people per bedroom or the capacity of the septic system for the dwelling unit.

H) Additional operating requirements

Also from Leadville – Renter Information Notice. Each short-term rental property shall have a sign displayed in a conspicuous place within the short-term rental that contains the following information:

1. Name and contact information of the local agent;
2. The owner's short-term rental license number;
3. The physical address of the short-term rental property;
4. The occupancy limit for the short-term rental;
5. The available parking for the short-term rental;
6. A statement that all vehicles must be parked in the indicated available parking spaces unless such spaces are unavailable;
7. Contact information for police, fire and ambulance service in case of an emergency; and
8. The location of all fire extinguishers, fire escape routes, and contact information for renters to report safety concerns.

Fort Collins - - -

- a. The license number shall be prominently displayed in all listing or advertising of the licensed premises for short term rental.
- b. A copy of the license shall be prominently displayed in the licensed premises.
- c. As a condition of renewal for the year 2020 and subsequent years, a short term primary or non-primary rental licensed in a multi-family dwelling unit prior to September 13, 2019, may only continue to operate as a short term rental if the Building Official determines that the dwelling unit meets

the following alternate minimum fire resistance and safety requirements applicable to an R-1 Occupancy, as those terms are defined by the *International Building Code*:

(a) The dwelling unit is sprinkled and has egress windows that are not less than the equivalent fire resistance and safety requirements prescribed by the *International Building Code*;

(b) The dwelling unit is on the first or second story of the building, has direct exits to the outside, fire separation ratings and egress windows that are not less than the equivalent fire resistance and safety requirements prescribed by the *International Building Code*; or

(c) The dwelling unit is located above the second story of a building and has fire rated corridor exiting, fire alarm systems, fire rated doors and egress windows that are not less than the equivalent fire resistance and safety requirements prescribed by the *International Building Code*.

Denver example –

Sec. 33-50. - Brochures.

Each short-term rental shall provide a brochure on the licensed premises that includes the licensee's contact information, a local responsible party's contact information, and any necessary emergency contact information. For the purposes of this section, "local responsible party" means an individual located in the City and County of Denver during the entire length of the short-term rental period who has access to the licensed premises and is authorized to make decisions regarding the licensed premises. The brochure shall also provide information pertinent to the neighborhood where the short-term rental is located including, but not limited to, parking restrictions, restrictions on noise and amplified sound, trash collection schedule, relevant water restrictions, fire evacuation routes, and any other information, as required by the director, applicable to the short-term rental and the surrounding neighborhood.

Nederland example –

Whole house rentals: A licensed premises with no host present shall not be rented more than one hundred eighty (180) days per calendar year. It shall be unlawful to operate a short-term rental of a licensed premises with no host present for one hundred eighty-one (181) or more days in a calendar year.

Salida example - -

Short-term rental businesses shall include their business license number in the title of the listing for all public advertising, including but not limited to webhosting services such as Airbnb, Home Away, Trip Advisor, VRBO, etc.

I) Should there be a parking program?

Leadville example

Parking.

1. Good Neighbor Parking Information. Upon license issuance, the city will provide to the owner "good neighbor" parking information that outlines, among other things, information on parking limitations and best practices for parking recreational vehicles, trailers, and other similar vehicles. The owner shall post this information in the short-term rental in a conspicuous place and, if possible, shall provide this information to renters prior to their arrival at the short-term rental property.
2. Parking Notice in Advertising. The owner shall include in all official listings of a short-term rental a reference to the available parking for the short-term rental property and the location of any designated parking area or spaces.
3. Limitations. Parking is prohibited in any landscaped area, in any manner that blocks ingress or egress for adjacent properties, or in any manner that blocks access to mailboxes of adjacent properties.

Nederland –

In the licensed premises, **the licensee shall post in a prominent place** in the dwelling unit a notice containing the following:

- (1) Licensee's contact information
- (2) Emergency contact information if the licensee cannot be reached;
- (3) Information on the Town's garbage and refuse regulation;
- (4) Trash and recycling schedule, if applicable;
- (5) Parking restrictions, if applicable;
- (6) Water restrictions, if applicable;
- (7) Fire restrictions, if applicable;
- (8) Information on the Town's regulations against hunting and feeding wildlife;
- (9) Evacuation directions in the event of fire or emergency;
- (10) Location of the fire extinguisher;
- (11) Town contact information for purposes of complaints concerning the licensed premises; and
- (12) Any other information deemed necessary by the Town Clerk or Town Administrator to ensure the public's health and safety.

J) In the renewal letter, notify neighbors of any complaints

Can be included in procedures. If included in ordinance, town attorney will provide language.

Georgetown's current code

(c) Before issuing or renewing a short-term rental permit, the Town shall notify the Town Marshal and all owners of real property within 300 feet of the proposed short term rental property of their opportunity to make comment or objection on the application. The notice

shall contain the property location, that the full application may be copied and reviewed at the Town Hall, and the date (at least fifteen (15)) days from the date of the notice) by which comments must be received. The notice shall be posted on the property and at the Town Hall, and mailed at the applicant's expense.

(d) The Town Administrator, after reviewing the permit application and any public comments or objection, shall have authority to approve, approve with conditions, renew, renew with conditions, deny or revoke the short term rental permit. The Town Administrator shall issue the decision within fifteen (15) days after receiving a complete application.

Slightly modified example from Nederland –

The Town Clerk or designee shall deliver notice of the renewal by first class mail to the owners of all properties within 200 feet of the subject property including any complaints or summons that have been recorded, and post the notice of the renewal at a conspicuous location on the subject property.

Buena Vista example -

Sec. 6-129. - Renewal.

(a) Upon receipt of a timely renewal application, the Town Clerk shall review the application and shall administratively approve renewal of the license, provided that in the year immediately preceding the date of renewal, the property has not been in violation of this Article, has not had its short-term rental license suspended, and has not been the subject of a nuisance violation conviction or plea of guilty or no contest. Otherwise, the renewal application shall be reviewed by the Board of Trustees at a public hearing upon notice being delivered via first class mail to the owners of all properties within two hundred (200) feet of the subject property, and posting of notice of the hearing at a conspicuous location on the subject property.

(b) In deciding whether to renew the license, the Board of Trustees shall consider the severity of the violation, the culpability of licensee, any measures taken to remedy the violation and to ensure it will not reoccur. Statements shall be taken by Town staff, the owner and/or operator of the short-term rental property, and the neighbors subject to the 200-foot notice.

(c) If a renewal application is denied, no application for a short-term rental license shall be accepted for such property for one (1) year.

K) Should the pricing be the same for application and renewal?

Georgetown's current code - -

Short-Term Rentals 5.28.040 \$500 -1st permit, \$250 annual renewal

Will require a change on the fee schedule (by resolution). Staff spends just as much time with renewals as with initial application.

L) Should there be a requirement limiting proximity? What are the parameters? Examples?

Georgetown's current code –

Nothing currently except for Ward requirements.

- a. Durango's example - Spacing.
- b. In the EN-1, EN-2, EN-MF, RM, and RH zones, not more than one vacation rental home shall be located on all properties or lots that abut any street segment. For corner lots, this standard applies to both street segments that abut that corner lot and only one vacation rental is permitted on the corner lots that abut the intersection. Vacation rental homes that were legally established and have been legally maintained prior to the effective date of this LUDC, shall be considered as the allowed unit for that applicable street segment.
- c. A second vacation rental home may be allowed on a street segment with a conditional use permit if, in addition to the other applicable standards of this LUDC, it is demonstrated that:
 - i. The second vacation rental home must be the primary residence for the property owner and the vacation rental home use is part-time, the limits of which will be established as part of the conditional use permit process.
 - ii. The second vacation rental home is located on a street segment with more than five separate residential parcels fronting on the street segment; in no case shall a second vacation rental home be allowed on a street segment with 5 or fewer residential parcels fronting on it.

M) Should HOA's be required to show approval for any multifamily residence that applies for a STR?

Georgetown's current code –

Nothing currently.

Can be included in procedures. If included in ordinance, town attorney will provide language.

Fort Collins example - -

(a) As a condition of renewal for the year 2020 and subsequent years, a short term primary or non-primary rental licensed in a multi-family dwelling unit prior to September 13, 2019, may only continue to operate as a short term rental if the Building Official determines that the dwelling unit meets

the following alternate minimum fire resistance and safety requirements applicable to an R-1 Occupancy, as those terms are defined by the *International Building Code*:

(b) The dwelling unit is sprinkled and has egress windows that are not less than the equivalent fire resistance and safety requirements prescribed by the *International Building Code*;

(c) The dwelling unit is on the first or second story of the building, has direct exits to the outside, fire separation ratings and egress windows that are not less than the equivalent fire resistance and safety requirements prescribed by the *International Building Code*; or

(d) The dwelling unit is located above the second story of a building and has fire rated corridor exiting, fire alarm systems, fire rated doors and egress windows that are not less than the equivalent fire resistance and safety requirements prescribed by the *International Building Code*.

In summary, before the staff moves forward with preparing or not preparing an ordinance, we need the consensus of the Board as a whole on which items from this list should be included in any proposed ordinance. Finally, here is the staff recommendations and staff actions on the possible changes.

A) Illegal short term rentals	Staff to provide periodic updates.
B) Fines/penalties for STR's	Recommend adding license suspension to the options.
C) Criteria for revocation of STR	Recommend adding code enforcement to list Recommend adding failure to pay water/wastewater fees to list If suspension is added (see (B)), then if a short-term rental license has been suspended more than once during the preceding twelve (12) months; the STR license can be revoked.
D) Commercial water rate for STR	Staff is not recommending.
E) Notice/hearings for appeal	Currently, \$120 cost. Could be \$75.

F) Waiting period before application allowed (own home for so many years)	Staff is recommending at least 1 year waiting period.
G) Additional application requirements	<p>Staff recommendations include:</p> <p>An acknowledgement, signed by the owner and local agent, that the owner and local agent have read and understand all regulations pertaining to the operation of short-term rentals within the city;</p> <p>And; maximum occupancy of 2 people per bedroom (not stated explicitly in code).</p>
H) Additional operating requirements (may or may not need to be in ordinance)	<p>Staff recommends a renter information notice or brochure posted that includes identification of parking spaces associated with unit (and possibly where it is not allowed).</p> <p>Also includes location of trash and trash pickup and rules surrounding pickup.</p> <p>Also include their business license number in the title of the listing for all public advertising and webhosting services (VRBO, AirBnB, etc.)</p>
I) Parking program	See above. No recommendation on formal parking program.
J) Renewal - notify neighbor of complaints	Staff recommendation to include number of complaints in renewal.
K) Application fee same for renewal as it is for initial application	Staff recommends change to fee schedule
L) Limit # of STR's in proximity	No recommendation – should have transition period and separate rules for multifamily residences.
M) Show HOA approval	If legally allowed, could be included.

N) Reduce percentage	No recommendation – policy decision.
O) Add criteria for historic district	Staff recommends adding some language that allows consideration of contributing structures or Historic zone districts in the approval process.
P) Miscellaneous changes	Correct timing issue by changing "receiving a completed application" to "the date by which comments must be received" in 5.28.040 (d).
Q) Parking of extra trailers, etc.	Staff recommends including information on trailers, etc. on operating requirements.



MEMORANDUM

TO: Georgetown Board of Selectmen
FROM: Gerald Dahl, Town Attorney
DATE: October 19, 2020
Re: Land Use Code potential updates

Town Administrator Kent Brown, Town contract planner Martin Landers and I have discussed whether to recommend changes to the Town's land use code, and if so, what the scope and cost of that project would be. This is timely, as the Board of Selectmen is now in the process of working through the draft budget for 2021.

As the Board will recall, in December 2016, the Planning Commission reviewed and recommended, and the Board of Selectmen approved, a revision of the Town's Comprehensive Plan. As you know, the Town's land use code is designed in part to implement the Comprehensive Plan. The 2016 revision to the Comprehensive Plan recommended a number of implementation steps, which include a series of recommended revisions to Title 17 of the Town's Municipal Code, which is its land use and zoning title.

I volunteered to summarize our collective recommendations for alternative actions the Board might take. This memorandum is that summary.

Background

Since I have been the Town Attorney, while the Board of Selectmen has made some changes to the land use code, there has been no comprehensive revision. Instead, individual problems have been addressed and corrected. Examples of this include:

- revisions to the sign code to comply with the Supreme Court's decision in Reed v. Gilbert, 2015
- revision of the subdivision regulations to provide a clearer review process (triggered in large part by the Bighorn development)
- changes to the Gateway Mixed Use district lot size and use requirements to address the permitted hotel use at the Bighorn project

There have been other targeted “band aid” amendments, but no overall revision of the code.

Comprehensive Plan recommendations

The 2016 Comprehensive Plan recommends 14 specific implementation actions, primarily as amendments to Title 17 of the Town Code. The full list of those recommended implementation actions is attached to this memorandum. We have estimated the costs (Mr. Landers’ work and mine) in preparing code amendments associated with each of these recommended implementation steps, as shown on the attachment.

The Comprehensive Plan recommendations take into account some of the more fundamental problems with the current land use code, as you can see from the attached list. Those include, among other things:

- a more comprehensive revision of the sign code for scale and illumination consistent with the Town’s historic character
- revised lighting regulations to protect dark skies
- revision of the Town’s “area and bulk” regulations for individual zone districts to be consistent with the Comprehensive Plan “character areas”
- updating the subdivision infrastructure design standards (lots, blocks, streets, sidewalks, etc.) which are antiquated
- better organizing the description of the various approval processes which development must follow, and in particular how the Design Review Commission’s actions intersect with the development review process. While this was addressed in part with some revisions to the subdivision regulations, a clear review procedures chart would be of great benefit to property owners, the Board of Selectmen, Planning Commission, and the DRC.

Options for Board Action

For discussion by the Board, we believe there are the following four options:

1. No change: resolve individual problems with the land use code as they arise, via individual targeted ordinances. Little cost
2. Minor revision of specific “high impact” problems with the land use code (e.g.: review procedures chart, area and bulk regulations, sign code, dark sky); \$10,000
3. Implement comprehensive plan recommendations: \$30,000
4. Comprehensive revision of the entire land use code: \$50,000

Note that the above cost figures are “ball-park”, not-to-exceed estimates. Actual costs would be based on contracted hourly rates for the work performed. In addition, matching grant funds may be available from the Colorado Department of Local Affairs (DOLA) for either options 3 or 4, e.g., a comprehensive code revision would require a Town contribution of \$25,000 to “match” a contribution of \$25,000 by DOLA.



STAY-SAFE HALLOWEEN RECOMMENDATIONS

CLEAR CREEK COUNTY PUBLIC & ENVIRONMENTAL HEALTH

October 10, 2020

With COVID-19 cases spiking around the country, traditional Halloween activities are not recommended by public health experts. There have been 17 new cases in Clear Creek County since the beginning of October. "I know how much the community looks forward to celebrating Halloween with door-to-door trick-or-treating," says Dr. Timothy Ryan, County Public Health Director, "but it is a high-risk activity that spreads germs and viruses because of the close contact with more people in more places."

Halloween is not cancelled, but safe variations of traditional Halloween celebrations and activities that follow public health guidance are encouraged.

- Avoid having large groups of people congregating together.
- Avoid indoor settings for any size group activities – it's always safer to be outside.
- Wear a mask, watch your space and wash your hands.

Adults and children can catch and spread COVID-19 for 14 days after being exposed to the virus. Many people are *asymptomatic*, meaning they feel well and do not have any symptoms, but they have the highly-contagious COVID-19 virus and can easily spread it by handling candy and/or being in close proximity to others.

GUIDANCE FOR COMMUNITY TRICK-OR-TREAT EVENTS

TRICKERS:

SAFEST IDEA: Do a stay-at-home Halloween activity and don't go trick-or-treating this year. But if you do:

- Go with your family or co-hort group.
- Promote masks that inhibit the spread of COVID-19 as part of their costume. Surgical-style or other cotton masks that completely and securely cover the nose, mouth and chin are best. Bandanas and gaiters you pull up your neck to cover the lower half of your face are not as effective. Try not to touch the mask.
- While walking and waiting, stay socially distant from other people/groups.
- Use hand sanitizer or wash hands between each house. Hand hygiene is better than glove wearing as a preventive strategy.
- Don't eat the candy you collect while trick-or-treating. Bring your own snacks if you think you'll need to munch along the way.
- Implement a CANDY QUARANTINE – don't touch collected candy for 48 hours – that's how long the Coronavirus can last on candy-wrapper surfaces.

TREATERS:

SAFEST IDEA: Don't give out candy to kids outside of your family or co-hort group this year. But if you do:

- Only distribute pre-wrapped candy.
- Wear a mask and gloves when distributing candy.
- Set up stations so kids aren't clustered.
- Devise a system to deliver candy while staying socially-distanced from the kids, such as a 6-foot tube. Place 6-foot separation markers so everyone can stay safely distanced.



Things are different this year, but it doesn't mean Halloween can't be fun – we just have to be more creative! Go to www.clearcreekcounty.us/covid19 for COVID-safe Halloween activity ideas and enter our contest.

CLEAR CREEK COUNTY

HALLOWEEN CONTEST

Share your creative & COVID-safe Halloween activity!

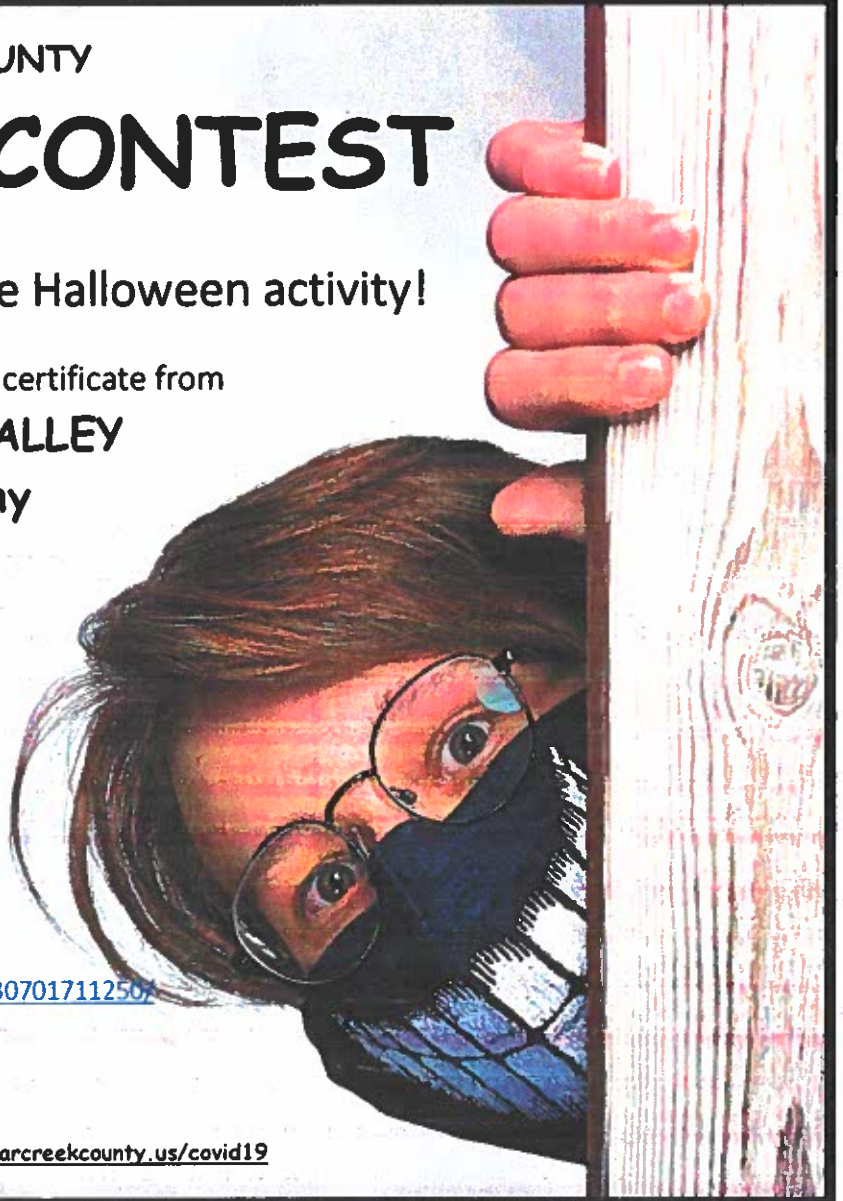
Top 10 entries will win a \$10 gift certificate from

GEORGETOWN VALLEY

Candy Company

- Only 1 entry per Family or Individual.
- Must reside in Clear Creek County.
- In your entry, be sure to include:
 - ⇒ A photo and caption that briefly describes your activity.
 - ⇒ CATEGORY: Family or Individual-Youth, Teen, or Adult.
 - ⇒ Your location in Clear Creek County.
- Enter at the Clear Creek County, Colorado Facebook page in our HALLOWEEN CONTEST Comment section
<https://www.facebook.com/Clear-Creek-County-Colorado-130701711250/>
- Entries must be submitted by 5pm on Tuesday, October 27th.
- Winners will be notified on this FB thread on October 30th.

For Halloween Ideas & Recommendations, visit: www.clearcreekcounty.us/covid19



CLEAR CREEK COUNTY

HALLOWEEN

IDEAS FOR A SAFE CELEBRATION



**SCAVENGER HUNT WITH INDIVIDUALLY-WRAPPED
CANDY OR THEMED ITEMS IN YOUR HOUSE OR YARD**

VIRTUAL COSTUME PARADE OR CONTEST



PUMPKIN CARVING

**ROOM TO ROOM TRICK-OR-TREATING
WITHIN YOUR OWN HOME**



VIRTUAL MOVIE NIGHT WITH FRIENDS AND FAMILY

MONSTER MASH PLAYLIST AND DANCE PARTY



VIRTUAL HAUNTED HOUSE



Avoid large groups, especially indoors



Keep at least 6 feet from others



Wear a face covering to prevent germs



Wash your hands

