



AGENDA
TOWN OF PARACHUTE
TOWN COUNCIL REGULAR MEETING
222 GRAND VALLEY WAY PARACHUTE, CO 81635
JUNE 15, 2023 6:30 PM

The Town of Parachute will make reasonable accommodations for access to Town services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call (970) 285-7630, x-104 for assistance.

(A) CALL TO ORDER AND ROLL CALL

(B) PLEDGE OF ALLEGIANCE

(C) APPROVE AGENDA

(D) CONSENT AGENDA

Items of a routine nature are placed on the consent agenda to allow the town council to spend its time and energy on more important items on a lengthy agenda. Any council member or any member of the public may request that an item be “removed” from the consent agenda and considered on the regular agenda.

- D.1 MINUTES FROM THE MAY 18, 2023, REGULAR TOWN COUNCIL MEETING**
[2023.05.18TCMINUTES.pdf](#)
- D.2 EXPENDITURES PAID FROM MAY 11, 2023, THROUGH JUNE 7, 2023**
[Expenditures May - June 2023.pdf](#)
- D.3 UPCOMING TOWN MEETINGS & DRAFT AGENDAS**
[Draft Town Council Agendas and Upcoming Meetings.docx](#)

(E) PUBLIC COMMENTS ON THE ISSUES NOT ON THE AGENDA

The Town Council welcomes you and thanks you for your time and concerns. If you wish to address the Town Council, this is the time set on the agenda for you to do so. When you are recognized, please step to the podium, state your name and address then address the Council. Your comments will be limited to three (3) minutes. The Council may not respond to your comments this evening, rather they may take your comments and suggestions under advisement and provide direction to the appropriate member of Town Staff for follow-up. Thank you.

PLEASE SILENCE ALL CELL PHONES, PAGERS, AND HAND-HELD DEVICES. THANK YOU.
PLEASE NOTE: THIS MEETING IS BEING AUDIO RECORDED.

(F) PRESENTATIONS

- F.1 TOWN COUNCIL CONSIDERATION OF PROCLAMATION FOR A LIFE SAVING AWARD**
[2023-01P - Life Saving Award.pdf](#)
- F.2 PRESENTATION BEFORE THE TOWN COUNCIL BY ALPINE LEGAL SERVICES**
PRESENTER: JENNIFER WHERRY, EXECUTIVE DIRECTOR
- F.3 TOWN COUNCIL REVIEW AND CONSIDERATION OF WASSON-MCKAY TENANT PROPOSALS FROM THE THREE FINALISTS: JUSTICE CRY - JAMIE BIRDSEY, ART / POTTERY STUDIO - JESSE WITHOUSE AND GRAND VALLEY HISTORICAL SOCIETY,**

[Cover Memo Wasson McKay Review Evaluations 06 08 2023.docx](#)
[Attachment A Wasson Mckay request for LOI FINAL rev 04 11 2023.pdf](#)
[Attachment B Jamie Birdsey Justice Cry LOI.pdf](#)
[Attachment C Jesse Withouse Art Studio\).pdf](#)
[Attachment D Grand Valley Historical Society.pdf](#)

(G) PUBLIC HEARINGS

G.1 PUBLIC HEARING BEFORE THE PARACHUTE TOWN COUNCIL TO CONSIDER AMENDING THE 2023 BUDGET WITH ADDITIONAL APPROPRIATIONS OF EXPENDITURES TO THE GENERAL, GRANT AND PARACHUTE CAPITAL IMPROVEMENT FUND.

APPLICANT NAME: TOWN OF PARACHUTE
PROJECT NAME: BUDGET SUPPLEMENTAL 2023

TOWN COUNCIL CONSIDERATION OF RESOLUTION NO. 2023-21

A RESOLUTION AMENDING THE 2023 BUDGET WITH ADDITIONAL APPROPRIATIONS OF EXPENDITURES TO THE GENERAL, GRANT AND PARACHUTE CAPITAL IMPROVEMENT FUNDS

[ATTACHMENT A - Staff Report - Resolution 2023-21 - Supplemental Appropriation](#)
[ATTACHMENT B - Resolution No. 2023-21 - Supplemental Appropriation](#)
[ATTACHMENT C - EXHIBIT A Resolution No. 2023-21 Supplemental Appropriation](#)

G.2 PUBLIC HEARING BEFORE THE PARACHUTE TOWN COUNCIL TO CONSIDER AMENDING TITLE 13 BUILDINGS AND CONSTRUCTION, OF THE PARACHUTE MUNICIPAL CODE

APPLICANT NAME: TOWN OF PARACHUTE
PROJECT NAME: TEXT AMENDMENT TITLE 13

TOWN COUNCIL CONSIDERATION OF ORDINANCE NO. 808-2023

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF PARACHUTE, COLORADO, AMENDING TITLE 13 BUILDINGS AND CONSTRUCTION, OF THE MUNICIPAL CODE TO ADDRESS MISCELLANEOUS UPDATES

[ATTACHMENT A - COVER MEMO ORDINANCE NO. 808-2023 Title 13 I Code Amendments](#)
[ATTACHMENT B - ORDINANCE NO. 808-2023 - Title 13 I-Codes](#)

(H) RESOLUTIONS

H.1 TOWN COUNCIL CONSIDERATION OF RESOLUTION NO. 2023-22

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PARACHUTE, COLORADO, APPROVING AND ADOPTING A DOWNTOWN DEVELOPMENT PLAN FOR THE TOWN OF PARACHUTE

[ATTACHMENT A - Agenda item summary Downtown Development Plan.pdf](#)
[ATTACHMENT B - 2023-22- Approving Downtown Development Plan.pdf](#)
[ATTACHMENT C - 2023-22 Exhibit A - Parachute DDP_Final_Report](#)

(I) ADMINISTRATIVE REPORTS

I.1 TOWN COUNCIL CONSIDERATION OF MEMORANDUM OF UNDERSTANDING WITH GARFIELD 16 FAMILY RESOURCE CENTER TO OPERATE THE MONDAY MARKET PRODUCE STAND

[ATTACHMENT A - Cover Memo Reso 2023-23 Garfield 16 Family Resource Center MOU](#)
[ATTACHMENT B - RESOLUTION NO 2023-23 MOU - G16 SBFRC - Monday Market.pdf](#)
[ATTACHMENT C - DRAFT Garfield 16 and Town of Parachute MOU 06 14 2023](#)

(J) MAYOR AND TOWN COUNCIL REPORTS

(K) ADJOURN

Topic: Town Council

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/83441195679?pwd=UXNwMVZiMisvemlOYkg1ZGRpQURqQ...>

Passcode: Council

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US: +17193594580,,83441195679#,,, *2182527# or +12532158782,,83441195679#,,, *2182527#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

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6833 or +1 253 205 0468 or +1 386 347 5053 or +1 507 473 4847 or +1 564 217 2000 or +1 646 931
3860 or +1 689 278 1000 or +1 929 205 6099 or +1 301 715 8592 or +1 305 224 1968 or +1 309 205
3325 or +1 312 626 6799 or +1 360 209 5623

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MINUTES
TOWN OF PARACHUTE
TOWN COUNCIL REGULAR MEETING
222 GRAND VALLEY WAY PARACHUTE, CO 81635
MAY 18, 2023, 6:30 PM

The Town of Parachute will make reasonable accommodations for access to Town services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call (970) 285-7630, x-104 for assistance.

(A) Meeting Called to Order at 6:32 pm

MAYOR: Tom Rugaard

PRESENT: Claudia Flores- Cruz
Alisa Mueller
Rory Birdsey
Chris Jackson
Artemio Baltazar

ABSENT: Juanita Williams

STAFF PRESENT: Travis Elliott, Town Manager
Lucy Spalenka, Town Clerk
Mike Marcus, Economic Development Director
Justin Mayfield, Police Sergeant
Ryan Reynolds, Officer

(B) PLEDGE OF ALLEGIANCE

(C) APPROVE AGENDA

MOTION 1: Moved and seconded by Jackson / Birdsey to approve agenda.
Motion passed unanimously with a 5-0 vote

(D) CONSENT AGENDA

Items of a routine nature are placed on the consent agenda to allow the town council to spend its time and energy on more important items on a lengthy agenda. Any council member or any member of the public may request that an item be “removed” from the consent agenda and considered on the regular agenda.

D.1 MINUTES FROM THE APRIL 20, 2023 REGULAR TOWN COUNCIL MEETING [2023.04.20TCMINUTES.pdf](#)

D.2 EXPENDITURES PAID FROM APRIL 13, 2023 THROUGH MAY 10, 2023 [Accounts Payable Transaction List April - May](#)

D.3 TOWN OF PARACHUTE 2023 FIRST QUARTER UNAUDITED FINANCIAL UPDATE [Cover Memo Q1 2023 Financial Updates](#)
[ATTACHMENT A - 1st Quarter 2023 Unaudited Financials](#)

D.4 REGULATED BUSINESS LICENSE RENEWALS

APPLICANT: FLEURISH, LLC

DBA: TRAIL SNAX

LICENSED PREMISE: 111 DIAMOND LOOP SUITE A

LICENSE TYPE: RETAIL MARIJUANA CULTIVATION FACILITY

LOCAL LICENSE STATUS: ACTIVE / SATISFACTORY

APPLICANT: SOFTGEL RX, INC

LICENSED PREMISE: 101 CARDINAL WAY #6&7

LICENSE TYPE: RETAIL MARIJUANA PRODUCTS MFG

LOCAL LICENSE STATUS: ACTIVE / SATISFACTORY

[FLEURISH_Redacted.pdf](#)

D.5 UPCOMING MEETING DATES AND DRAFT AGENDAS

[Draft Town Council Agendas and Upcoming Meetings](#)

MOTION 2: Moved and seconded by [Mueller / Birdsey](#) to approve consent agenda.

Motion passed unanimously with a 5-0 vote

(E) PUBLIC COMMENTS ON THE ISSUES NOT ON THE AGENDA

Michael Holowecki – 171 S 2nd Ct- Verbal Complaint – spoke against the Town, employees and Council.

**After becoming disruptive after his allotted time was up, Mr. Holowecki was asked to leave, and when he did not do so, Sergeant Mayfield and Officer Reynolds had to escort him out.*

PUBLIC HEARINGS

**During this part of the meeting, the order of public hearings was swapped from F1-F3 to F3, F1, F2 to accommodate for applicant being present in person.*

F.1 PUBLIC HEARING BEFORE THE PARACHUTE TOWN COUNCIL TO CONSIDER ADOPTION OF THE TOWN OF PARACHUTE COMPREHENSIVE MASTER PLAN

APPLICANT: TOWN OF PARACHUTE

PROJECT: 2022 COMP PLAN

Public hearing opened by Mayor Rugaard

Town Staff went over staff report

Public comment portion opened

No public comment

Public comment portion closed

Council discussion ensued

Public Hearing Closed.

TOWN COUNCIL CONSIDERATION OF RESOLUTION NO. 2023-16

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PARACHUTE, COLORADO, APPROVING AND ADOPTING A COMPREHENSIVE MASTER PLAN FOR THE TOWN OF PARACHUTE

[Cover Memo Comp Plan_TC Adoption_Memo_2023.0510.pdf](#)

[ATTACHMENT A - Resolution 2023-16 - Resolution - Approving Comprehensive Master](#)

[Plan ATTACHMENT B - Resolution 2023-16 Exhibit A -](#)

[Parachute2022ComprehensivePlan_FINAL_2022.06 \(002\).pdf](#)

MOTION 4: Moved and seconded by [Flores-Cruz / Birdsey](#) to approve Resolution No. 2023-16

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PARACHUTE, COLORADO, APPROVING AND ADOPTING A COMPREHENSIVE MASTER PLAN FOR THE TOWN OF PARACHUTE

Motion passed unanimously with a 5-0 Vote

F.2 PUBLIC HEARING BEFORE THE PARACHUTE TOWN COUNCIL TO CONSIDER ADOPTION OF A TRAILS MASTER PLAN

APPLICANT: TOWN OF PARACHUTE

PROJECT: PARACHUTE TRAILS PLAN

Public hearing opened by Mayor Rugaard

Town Staff went over staff report

Public comment portion opened

No public comment

Public comment portion closed

Council discussion ensued

Public Hearing Closed.

Town Council also provided the following direction to Town Manager: Regarding trails, let's start with what we already have.

TOWN COUNCIL CONSIDERATION OF RESOLUTION NO. 2023-17

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PARACHUTE, COLORADO, APPROVING AND ADOPTING A TRAILS MASTER PLAN AND ELEMENT OF THE COMPREHENSIVE MASTER PLAN FOR THE TOWN OF PARACHUTE

[Cover Memo Parachute_TrailsPlan_TC Adoption_2023.0510.pdf](#)

[ATTACHMENT A - 2023-17 Resolution - Approving Trails Plan](#)

[ATTACHMENT B - Resolution 2023-17 Exhibit A - Parachute_ProposedFuture_Trails_2022.png](#)

MOTION 5: Moved and seconded by [Baltazar / Birdsey](#) as amended to approve Resolution No. 2023-17

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PARACHUTE, COLORADO, APPROVING AND ADOPTING A TRAILS MASTER PLAN AND ELEMENT OF THE COMPREHENSIVE MASTER PLAN FOR THE TOWN OF PARACHUTE

Motion passed unanimously with a 5-0 Vote

F.3 PUBLIC HEARING BEFORE THE PARACHUTE TOWN COUNCIL TO CONSIDER A CHANGE OF OWNERSHIP APPLICATIONS FOR A MARIJUANA CULTIVATION FROM MR PARACHUTE, LLC

APPLICANT: MR PARACHUTE, LLC

BRANDON RICHARDS

1181 OSPREY NEST

ORANGE PARK, FL 32073

PROJECT: CHANGE OF BENEFICIAL OWNER

LICENSED PREMISE: 0929 G COUNTY RD 215

Public hearing opened by Mayor Rugaard

Town Clerk went over staff report

Town Clerk introduced Applicant, Brandon Richards

Brandon Richards – 1181 Osprey Nest – Stated Town Clerk explained the change perfectly. Open to any questions.

Public comment portion opened

No public comment

Public comment portion closed

Council discussion ensued

Public Hearing Closed.

[ATTACHMENT 1 - Staff Report MR Parachute CBO.pdf](#)

[ATTACHMENT 2 - MR PARACHUTE CBO 2022-2023_Redacted.pdf](#)

MOTION 3: Moved and seconded by Jackson / Baltazar to approve a Change of Beneficial Owner for MR Parachute, LLC

Motion passed unanimously with a 5-0 Vote

(G) RESOLUTIONS

G.1 TOWN COUNCIL CONSIDERATION OF RESOLUTION NO. 2023-18

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PARACHUTE, COLORADO, APPROVING A MEMORANDUM OF UNDERSTANDING WITH EARLY MORNING ORCHARDS FOR THE PARACHUTE SUMMER MONDAY MARKET

[Cover Memo Resolution No. 2023-18 Early Morning Orchards MOU.docx](#)

[ATTACHMENT A - Resolution No. 2023-18 - Approving MOU Early Morning Orchards Produce Stand for Summer Monday Market](#)

[ATTACHMENT B - Resolution No. 2023-18 Exhibit A - Early Morning Orchard Town of Parachute MOU](#)

**Mayor Pro-Tem Flores-Cruz recused herself from this agenda item in an abundance of caution to prevent the appearance of impropriety and left the Council Chambers during the discussion, motion and vote.*

MOTION 6: Moved and seconded by Birdsey / Jackson to approve Resolution No. 2023-18

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PARACHUTE, COLORADO, APPROVING A MEMORANDUM OF UNDERSTANDING WITH EARLY MORNING ORCHARDS FOR THE PARACHUTE SUMMER MONDAY MARKET

Motion passed unanimously with a 4-0 Vote as Mayor Pro-Tem Flores-Cruz recusing herself.

(H) CONTRACTS / BID AWARDS

H.1 TOWN COUNCIL CONSIDERATION OF RESOLUTION NO. 2023-19

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PARACHUTE, COLORADO, APPROVING THE BID AWARD FOR RFP 23-006 AND CONTRACT FOR SIDEWALK REPAIRS WITH MARTINEZ WESTERN CONSTRUCTION INC.

[Cover Memo Reso 2023-19 - Sidewalk Repairs Bid Award.docx](#)

[ATTACHMENT A - 2023-19 - Resolution - Approving Sidewalk Repairs Contract Martinez Western](#)

[ATTACHMENT B - 2023-19 Resolution Exhibit A - Draft Martinez Western TOP Contract Sidewalk Repairs](#)

MOTION 7: Moved and seconded by [Birdsey / Flores-Cruz](#) to approve Resolution No. 2023-19
A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PARACHUTE, COLORADO, APPROVING THE BID AWARD FOR RFP 23-006 AND CONTRACT FOR SIDEWALK REPAIRS WITH MARTINEZ WESTERN CONSTRUCTION INC.
Motion passed unanimously with a 5-0 Vote

H.2 TOWN COUNCIL CONSIDERATION OF RESOLUTION NO. 2023-20

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PARACHUTE, COLORADO, APPROVING THE BID AWARD FOR RFP 23-007 AND CONTRACT FOR THE MEADOW DRIVE STREET PROJECT

[Cover Memo Reso 2023-20 - Meadow Dr Street Project Bid Award.docx](#)

[ATTACHMENT A – Reso. 2023-20 - Approving Meadow Drive Bid Award and Contract with FPI](#)

[ATTACHMENT B - Reso 2023-20 Exhibit A - Draft FPI TOP Meadow Drive Repairs](#)

[Contract ATTACHMENT C - Meadow Drive Plans 4-27-23.pdf](#)

MOTION 8: Moved and seconded by [Jackson / Birdsey](#) to approve Resolution No. 2023-20
A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PARACHUTE, COLORADO, APPROVING THE BID AWARD FOR RFP 23-007 AND CONTRACT FOR THE MEADOW DRIVE STREET PROJECT
Motion passed unanimously with a 5-0 Vote

(I) ADMINISTRATIVE REPORTS

I.1 REVIEW AND CONSIDERATION TO SIGN ON TO REGIONAL CDOT LETTER TO REQUEST ASSISTANCE AND FACILITATION OF TRANSPORTATION IMPROVEMENTS IN THE I70 CORRIDOR

[Cover Memo - Regional CDOT Request Letter](#)

[ATTACHMENT A - Draft CDOT Request Letter 05-05-23](#)

MOTION 9: Moved and seconded by [Mueller / Jackson](#) to approve signing CDOT regional letter
Motion passed unanimously with a 5-0 Vote

I.2 PRELIMINARY REVIEW OF LETTERS OF INTEREST RECEIVED FROM POTENTIAL TENANTS FOR WASSON MCKAY PROPERTY

**Council Member Birdsey recused himself from this item, as his wife, Jamie Birdsey, is one of the interested parties who submitted a letter of interest for her non-profit organization. Council Member Birdsey left the Council Chambers and was not present for the discussion, motion or vote*

[Cover Memo Wasson McKay Review Evaluations](#)

[Attachment A Wasson Mckay request for LOI FINAL rev 04 11](#)

[2023.pdf Attachment B Jamie Birdsey Justice Cry LOI.pdf Attachment](#)

[C Jesse Withouse Art Studio\).pdf](#)

[Attachment D Michael Holowecki On Your Six.pdf](#)

[Attachment E Grand Valley Historical Society.pdf](#)

[Attachment F Jonathan Baysinger BBQ Restaurant.pdf](#)

MOTION 10: Moved and seconded by [Jackson / Baltazar](#) to select the top 3 finalists in the search for a tenant to utilize the Wasson-McKay historical house as a base of operations for their business. The Top 3 Finalists are:

1. Jamie Birdsey – Justice Cry
2. Jesse Whithouse – Art Studio
3. Grand Valley Historical Society

Motion passed unanimously with a 4-0 Vote as Council Member Birdsey recused himself.

(J) MAYOR AND TOWN COUNCIL REPORTS

Council Member Baltazar – School is almost over for the community

Councilmember Jackson – Spring is here, Fire Department will have their annual end of school tradition of spraying down the kids with the firehose.

Mayor Pro-Tem Flores-Cruz – The 5k was great! School is almost out, but the Resource Center is open all year round for families in need. They provide help with food, clothing, and financial support and is open weekly Monday through Thursday.

Council Member Birdsey – Big Thanks to Town Employees for handling the flooding situation in Town so well. The constant updates from Town Manager really helped. A great show of community support.
Mayor Rugaard – Wasson-McKay Grand re-opening was a huge success! New business Orchard Ave had their grand opening, check them out. Very proud of the community for pulling together during the Parachute Creek floods. Groups from across the community came together to help fill sand bags and help the ones most in need. Special thanks to 4H, the wrestling team, Bible Grace Church, the baseball team, all the residents who helped, and of course Public Works!
Town Manager Travis Elliott, there will be a Love’s site tour on May 31, 2023 at 4:00 pm before the store opens. Let us know who would like to come.

(K) ADJOURN

Topic: Town Council

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/83441195679?pwd=UXNwMVZiMisvemlOYkg1ZGRpQRqQ...>

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MOTION 11: Motion to Adjourn

Unanimous

Tom Rugaard, Mayor

ATTEST:

Lucy Spalenka, Town Clerk



**May 11, 2023 through June 7, 2023
Accounts Payable Transaction List**

Check Number	Date	Vendor	Amount
25800	5/24/2023	360 ELECTRIC, LLC	48,454.40
25802	5/24/2023	BATTLEMENT MESA METRO DISTRICT	11,988.00
25804	5/24/2023	C.G.R.S.INC	5,135.18
25805	5/24/2023	CAPITAL BUSINESS SYSTEMS INC	242.00
25806	5/24/2023	CHERYL & CO PROPERTY MANAGEMENT LLC	700.00
25809	5/24/2023	DEPENDABLE WASTE SERVICES	840.00
25812	5/24/2023	FERRELLGAS, LP	1,140.99
25814	5/24/2023	GARFIELD COUNTY SCHOOL DISTRICT 16	499.10
25816	5/24/2023	GRUB N SCRUB	195.43
25817	5/24/2023	HASKELL, TOM	20.00
25818	5/24/2023	HIGH COUNTRY ENGINEERING, INC	19,105.00
25820	5/24/2023	KILGORE	3,170.92
25824	5/24/2023	ROSE, TENSHI	220.00
AFLAC	5/15/2023	AFLAC	310.44
ALPINE BANK	5/30/2023	ALPINE BANK	1,089.21
FIRE & POLICE PENSION ASSOC	5/22/2023	FIRE & POLICE PENSION ASSOC	3,153.86
FIRE & POLICE PENSION ASSOC	5/31/2023	FIRE & POLICE PENSION ASSOC	3,153.86
LIBERTY NATIONAL LIFE INSURANCE CO	5/15/2023	LIBERTY NATIONAL LIFE INSURANCE CO	69.57
ORCHARD TRUST COMPANY INC	5/15/2023	ORCHARD TRUST COMPANY INC	4,359.61
ORCHARD TRUST COMPANY INC	5/30/2023	ORCHARD TRUST COMPANY INC	4,311.93
PAYFLEX SYSTEMS USA INC	5/15/2023	PAYFLEX SYSTEMS USA INC	1,622.96
PAYFLEX SYSTEMS USA INC	5/22/2023	PAYFLEX SYSTEMS USA INC	237.02
PAYFLEX SYSTEMS USA INC	5/30/2023	PAYFLEX SYSTEMS USA INC	330.03
PAYLOCITY CORP	5/15/2023	PAYLOCITY CORP	56,213.94
PAYLOCITY CORP	5/30/2023	PAYLOCITY CORP	56,422.81
PROVELOCITY	5/22/2023	PROVELOCITY	3,497.00
UMB CREDIT CARD	5/22/2023	UMB CREDIT CARD	8,647.87
WEX INC	5/15/2023	WEX INC	8,545.09
XCEL ENERGY	5/30/2023	XCEL ENERGY	1,482.30
25801	5/24/2023	A STAGE FOR YOU	1,365.00



**May 11, 2023 through June 7, 2023
Accounts Payable Transaction List**

Check Number	Date	Vendor	Amount
25803	5/24/2023	BRYAN MARTIN LLC	4,500.00
25807	5/24/2023	CODE PUBLISHING INC	45.00
25808	5/24/2023	COLORADO RIVER VALLEY CHAMBER OF COMMERCE	3,000.00
25810	5/24/2023	EMTECH	14,177.96
25811	5/24/2023	FERGUSON WATERWORKS #1116	352.95
25813	5/24/2023	FIKES WEST SERVICES	74.00
25815	5/24/2023	GARFIELD COUNTY TREASURER	469.06
25819	5/24/2023	JOSH MELOY MUSIC LLC	5,000.00
25821	5/24/2023	MAGANA PARTY RENTALS	1,530.00
25822	5/24/2023	MANCUSO, RICK	500.00
25823	5/24/2023	REPUBLIC SERVICES, INC	264.00
25825	5/24/2023	SEAN STEMALY MUSIC LLC	4,500.00
25826	5/24/2023	TRU GREEN	1,075.50
25827	5/24/2023	USA BLUE BOOK	495.86
25828	5/24/2023	XCEL ENERGY	18.51
ALPINE BANK	6/7/2023	ALPINE BANK	166.20
KANSAS CITY LIFE INSURANCE	6/7/2023	KANSAS CITY LIFE INSURANCE	1,159.67
PAYFLEX SYSTEMS USA INC	6/7/2023	PAYFLEX SYSTEMS USA INC	592.64
WEX INC	6/7/2023	WEX INC	9,822.40
XCEL ENERGY	6/7/2023	XCEL ENERGY	3,353.37
			<u><u>\$ 297,620.64</u></u>



TOWN COUNCIL Meeting Schedule & Draft Agendas

All meetings are open to the public and held in the Town Hall Council Chambers; 222 Grand Valley Way, at 6:30 p.m., unless otherwise noted. Agenda items are added to this list as they arise by staff or as requested by Town Council.

Agenda items shown here are tentative and intended for planning purposes only. Please refer to the published agenda for each meeting's scheduled topics and final agenda.

Expected absences are noted below and are considered "excused" by the Town Council, per Article II, Section 6 of the Town Charter.

Thursday, June 15, 2023 – (Rugaard Out)

- Alpine Legal Services Presentation/ Request for Financial Support - Jennifer Wherry, Executive Director
- Ord - Public Hearing, Legislative: Various PMC & Building Code Updates
- Monday Market Produce Stand Agreement with Garfield 16 Family Resource Center
- Reso - Public Hearing - 2023 Budget Supplement
- Historical Society Presentation & Updates
- Final Downtown Development Plan Presentation and Adoption (tentative)
- Wasson McKay Tenant Proposals (tentative)
- Life Saving Award Presentation (tentative)

Thursday, July 20, 2023

- Presentation of the 2022 Annual Audit Report (tentative)
- 2023 Community Survey Results Presentation
- Reso - Wasson McKay Remodel Contract Award
- Reso - Town Engineer Contract Award (or renewal)
- Reso - MOU Agreement w. CPW for Parachute Ponds SWA

Thursday, August 17, 2023 – JOINT MEETING WITH BOCC AT 6PM

- Quarterly financial update – Q2 2023
- Employee Compensation, Market, & Equity Analysis Presentation

Thursday, September 14, 2023

- 2024 Budget Kickoff and Overview

Thursday, October 19, 2023

- Reso - Public Hearing: 2024 Draft Budget Presentation & Quarterly Financial Update

Thursday, November 16, 2023

- Reso – Cont. Public Hearing: 2024 Final Budget Adoption (tentative)

Thursday, December 21, 2023 (TENTATIVE)

OTHER REQUESTED AGENDA ITEMS / UPCOMING ISSUES, NOT YET SCHEDULED:

- Trails Master Plan Discussion and Adoption
- Downtown Development Plan / 1st Street Design
- Urban Renewal Authority Discussion
- VRBOs & STR Regulations
- Animal Control Policies and Regulations

**TOWN OF PARACHUTE, COLORADO
PROCLAMATION NO. P2023-01**

**A PROCLAMATION OF THE TOWN OF PARACHUTE, COLORADO
PROCLAIMING OFFICER RYAN REYNOLDS AS THE DESERVING RECIPIENT OF
THE LIFE SAVING AWARD**

WHEREAS On April 28th, 2023, Sgt. J. Mayfield was contacted by a party and informed of an individual having fallen from his kayak into the Colorado River in the area just south of the Rodeo Grounds; and

WHEREAS, Sgt. Mayfield was able to get an approximate location and relayed it to Officer Reynolds; and

WHEREAS, Officer Reynolds utilized the information and was able to find a route to the area provided and was able to find the individual quickly.

WHEREAS, Officer Reynolds aided in getting the subject from the river and to a nearby area where an ambulance was staged to provide aid for hypothermia related issues from the exposure to the cold Colorado River; and

WHEREAS, Officer Reynolds quick, decisive response, and actions represent the best tradition in Law Enforcement and First Responders as a whole; and

WHEREAS, His actions reflect great credit upon himself, the Parachute Police Department, and the Town of Parachute.

NOW, THEREFORE, I, Tom Rugaard, Mayor of the Town of Parachute, Colorado, Proclaim Officer Ryan Reynolds the deserving recipient of the Life Saving Award.

Dated this 15th day of June 2023.

By

Tom Rugaard, Mayor

ATTEST:

Lucy Spalenka, Town Clerk



AGENDA ITEM SUMMARY

TO: Mayor & Town Council

FROM: Mike Markus, Community & Economic Development Director
Travis Elliott, Town Manager

MEETING DATE: June 15, 2023

MEMO DATE: June 7, 2023

AGENDA ITEM: FINALIST PRESENTATIONS FROM PROSPECTIVE TENANTS FOR THE WASSON MCKAY HISTORIC PROPERTY

EXECUTIVE SUMMARY:

At the February 16th, 2023 Town Council meeting, Town Council directed Staff to begin soliciting proposals in response to a Letter of Interest (LOI) seeking prospective tenants for the use of the Wasson-McKay Place building located at 259 Cardinal Way. Wasson-McKay Place is the only building within the Town of Parachute currently listed on the National Register of Historic Places. On August 5, 2010 the building received the designation of a Historic Place under site number 5GF.4249. The home was built around 1902 and is considered an example of pioneer log and Victorian style construction. A copy of the original LOI is provided as Attachment A. It was published on March 10, 2023, and the deadline for submitting proposals was extended to Wednesday, May 10, 2023 at 12 noon.

As previously communicated to Town Council, the Town received a total of five proposals. On May 18, 2023 the Town Council invited the following finalists to attend the June 15, 2023 Town Council meeting to present their proposals:

- Justice Cry (nonprofit organization), submitted by Jamie Birdsey (Attachment B)
- Art Studio and Clay Center, submitted by Jesse Withouse (Attachment C)
- Museum and Historical Society Center - submitted by Judith Hayward, President and Michelle Foster, Vice President - Grand Valley Historical Society (Attachment D)

All three finalists have confirmed their attendance and will be giving a brief presentation on their proposed use(s) for the home. The Town Council will also be welcome to ask any questions that they have of the applicants. The final approval of the lease agreement with a tenant for the Wasson McKay house will be subject to the Town Council's approval, by Ordinance, at a future Town Council meeting. No final decision or selection is expected of the Town Council at the meeting on June 15th.

FINANCIAL IMPACTS:

Financial impacts from leasing the space will be minimal to the Town and dependent upon the details contained in a final agreement for the use of the building. The Town advertised the space for a minimum lease rate of \$1 / year, and the tenant will be responsible for operational costs and utility payments.

The Town has budgeted for renovations and upgrades in the 2023 Capital budget. Any additional costs for specialty equipment and tenant finishes are expected to be the responsibility of the selected tenant.

APPLICABILITY TO COUNCIL GOALS:

Partnering with a prospective tenant or tenants on the development of the historic Wasson-McKay Place building is directly related to the Town Council's goal to "Beautify and Revitalize Business Corridors":

Beautify and Revitalize Business Corridors

"The Town Council acknowledges and embraces that the Town of Parachute has two primary business corridors: 1st Street and Cardinal Way. Each of these areas are equally important to the community, and they will be essential to the Town's future and economic growth. The Town wishes to invest in these corridors, and the Town's business district, to foster public-private investment partnerships, and stimulate economic, cultural and social growth in the heart of Parachute."

This project would also be directly related to one of the overarching themes identified in the 2022 Comprehensive Plan – "Maintain a Strong Sense of Community":

"Creating the Plan and the community engagement process revealed four overarching themes the Objectives and Strategies identified throughout this plan.

Maintain a Strong Sense of Community

The second theme is maintaining a sense of community by preserving historic places and spaces that are the foundation of the Town. While it is this strong history that binds the community together, it needs to be enhanced, built upon, and shared to ensure the rich sense of community continues to support Parachute into the future. This sense of community can be built upon through increasing community events, creating community gathering spaces and places, and developing programs to allow small businesses to grow, invest and thrive in the Parachute community."

REQUESTED TOWN COUNCIL ACTION:

Staff is requesting that Town Council consider the presentations from the invited prospective tenants, and ask any questions they may have about the respective proposals.

The final lease agreement with the selected tenant will ultimately be approved by the Town Council by ordinance at a future Town Council meeting.

STAFF RECOMMENDATION:

- Review the attached LOI submittals from the invited prospective tenants and review the presentations based upon the following criteria:
 - Vitality: How the proposal encourages visitors to return to the facility, return to the community, and create on-going vitality in the area

- Revitalization: How the proposal furthers the Town Council goal to “Beautify and Revitalize Business Corridors” and an overarching theme of the 2022 Comprehensive Plan – “Maintain a Strong Sense of Community”
- Connectivity: How the proposal links the building to the adjacent land uses, especially to Wasson-McKay Park and Downtown Core
- Historical Preservation: How the proposal respects, honors, and maintains the historic characteristics of Wasson-McKay Place
- Community Benefit: How the proposal fills an existing void in the community or provides a benefit / service to the community.
- Feasibility: How likely the proposed use is to succeed, market to the community, sustain itself financially, and continue to operate into the future.
- Qualifications: The wherewithal, experience, and qualifications of the applicant that is submitting the proposal and managing the operations.

ATTACHMENTS:

- A. Town of Parachute Wasson-McKay LOI Request
- B. Justice Cry, Jamie Birdsey LOI
- C. Art Studio & Clay Center, Jesse Withouse LOI
- D. Museum and Historical Society Center, Grand Valley Historical Society LOI



Integrity · Respect · Teamwork · Pride · Innovation · Diversity

222 GRAND VALLEY WAY ▪ PARACHUTE, CO 81635 ▪ (970) 285-7630

Request for Letters of Interest
Wasson-McKay Place
259 Cardinal Way
National Register of Historic Places
Site Number 5GF.4249



SUBMISSION DEADLINE: Wednesday May 10, 2023 at 12 noon MST

CONTACT: Mike Markus
Community & Economic Development Director
(970) 665-1146
mmarkus@parachutecolorado.com

INTRODUCTION

The Town of Parachute, Colorado is requesting letters of interest from organizations, entities, entrepreneurs and other community members to propose innovative ideas and uses for Wasson-McKay Place in Parachute, Colorado and outline how they would administer, manage and operate that use to meet the Town's goals to beautify and revitalize business corridors and to drive vitality in the area.

BACKGROUND

Wasson-McKay Place is the only building within the Town of Parachute currently listed on the National Register of Historic Places. On August 5, 2010 the building received the designation of a Historic Place under site number 5GF.4249, most specifically located at 259 Cardinal Way. The home was built around 1902 and is considered an example of pioneer log construction and Victorian style. Parachute Creek borders the property on the west while Interstate 70 and active railroad tracks border it on the north side.


The adjacent Wasson-McKay Park has been recently upgraded and is one of four parks that the Town currently maintains. The neighboring park is now complete with public restrooms, picnic area, a gazebo, bike racks, paved parking, benches, and other amenities. The Town is also in the process of developing a Trails Plan that will document Parachute's desire to create a well-connected and well-maintained regional trail network. The site's location adjacent to Parachute Creek and to the pedestrian bridge spanning across Interstate 70 will serve as a key point in the development of the trails system and serves as a main pedestrian connection to the historic downtown area.

The Town is now preparing to complete renovations to the Wasson McKay Place home, including updates to the interior and exterior of the building. The Town would desire to have a tenant selected for the facility as soon as possible, which will allow the tenant(s) and the Town to create a plan of action together and implement ideal tenant finishes, install the necessary appliances, and get it ready for public use / access.

BASIC INFORMATION ABOUT THE SITE

Location Map



Address:	259 Cardinal Way
Garfield County Parcel Number:	240912400015
Acres:	1.09
Year Built:	1909
Gross Square Feet:	1,148
Current Zoning:	Public Use
Surrounding Zoning/Uses:	Northwest: Interstate 70/Pedestrian Bridge; NC Neighborhood Commercial; South: Cardinal Way/MDR Medium Density Residential; Southwest: LI Light Industrial
Future Land Use:	Park
Surrounding Future Land Uses:	Northwest: Interstate 70; Northeast: CBD Central Business District; South: Cardinal Way/R Residential; Southwest: MU-R Mixed-Use Residential Priority
 Proposed Lease Rate:	\$1 / year minimum. NOTE: Tenant will be responsible for all utilities, including, but not limited to: water, sewer, gas, garbage, electric, and internet. The site is available with internet speeds up to 1 gbps.

SUBMISSION REQUIREMENTS

Please submit your letter electronically by email in a single PDF document on or before Wednesday, May 10, 2023 at 12 noon MST to the email address below:

Mike Markus
Community & Economic Development Director
Email: mmarkus@parachutecolorado.com
970-665-1146

The Town is only requesting Letters of Interest and basic outlines of proposals at this time. Tremendous detail is not necessary, but please provide enough information for the Town to adequately review the feasibility and desire of your initial idea(s).

The total length of your proposal document should not exceed 8 pages.

The following questions are intended to be an outline and guide your submission. Answers to all of the questions are not necessary, but please attempt to address as many of the following points as possible in your response:

Section 1 Introduction of organization, staff, general purpose of your proposal, and partnership opportunities

- 1.1** Tell us who you are. What is your mission?
- 1.2** What is your proposal and proposed use for the space?

Section 2 Proposed use of the building

- 2.1** What about your proposed use of the building encourages visitors to return to the facility, return to the community, and create on-going vitality in the area?
- 2.2** Describe how your proposal links the building to the adjacent land uses, especially to Wasson-McKay Park.
- 2.3** Describe how your proposal will respect and maintain the historic characteristics of Wasson-McKay Place.
- 2.4** If you would be willing to partner with another organization to make this facility a multi-use building, what might it look like?
- 2.5** Provide a very basic, hypothetical schedule of proposed operating hours and/or programming for your proposed use. How many days/nights and hours would your operation be open and/or programmed?
- 2.6** Describe the market and audience for your proposed use. Tell us your approach to marketing that use to those groups of potential users.

Section 3 Community Purpose

- 3.1** Describe how your proposal creates a unique and enriching experience for those who live, work and visit here.
- 3.2** How does your proposed use of the building contribute to the vitality of Parachute as a whole?

- 3.3 Explain how your programming will contribute to the long-term success, vision and aspirations of Parachute.

Section 4 Financials & Lease Bid

- 4.1 Please indicate what your proposed lease rate and monthly payments, if any, to the Town would be.
- 4.2 Describe how you propose to finance the operating and maintenance expenses associated with your proposed use. Please feel free to include supporting pro forma and budgetary documents.

TIMELINES AND SCHEDULES

This timeline is provided for planning purposes only. All dates are tentative, and the Town reserves the right to modify this timeline as necessary.

Request for Proposals Issued:	Thursday, March 9, 2023
Deadline for Responses:	Wednesday, May 10, 2023 at 12 noon MDT

EVALUATION

The Town will review the proposals, and may select and work with a variety of proposals to develop the strongest conglomeration of partners to achieve the Town’s goals. Finalists may be asked to present their proposal on a date and in a format to be determined. The proposals will be considered public documents and may be published on the Town’s website or in an official agenda.

The Town Council will make the final decision about who will be invited to develop an agreement for use of the building. If those discussions are successful, an agreement for the use of the building will be approved and the proposer may go forward making the project a reality.

In addition, the property and selected proposal may then need to go through additional land use approvals. The selected entity will also be required to obtain any necessary licenses and permits, as required by law.

QUESTIONS AND ANSWERS

All questions related to this Request for Proposals must be submitted in writing to the Community & Economic Development Director via email to mmarkus@parachutecolorado.com. All questions and answers will be posted to the Town’s website for all interested parties to review. Proposers are responsible for checking the website regularly for updates.

Check for updates at: <https://townofparachute.colorado.gov/>

LEGAL

All submissions may be published and are subject to public records, pursuant to the Colorado Open Records Act, C.R.S. Section 24-72-200.1 (CORA). All of the documents that are submitted to the Town of Parachute may be subject to examination and inspection by third parties. The Town of Parachute reserves the right, at its sole discretion, to release for inspection or copying any document, plan, specification, proposal or other writing submitted pursuant to an appropriately filed CORA request.

The Town reserves the right to reject any or all proposers or move forward any Proposer who, in its sole judgment, is in the best interest of the Town. The Town further reserves the right, in the best interest of the Town, to waive any technical defects or irregularities in any and all proposals submitted.

Letter of Interest: Wasson-McKay Place
259 Cardinal Way, National Register of Historic Places Site Number 5GF.4249

To Whom It May Concern:

I am writing to inform you of my non-profit Justice Cry's interest to be considered as a tenant of the Wasson-McKay Place located at 259 Cardinal Way. My name is Jamie Birdsey, the founder of Justice Cry and we currently operate out of my home office in Parachute CO. The mission of Justice Cry is to bring hope, healing, and comfort to our local communities and nation. We do this by organizing and putting on events to help fight human trafficking. Past events have included our "Race for Freedom" races, our "Voice for the Voiceless" galas, and currently our annual horse show in Rifle CO. "Ride for the Voiceless". We also run the "Justice Cry Outreach Program" with the sole purpose of providing stuffed teddy bears with an hour of scriptures read over soft music into the arms of those in need. For over 5 years we have sent these bears into unimaginable circumstances. Testimonies over the years of how these bears have brought hope, healing, and comfort is the driving force behind what we do!

Currently we are providing bears to the back of first responder vehicles. Past outreaches we have provided bears for include: nursing homes on Christmas Day, foster kids, destitute neighborhoods in Guatemala, a hospital in Oaxaca Mexico... and of course to countless individuals up and down our valley who were/ are in the middle of traumatic situations in need of hope, healing and comfort .

Justice Cry as you can imagine is dependent on its amazing team of volunteers who not only help with organizing 100 horses, riders and entourage for our upcoming horse shows, (and so much more) but also for stuffing, dressing, and praying over the bears for our Outreaches. Currently every "stuffing Party" is held in a donated or rented out location and all bear materials must be brought to the location and then packed up until each bear finds its forever home. As you can imagine this process is very time consuming and requires much planning.

Why The Wasson-McKay Place?

- The Wasson-McKay Place would provide the space needed for our quickly growing demand for more Bears in our local community and valley. Because we stuff the bear skins, dress the bears, insert the sound modules, and tag and bag each bear, a fixed location would benefit us greatly in regards to organization and time/money savings, in turn helping to focus/ redirect our funds and time even more to our mission.
- The Wasson-McKay Place would provide the space needed for our volunteers to

prepare and organize our events. These events help bring community awareness about human trafficking while helping to fund other organizations who are on the front lines of it. Past events have helped fund missions to rescue individuals trapped and being held against their will, and have also helped to fund safe homes for individuals in need of healing and safety after being rescued out of human trafficking.

- With a “fixed” location to organize, plan, and rally our local volunteers, the mission of Justice Cry to bring hope, healing, and comfort would be able expand to even more facets within our community such as community appreciation events for our police and fire departments, our nursing homes, and bear stuffing events for kids after school. Previous years we have hosted our galas in-doors but with the beautiful property at The Wasson-McKay Place there is incredible potential for outdoor awareness/ community appreciation and outreach events including but NOT LIMITED TO:
 - Catered dinner and music, to help fight Human Trafficking
 - Womens tea and dessert, with an inspirational speaker to help inspire and promote relationships within our community
 - A “Mom and me” brunch, to help encourage and uplift the hard working moms in our community
 - A First Responders “Thank you for all you do” lunch meet and greet

Why Justice Cry?

- Clean and Respectful: Due to the nature of where these bears go it is important that all spaces are clean, sanitary, and always in order. All events hosted by Justice Cry whether at the Rife Fairgrounds, New Creation Church, or Hotel Colorado, to name a few, have been treated with the utmost respect. Our event “anthem” is to always leave the space better than how we found it. All Justice Cry events are planned and executed with the spirit of excellence.
- The heart of Justice Cry is to serve our community and valley and help improve and grow it in regards to its potential and the residents overall well being. It would be an honor to serve out our mission for the community in such a historical and beautiful location. The historical charm of this property only adds to the community draw and potential of our events and outreaches.
- Justice Cry as a tenant would leave a very small footprint related to needed changes to the current historic frame of the building in order to run our operations. Our intention as a tenant is to add value to the current fixtures and building by being diligent with maintenance and overall improvements, intentionally preserving its historic beauty.

While our intention is to pay for utilities and a minimal monthly payment of \$1.00, our

board believes that what Justice Cry brings to the community currently along with future outreach plans, and with what Justice Cry would bring to the maintenance and overall well-being of The Wasson-McKay Place, is worth the towns consideration. By only paying for the utilities at The Wasson-McKay Place we can steward donations and bear sponsorships to the best of our ability, assuring that our partners funds are making the biggest impact on our community and valley as possible.

The Justice Cry Board and I are excited for the possibility of Justice Cry being considered as the new tenant of The Wasson-McKay Place and look forward to further discussions!

Sincerely,

Jamie Birdsey
Founder, Justice Cry

970-596-0518
P.O. Box 766
Parachute CO, 81635

www.justicecry.com

Dear Mike and the Town of Parachute,

My name is Jesse Withouse and I am a father, husband, teacher, and ceramic sculpture artist. We have been in Parachute now for five years. We have come to call it home. My wife is involved in the community with her work with families in Head Start and my children all attend the district. I also just accepted a position as the new Grand Valley Middle School Art teacher. I am so excited for this new endeavor and to be a part of the community I already live in. I come from working in Rifle as their High School Ceramics teacher. My bachelor's degree is in ceramics and then growing up in an in-home daycare led to my ability to teach. What better way to teach kids, and anyone, than through art. And what better medium than the mud we live on. I use my methods to teach all the subjects, and a lot of life lessons. This creates in depth thinkers and problem solvers. I love sharing my ideas and life experiences to create teachable moments. The clay teaches patience, creativity, and bravery to try new things.

It has always been a dream of mine to open my own studio. It's always been a financial "someday". The business proposition the new McKay house is offering would be a perfect time to start up this genuine idea with the low monthly rent. The new renovations to the McKay place are simply gorgeous and surprisingly a perfect fit for the type of studio I had in mind. Its twentieth century architecture is the perfect home for a pottery studio. I wouldn't want to just have a gallery to sell my own art, or paint your own pottery where individuals can only delve into that one aspect of ceramics, but classes and hand building with wet clay and projects from start to finish. This is a timeless hobby but most people have limited resources to experience its beauty. Individuals and groups alike will always have an interest in making fun creative pieces that can also be very useful! My ideas range from fun week night classes of creating your own coffee mug, to birthday parties, to throwing on the wheel classes, to sip and create nights. Family nights, weekend outings, or even team building. I can see hosting our bigger local businesses like Garfield 16 staff, grand river, and alpine bank to name a few.

All of these are simply ideas that I would be willing to go any direction with. I have the skills, portfolio, teaching experience, and now community involvement to get the community hooked. Babies to retired folk can come create with my guidance. Families can gather for birthday parties where we host and provide the materials, they lead the creative direction. Individuals can utilize it for studio space. And classes can be taught at any skill level. Skill level would not be a factor. I am prepared to teach beginning basics to professional level skills to those already versed in clay properties. The outdoor space leaves room for outdoor events in the summer, combined with other local businesses. An example could be, say, a create- your-own bowl, then go over and get a discounted Chilled out Shaved ice in said bowl, etc. I could do after school programs and summer programs for school aged kids. Not to mention an activity for our home schooled population.

The McKay House has a perfect area for sinks in the kitchen, and up stairs make perfect lighting for about four to six wheels to be placed. The other half of upstairs would be a perfect drying room for clay pieces as sun hits it nearly all day. All the beautiful, timeless chandeliers and details of the home would go perfect with the space to create as clay is as timeless a mineral as you can get. It was the basis for many civilizations in the utilitarian form of vases, jugs, plates, bowls, cups and mugs. From toiletry sinks, toilets, and tile. Artistically with

sculptures, fountains, and chess sets. Utilizing clay for creative expression pieces is endless in its possibility.

There are no other fun, accessible clay opportunities from Grand junction to Carbondale. We could have folks from all the nearby towns including Rifle, Debeque, to passerbyers traveling on I70. We could even incorporate a wholesome pun for the two types of pot.

I have never owned my own business but I have been in many management positions while attending college. During college I was the clay assistant to the ceramics program. During the last five years I have run a budget for the ceramics program at Rifle High School.

I have immaculate credit and would be prepared to get financing for other equipment needed/ any business loans. I already own about \$5,000 worth of equipment to move in. I own one electric kiln already, a slab rolling table, a draft table, a hand extruder and one wheel. Also many other smaller creating tools. My wife would help me run the business, greet customers, and market. She also is already very involved in the community and knows lots of town resources to share the benefits of the pottery and connect the community. I also spoke with Anne at Alpine bank who could get me started on the micro business loan application. Meeting Travis at the McKay house ribbon cutting was a star aligning moment where I knew this could be the opportunity to make my dreams come to life. What a better business to have in town than owned by a local family themselves.

This business venture would be perfect for our small family focused community. Pricing would be reasonable, yet the lack of other recreational options in the area would allow for flexibility on pricing to bring to the town more patrons and for our own folks to stick around, instead of traveling to nearby towns for recreational activities. If this is not a good fit for now, please keep us in mind for any future business space, beautification proposals, or ideas the town may have. Please consider a pottery studio to connect, beautify, and enhance Parachute and bring my dream to life.

Jesse Withouse
Art Teacher
307-679-8533
withouse@gmail.com

Letter of Interest: Wasson/McKay Place

May 10, 2023

Submitted by: Grand Valley Historical Society (GVHS)

Section 1: Introduction of organization, staff, general purpose of our proposal and partnership opportunities.

The GVHS is a 501 (c) (3) and recognized as tax-exempt since October 2000.

Our purpose as stated in the Society By Laws: The GVHS is established to record and preserve the unique history of the Parachute/Battlement Mesa community. This community is located in Western Garfield County, Colorado and is bound by Wallace Creek on the west and Rulison on the east. The purpose of this Society is to discover and collect materials related to the exploration, settlement, development, wealth, education, arts, science, agriculture, manufacturing, its progress in population, trade, and transportation of the community. The Society is to provide for the accessibility of historic materials, as far as may be feasible, to all who wish to examine or study them.

The Society owns and operates the Historic Battlement Schoolhouse and the Glover Cabin situated on 4 acres on Battlement Mesa, adjacent to the PUD. We operate with volunteers and currently have no paid staff. We have 78 dues paying members. We have been collecting and organizing historic artifacts since our inception. We are members of the American Association of Small Museums, the 4 Rivers Historical Alliance covering Garfield, Pitkin and Eagle Counties, as well as being part of the Northwest Colorado Cultural Heritage organization.

The GVHS has developed numerous partnerships since its inception including the Town of Parachute, Garfield School District 16, the Grand Valley Fire Protection District, Garfield County Public Library District, the White River National Forest, the Grand Valley Park Association and KSUN Radio. We are seeking partnerships with other entities such as the Cemetery District, etc. The Society has always been a part of the Grand Valley High School Reunion Group which hosts an annual event at Cottonwood Park.

Section 2: Proposed use of the building.

The Wasson/McKay House would allow the GVHS to operate a small museum to share the area history with both residents and visitors to the community. There is a great interest in the local history amongst both long-standing and new residents. We have been the conduit for historical information both through visitors to the Battlement Schoolhouse and through our Facebook page but the Society is so much more than the Historic Schoolhouse. We have a wealth of Oil Shale memorabilia, local veterans' histories, Hubble Telescope material and slides, historical Town newspapers, the entire Home Culture Club history and many, many other items which do not pertain to the Schoolhouse and would be better displayed and appreciated in a Parachute location. The Wasson/McKay House with its Historic designation would be an ideal location. We are also interested in the development of the cabin adjacent to the house. We are open to sharing the space with other entities as may be feasible. The Parachute Walking Tour which the Society developed and which includes the Wasson/McKay House could, when updated, enhance Parachute's Historic Main Street initiative.

Section 3: Community Purpose.

Having an active historic organization in a historic building would bring life and activity to the site, the Town and the community. The GVHS, between the Wasson/McKay House and the Battlement Schoolhouse, would join the community with a unified purpose.

Section 4: Financial and Lease Bid.

The GVHS has a sound financial basis to meet all anticipated additional expenses of operating the Wasson/McKay House. The Society has a paid membership, conducts events, receives donations, memorial gifts, and grants and is debt free. It has published and sold a historical calendar, sells its' books and notecards, hosts an annual Quilt Show and holds a bake sale at the Craft Fair.

The Society has a new Facilities Manager, Michael Sawyer, who is retired and lives in Battlement Mesa. He managed all the facilities for Colorado Mountain College for all the campuses with their many historic buildings. He developed a Historic Preservation Program for CMC and could be helpful in creating an action plan for the Wasson/McKay House and cabin moving forward.

The GVHS believes that their use of the Wasson/McKay House would be mutually advantageous to the Town of Parachute and the Society. We will provide whatever additional documentation you may need. We appreciate your consideration of our proposal.

Judith Hayward, President GVHS

Judi.heart1942@gmail.com

Michelle Foster, Vice President GVHS

Lupe1425@msn.com



AGENDA ITEM SUMMARY

TO: Mayor and Town Council
FROM: Teresa Beecraft, Finance Director
MEETING DATE: June 15, 2023
MEMO DATE: May 25, 2023
AGENDA ITEM: 2023 Supplemental #1 June

EXECUTIVE SUMMARY:

As a municipality, the Town of Parachute is required to provide a supplement to the budget if expenses are anticipated to be higher than what was appropriated. In 2022 we had projected some projects to finish and due to supply demands, we were unable to finish these projects.

In the General Fund, we have elected to do a Code Assessment Update so additional funds need to be budgeted.

In the Grant Fund, the police vehicle, public works vehicle and Fishing is Fun project (Restrooms at Boat Ramp) had to be extended to 2023. The Cardinal Way Project was delayed to 2023 and an increase in budget expenses was necessary. Additional expenditures and revenues are in the supplement to finish these projects.

In the Parachute Capital Improvement Fund, we were unfortunate and did not receive the PATS Bus Shelter Grant, so we are deleting that project on revenue and expenditure side. We are also placing on hold the Diamond Loop project to see if we can secure more funding, so we are deleting the revenues and expenditures for 2023. We are requesting a transfer from Parachute Capital Improvement Fund to the Grant Fund to cover the increased costs on Cardinal Way.

TOWN COUNCIL OPTIONS:

1. Approve the 2023 Supplemental #1 June

STAFF RECOMMENDATION:

Staff has reviewed the budget and confirmed that additional funds are available for appropriations in the General and Grant Fund. No additional funds are needed in the Parachute Capital Improvement Fund. Staff recommends that the 2023 Supplemental #1 Budget June be approved.

**TOWN OF PARACHUTE
RESOLUTION NO. 2023-21**

**A RESOLUTION AMENDING THE 2023 BUDGET WITH ADDITIONAL
APPROPRIATIONS OF EXPENDITURES TO THE GENERAL, GRANT AND
PARACHUTE CAPITAL IMPROVEMENT FUNDS**

WHEREAS, in accordance with Section 8.9 of the Parachute Home Rule Charter the Town Council may make additional appropriations by resolution during the fiscal year; and

WHEREAS, the Town Manager has certified that additional funds are available for appropriations in the funds from actual and anticipated revenues of the current year and prior year cash reserves; and

WHEREAS, the Town Of Parachute has additional work to finish for projects in the General, Grant and Parachute Capital Improvement Funds. Whereas the Town of Parachute is removing projects budgeted that grants were not acquired, or project expenses have increased.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF PARACHUTE, COLORADO, THE FOLLOWING:

Section 1: Upon the Town Manager’s certification that there are current and prior year revenues available for appropriation in the aforementioned funds the Town Council hereby makes supplemental appropriations as itemized in Attachment “A” attached hereto.

Section 2: The Town Council hereby authorizes and directs the Town Manager to enter into such contracts and execute such documents on behalf of the Town as may be necessary and customary to expend the funds hereby appropriated for all operations, capital projects and debt within this budget as amended in accordance with the requirements of the Home Rule Charter and the Town’s Financial Policies.

Section 3: The adoption of this Resolution will promote the health, safety, and general welfare of the Parachute community.

Section 4: If any provision of this Resolution or portion thereof is held by a court of competent jurisdiction to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect any other provision which can be given effect without the invalid portion.

Section 5: All prior Resolutions, resolutions, or other acts, or parts thereof, by the Town of Parachute in conflict with this Resolution are hereby repealed.

Section 6. That the Budget Supplemental herein approved and adopted shall be signed by the Mayor and Town Clerk and made part of the public records of the Town of Parachute, Colorado.

INTRODUCED, READ, PASSED, AND ADOPTED as provided by law, by a vote of _____ to _____ of the Town Council of the Town of Parachute, Colorado, at a regular meeting held at the Town of Parachute, Colorado, on the 15th day of June 2023, and approved by the Mayor on the 15th day of June 2023.

TOWN COUNCIL OF THE
TOWN OF PARACHUTE, COLORADO

By: _____
Tom Rugaard
Mayor

ATTEST:

Lucy Spalenka
Town Clerk

ATTACHMENT A

2023 SUPPLEMENTAL BUDGET

2023 SUPPLEMENTAL Budget #1 June

FUND	Original Adopted Expenses	Revised Adopted Expense Budget Supplement #1	Original Adopted Revenues	Revised Adopted Revenue Budget Supplement #1	Description	Amended Budget Expenses	Amended Budget Revenues
General	3,759,525	52,500	3,216,250		<i>Code assessment update</i>	3,812,025	3,216,250
Street and Alley	311,630		320,930			311,630	320,930
Conservation Trust	30,000		7,150			30,000	7,150
Grant	435,000	803,233	145,660	760,000	<i>Cardinal Way; Fishing is Fun; PW Truck; Police Vehicle</i>	1,238,233	905,660
Reserve	-		540			-	540
Parachute Capital Improvement	2,576,752	(879,222)	1,813,633	(725,000)	<i>Delete Pats Bus Shelters, Spring mini grant and Diamond Loop; Transfer to Grant Fund;</i>	1,697,530	1,088,633
Debt Service	-		-			-	-
Water	888,360		601,620			888,360	601,620
Wastewater	412,055		352,750			412,055	352,750
Garbage	70,184		72,000			70,184	72,000
Parachute Area Transit System	333,190		341,500			333,190	341,500
Park and Recreation	-		-			-	-
TOTAL BUDGET	\$ 8,816,696	\$ (23,489)	\$ 6,872,033	\$ 35,000		\$ 8,793,207	\$ 6,907,033



AGENDA ITEM SUMMARY

TO: Mayor and Town Council

FROM: Brandon Burke, Community Development Specialist
Mike Markus, Community & Economic Development Director
Travis Elliott, Town Manager

MEETING DATE: June 15, 2023

MEMO DATE: June 8, 2023

AGENDA ITEM: Public Hearing: ORDINANCE NO. 808-2023 - AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF PARACHUTE, COLORADO, AMENDING TITLE 13 BUILDINGS AND CONSTRUCTION, OF THE MUNICIPAL CODE TO ADDRESS MISCELLANEOUS UPDATES

EXECUTIVE SUMMARY:

In June 2021, the Town adopted by reference the 2018 Editions of the International Building, Residential, Mechanical, Fuel Gas, Plumbing, and the 2015 Edition of the Fire codes by Ordinance No. 793-2021. Since this adoption, there have been some noticeable amendments that need to be made to assure that Title 13 codes read the same in both the IBC and the IRC:

- The exemption of accessory structures and decks that are less than 200 sq. ft. from permitting.
- The phased implementation of the Energy Conservation Code.

Ordinance No. 808-2023 (attachment A) makes these amendments and clarifications in the Town Municipal Code.

Although these changes and edits are minor, staff is recommending the amendments be adopted prior to the deadlines imposed by HB22-1362. HB22-1362 requires municipalities to adopt the 2021 version of the IECC, or stricter standards, if any amendments are made to the building code after July 1, 2023. Beginning in 2026, the Town will be forced to adopt the standards approved by the state board. The applicable language from the bill summary is below:

Likewise, the act establishes when municipalities and counties must adopt and enforce codes that achieve equivalent or better energy performance than the codes adopted by the board as follows:

- On or after July 1, 2023, and before July 1, 2026, municipalities and counties that update a building code shall adopt and enforce an energy code that achieves equivalent or better energy

performance than the 2021 international energy conservation code and the model electric and solar ready code developed by the board; and

- On or after July 1, 2026, municipalities and counties that update a building code shall adopt and enforce an energy code that achieves equivalent or better energy performance than the model low energy and carbon code language developed by the board.

The Town Council meeting on June 15th has been properly noticed as a legislative public hearing. Upon approval, the changes will take effect 30 days after publication, per section 1-8 of the Town Charter.

FINANCIAL IMPACTS:

Ordinance 806-2023 increases the flexibility for producers of marijuana to calculate the timing and amount of excise tax owed, but it will remain unchanged for the total “contract price” of the goods sold. Although this could result in a slight decrease in excise tax revenue in the near-term, the net increase or decrease in tax revenues to the Town expected to be unaffected in the long term.

APPLICABILITY TO COUNCIL GOALS:

NA

TOWN COUNCIL OPTIONS:

1. Approve Ordinance 808-2023
2. Approve Ordinance 808-2023 with modifications
3. Decline to approve 808-2023 at this time, and direct the Town Manager on how to proceed.

STAFF RECOMMENDATION:

Staff recommends approval of Ordinance 808-2023.

ATTACHMENTS:

- A. ORDINANCE NO. 808-2023 - AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF PARACHUTE, COLORADO, AMENDING TITLE 13 BUILDINGS AND CONSTRUCTION, OF THE MUNICIPAL CODE TO ADDRESS MISCELLANEOUS UPDATES

**TOWN OF PARACHUTE
ORDINANCE NO. 808-2023**

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF PARACHUTE, COLORADO, AMENDING TITLE 13 BUILDINGS AND CONSTRUCTION, OF THE MUNICIPAL CODE TO ADDRESS MISCELLANEOUS UPDATES

WHEREAS, the Town of Parachute (“Parachute” or the “Town” is a home-rule municipality organized under Chapter XX of the Colorado Constitution and with the authority of the Parachute Home Rule Charter; and

WHEREAS, pursuant to the authority vested in the Town Council by Section 1-11 of the Parachute Town Charter, the Town Council wishes to amend Title 13, Buildings and Construction, of the Parachute Municipal Code to address various text amendments as proposed by the Building Official and recommended by staff; and

WHEREAS, the Town Council of the Town of Parachute finds and declares that it is in the interest of the public health, safety, and welfare to amend the Code as set forth in this Ordinance.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF PARACHUTE, COLORADO THAT:

Section 1. The foregoing recitals are incorporated herein as if set forth in full.

Section 2. Chapter 13.20 “Amendments” of the Parachute Municipal Code is hereby amended with double underlined text added and ~~strike through language~~ deleted.

13.20.020 Amendments.

L. *Section 105.2.* Section 105.2 is amended to read as follows:

Exemptions from permit requirements of this Code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this Code or any other laws or ordinances of this jurisdiction. Permits shall not be required for the following:

1. ~~One story detached accessory structures used as tool and storage sheds, and similar uses, provided the floor area does not exceed one hundred twenty (120) square feet.~~ One-story detached accessory structures, provided that the floor area does not exceed 200 square feet (18.58 m²); a site-plan is required and subject to approval with regards to setback requirements. Such structures shall be located in accordance with Section 705.3 with respect to other structures on the same lot and in accordance with Chapter 15.02 Zoning Regulations.

16. Decks not exceeding 200 square feet (18.58 m²) in area, that are not more than 30 inches (762 mm) above grade at any point, and providing that stair geometry and handrails meet the requirements of IBC Section 1011; a site-plan is required and subject to approval with regards to setback requirements.

M. *Section 105.5.* Section 105.5 is amended to read as follows:

Every permit issued by the Building Official under the provisions of this code shall expire by limitation and become null and void if the building or the work authorized by such permit is not commenced within one hundred eighty (180) days from the date of such permit, or if the building or work authorized by such permit is suspended or abandoned for a period of one hundred eighty (180) days at any time after the work is commenced. Permits must pass a required inspection or show substantial progress during the one hundred eighty (180) day period in order not to be considered suspended or abandoned. On expired permits, before such work can be commenced or recommenced, a re-issued or new permit shall be obtained. The fee for a re-issued or new permit shall be one-half (1/2) of the permit fee of the original permit, provided no changes have been made or will be made in the original plans and specifications for such work, and further provided that such suspension or abandonment has not exceeded one (1) year. Changes in plans and specifications shall require an additional permit fee and plan review fee as described in section r106 and section r108. Any nullified permit where the suspension or abandonments have exceeded one (1) year will require the permittee to pay a new permit fee plus plan review fee.

Any person holding an unexpired and valid permit may apply for an extension of time to commence work, return to work or complete work under that permit by submitting a written request describing good and satisfactory reason for such extension. This request shall be received prior to the date on which the original permit expires or becomes null and void. An extended permit is valid for one hundred eighty (180) days from the date of extension, does not require compliance with codes adopted since the original permit was issued, and does not require payment of new fees. No permit shall be extended more than twice.

When a permit has expired or been nullified and a new ~~addition~~ edition of the building code has been adopted, the original plans shall be reviewed and required to comply with the current code. The permittee shall pay a permit fee based on the current projected valuation plus the applicable plan check fees.

Section 3. Chapter 13.60 “International Residential Code” of the Parachute Municipal Code is hereby amended with double underlined text added and ~~strike-through language~~ deleted.

13.60.020 Amendments.

H. *Section R105.2.* Section R105.2 is amended to read as follows:

Permits shall not be required for the following. Exemption from the permit requirements of this Code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this Code or any other laws or ordinances of this jurisdiction.

Building:

17. One story detached accessory structures used as tool and storage sheds or playhouses, provided the floor area does not exceed one hundred twenty (120) square feet. One-story detached accessory structures, provided that the floor area does not exceed 200 square feet (18.58 m²); a site-plan is required and subject to approval with regards to setback requirements. Such structures shall be located in accordance with Section 705.3 with respect to other structures on the same lot and in accordance with Chapter 15.02 Zoning Regulations.

~~**DD.** *Section N1102.* Section N1102.4.1.2 is hereby deleted in its entirety.~~

~~**EE.** *Section N1103.3.3* Section N1103.3.3 is hereby deleted in its entirety.~~

~~**FF.** *Section N1103.3.4.* Section N1103.3.4 is hereby deleted in its entirety.~~

~~**GG.** *Section N1103.5.1.* Section N1103.5.1 is amended to read:-~~

~~When these systems are installed, heated water circulation systems shall be in accordance with Section R403.5.1.1. Heat trace temperature maintenance systems shall be in accordance with Section R403.5.1.2. Automatic controls, temperature sensors and pumps shall be accessible. Manual controls shall be readily accessible.~~

~~**HH.** *Section N1103.5.2.* Section N1103.5.2 is amended to read: When installed, demand recirculation water systems shall have controls that comply with both of the following:~~

~~1. The controls shall start the pump upon receiving a signal from the action of a user of a fixture or appliance, sensing the presence of a user of a fixture or sensing the flow of hot or tempered water to a fixture fitting or appliance.~~

2. ~~———— The controls shall limit the temperature of the water entering the cold water piping to not greater than 104°F (40°C).~~

~~H. ——— Section N1103.5.4. Section N1103.5.4. is amended to read:~~

~~When installed, drain water heat recovery units shall comply with CSA B55.2. Drain water heat recovery units shall be tested in accordance with CSA B55.1. Potable water side pressure loss of drain water heat recovery units shall be less than 3 psi (20.7 kPa) for individual units connected to one or two showers. Potable water side pressure loss of drain water heat recovery units shall be less than 2 psi (13.8 kPa) for individual units connected to three or more showers.~~

As offered by the State Energy Office for Phased Implementation, enforcement of Sections N1102.4.1.2, N1103.3.3, N1103.3.4, N1103.5.1, N1103.5.2, and N1103.5.4 as mandatory requirements is hereby deferred until January 1, 2026.

Section 4. Chapter 13.80 “International Energy Conservation Code” of the Parachute Municipal Code is hereby amended with double underlined text added and ~~strike through language~~ deleted.

13.80.020 Amendments.

~~D. ——— Section R402.4.1.2 is deleted.~~

~~E. ——— Section R403.3.3 is deleted.~~

~~F. ——— Section R403.3.4 is deleted.~~

~~G. ——— Section R403.5.1 is amended as follows: When these systems are installed, heated water circulation systems shall be in accordance with Section R403.5.1.1. Heat trace temperature maintenance systems shall be in accordance with Section R403.5.1.2. Automatic controls, temperature sensors and pumps shall be accessible. Manual controls shall be readily accessible.~~

~~H. ——— Section R403.5.2 is amended as follows: When installed, demand recirculation water systems shall have controls that comply with both of the following:~~

~~1. ——— The controls shall start the pump upon receiving a signal from the action of a user of a fixture or appliance, sensing the presence of a user of a fixture or sensing the flow of hot or tempered water to a fixture fitting or appliance.~~

~~2. ——— The controls shall limit the temperature of the water entering the cold water piping to not greater than 104°F (40°C).~~

I. Section R403.5.4 is amended as follows: ~~When installed, drain water heat recovery units shall comply with CSA B55.2. Drain water heat recovery units shall be tested in accordance with CSA B55.1. Potable water side pressure loss of drain water heat recovery units shall be less than 3 psi (20.7 kPa) for individual units connected to one or two showers. Potable water side pressure loss of drain water heat recovery units shall be less than 2 psi (13.8 kPa) for individual units connected to three or more showers.~~ As offered by the State Energy Office for Phased Implementation, enforcement of Sections R402.4.1.2, R403.3.3, R403.3.4, R403.5.1, R403.5.2, and R402.5.4 as mandatory requirements are hereby deferred until January 1, 2026.

INTRODUCED, READ, PASSED, ADOPTED, AND ORDERED PUBLISHED BY TITLE ONLY
by a vote of ___ to ___ of the Town Council of the Town of Parachute, Colorado at a regular meeting held at Town Hall in the Town of Parachute, Colorado, on the ___ day of _____ 2023 and approved by the Mayor on the ___ day of _____ 2023.

**TOWN COUNCIL OF THE TOWN OF
PARACHUTE, COLORADO**

By: _____
Tom Rugaard, Mayor

ATTEST:

Lucy Spalenka, Town Clerk

PUBLIC NOTICE

Public notice is hereby given that an Ordinance entitled:

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF PARACHUTE, COLORADO,
AMENDING TITLE 13 OF THE MUNICIPAL CODE**

was introduced before the Town Council on _____, 2023; that a copy of said Ordinance is posted at Town Hall; and that the Ordinance was approved at a regular meeting of the Town Council held on _____, 2023, and approved by the Mayor on _____, 2023.

Copies of the adopted ordinance are available for inspection at the Town Hall, Parachute, Colorado, and available on the internet at <http://www.parachutecolorado.com>.

Dated this ____ day of _____ 2023.

TOWN OF PARACHUTE

Lucy Spalenka, Town Clerk



AGENDA ITEM SUMMARY

TO: Mayor & Town Council

FROM: Mike Markus, Community & Economic Development Director
Travis Elliott, Town Manager

MEETING DATE: June 15, 2023

MEMO DATE: June 8, 2023

AGENDA ITEM: TOWN COUNCIL REVIEW AND CONSIDERATION OF RESOLUTION NO. 2023-22, ADOPTING THE 2023 DOWNTOWN DEVELOPMENT PLAN FOR THE TOWN OF PARACHUTE

EXECUTIVE SUMMARY:

The Town of Parachute has engaged Ayres and Associates to create a Downtown Development Plan which will document the Town’s desire to beautify and revitalize the 1st Street business corridor and to diversify and grow the local economy.

The Downtown Development Plan will be a stand-alone document that supports the objectives and strategies of the 2022 Comprehensive Plan, and will also further a 2022 Town Council goal to “Beautify and Revitalize Business Corridors”:

“Create a plan to redesign and reconstruct the 1st Street corridor, that is seamless with other areas in the community (e.g. rest area, pedestrian bridge, etc. to create a more inviting and vibrant experience for shoppers and guests in downtown Parachute.”

The Downtown Development Plan also supports a 2022 Town Council goal to “Diversify and Grow the Local Economy” by providing opportunities for retail stores, offices and associated businesses to locate in an active, people-centric area – “thus increasing the Town’s tax revenue base and increasing the amount of resources available to improve the community’s quality of life.”

The overall features and purposes of the Downtown Development Plan are as follows:

- The Plan provides a guiding vision for a primary commercial area in Parachute – the 1st Street downtown corridor.
- The Plan provides goals, guidelines and framework for a reinvented Downtown Corridor which adopts a ‘Complete Street’ approach for 1st Street and adjacent blocks.

- The Plan supports a mix of commercial/retail, housing and office spaces, and supports the creation of an energetic center that reflects the values and aspirations of the people of Parachute.

Adoption of the Downtown Development Plan is Phase 1 of a three phase process for the overall downtown development project:

- Phase 1: Community Engagement, Visioning, and Concept Planning
- Phase 2: Plan Development, Preliminary Design, and Cost Estimating (Consultant Team – KLJ Engineering/Ayres and Associates)
- Phase 3: Final Design and Construction

COORDINATION WITH OTHER PROJECTS

Town Council recently directed Staff to proceed with a comprehensive revision of Title 15 of the Town of Parachute Municipal Code – Land Use Regulations. This “code update” process has been coordinated with the Downtown Development Plan project so that the relevant provisions of Title 15 reflect the overall intent and vision of the Downtown Development Plan.

PLANNING COMMISSION ACTION

On June 8, 2023 the Planning Commission adopted Resolution No. 2023-03-PC, Approving and Adopting a Downtown Development Plan for the Town of Parachute.

FINANCIAL IMPACTS:

There are no direct financial impacts for the Town during the review and adoption of the plan, but the aspirations and projects that will be included in the Plan will provide opportunities for associated 1st Street based retail services and housing opportunities and contribute to the overall quality of life for the community.

TOWN COUNCIL OPTIONS:

1. Review the attached documents and receive public comments.
2. Approve Resolution No. 2023-22, Approving and Adopting a Downtown Development Plan for the Town of Parachute
3. Decline to approve Resolution No. 2023-22 at this time, and provide further direction to staff

STAFF RECOMMENDATION:

Staff recommends that the Town Council, after the consideration of the attached documents and public comments received, approve Resolution No. 2023-22.

Attachments:

Downtown Development Plan
Resolution No. 2023-22

TOWN OF PARACHUTE, COLORADO
RESOLUTION NO. 2023-22

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PARACHUTE, COLORADO, APPROVING AND ADOPTING A DOWNTOWN DEVELOPMENT PLAN FOR THE TOWN OF PARACHUTE.

WHEREAS the Town of Parachute (“Parachute” or the “Town” is a home-rule municipality organized under Chapter XX of the Colorado Constitution and with the authority of the Parachute Home Rule Charter; and

WHEREAS, pursuant to Section 2-1 of the Home Rule Charter, it is the duty of the Town of Parachute Town Council to set policy in the Town and serve as its governing body;

WHEREAS, on June 16, 2022, Resolution No. 2022-19, approving the 2022 Town Council Goal Setting Statement and Priorities was adopted by Town Council; and

WHEREAS Beautifying and Revitalizing Business Corridors by creating “a plan to redesign and reconstruct the 1st Street corridor, that is seamless with other areas in the community (e.g. rest area, pedestrian bridge, etc.) to create a more inviting and vibrant experience for shoppers and guests in downtown Parachute” was identified as a priority; and

WHEREAS, the Town, through a team of consultants and participation by both the Planning Commission and Town Council, prepared and proposed the Town of Parachute 2023 Downtown Development Plan (“Downtown Development Plan”); and

WHEREAS, the Planning Commission approved Resolution No. 2023-03-PC, approving and adopting the Downtown Development Plan as the official Development Plan for the Town of Parachute and recommending the Town Council do the same; and

WHEREAS the Town Council of the Town of Parachute believes it is in the best interest of the Town to adopt the proposed Downtown Development Plan and hereby wishes to do the same.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF PARACHUTE, COLORADO THAT:

Section 1. The foregoing recitals are incorporated herein as if set forth in full.

Section 2. The Town Council hereby approves the Downtown Development Plan, enclosed as **Exhibit A**, and incorporated herein.

Section 3. A copy of the Downtown Development Plan is available for viewing during normal business hours at Town Hall and will be posted on the Town’s website at <https://townofparachute.colorado.gov/>.

Section 4. The Town Manager shall have the authority to make non-substantive revisions to the Downtown Development Plan such as correcting grammatical and typographical errors and updating hyperlinks in the Plan without approval of the Planning Commission or Town Council.

INTRODUCED, PASSED, ADOPTED, AND APPROVED by a vote of __ to __ of the Planning Commissioners of the Town of Parachute, Colorado at a regular meeting held at Town Hall in the Town of Parachute, Colorado, on the 15th day of June, 2023.

**TOWN COUNCIL OF THE TOWN OF
PARACHUTE, COLORADO**

By _____
Tom Rugaard, Mayor

ATTEST:

Lucy Spalenka, Town Clerk



DOWNTOWN DEVELOPMENT PLAN

COMMUNITY ENGAGEMENT & CONCEPTUAL PLANNING

Town of Parachute, CO

Planning Commission

June 1, 2023

PLAN PREPARED FOR:



PLAN PREPARED BY:

AYRES

3665 JFK Parkway, Building 2, Suite 100
Fort Collins, CO 80525
970.223.5556
www.ayresassociates.com

An aerial photograph of a city, showing a dense residential area with many houses and trees. In the background, a large, rugged mountain rises against a clear sky. The image is overlaid with a semi-transparent dark blue rectangle containing a quote.

Streets and their sidewalks - the main public places of a city - are its most vital organs.

Jane Jacobs

ACKNOWLEDGMENTS

STAKEHOLDER ADVISORY COMMITTEE

- Keith Petree
- Doyle Radel
- Judith Heyward
- Holly Binion
- Tina Metcalf
- Liz Romero
- David Romero
- Cheryl Chandler
- Diana Lawrence
- Tisa Thorne
- Lori Gilbert
- Adam Roy
- Chris Beasley
- Amy Beasley
- Roy McClung
- Scott Shirley
- David Blair
- Sharon Cranston

TOWN OF PARACHUTE TOWN COUNCIL / PLANNING COMMISSION

- Tom Rugaard, Mayor/Planning Commission
- Claudia Flores-Cruz, Mayor-Pro-Tem/ Planning Commission
- Artemio Baltazar, Town Council
- Rory Birdsey, Town Council
- Chris Jackson, Town Council
- Juanita Williams, Town Council/Planning Commission
- Alisa Mueller, Town Council
- Sherry Loschke, Planning Commission
- Brandon Renck, Planning Commission
- Cathy Carlson, Planning Commission

TOWN OF PARACHUTE STAFF

- Travis Elliott, Town Manager
- Mike Markus, Community & Economic Development Director
- Brandon Burke, Community Development Specialist
- Mark King, Public Works Director
- Teresa Beecraft, Finance Director
- Lucy Spalenka, Town Clerk

CDOT COORDINATION

- Mark Rogers, CDOT
- Karthik Vishwamitra, CDOT
- Joshua Cullen, CDOT

DESIGN AND PLANNING TEAM

- David Land, PLA, Ayres Associates
- Craig Stoffel, PLA, Ayres Associates
- Maria Esker, Ayres Associates
- Matt Ashby, AICP CUD, Ayres Associates
- Josh Olhava, AICP, PCCP, Ayres Associates
- Nathan Silberhorn, Ayres Associates
- Mike Scholl, Ayres Associates



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SECTION

01

INTRODUCTION

EXECUTIVE SUMMARY

The Town of Parachute has embarked on a journey to establish a bold vision for the future of the downtown core, one that will set the stage for economic and community growth for years to come. With the adoption of the 2022 comprehensive plan identifying multiple strategic goals and objectives, the Town is currently making strides in key priority areas, including Phase 1 of the Downtown Development Plan.

This Plan provides goals, guidelines, and framework for a reinvented Downtown Corridor which adopts a “Complete Streets” approach for 1st Street and adjacent blocks. Re-imagining the 80-ft right-of-way from a car-centric thoroughfare to a vibrant, active multi-modal streetscape that builds the character, aesthetics, and program space that is essential for a unique Downtown Main Street experience. One that supports a mix of commercial/retail, housing, and office spaces. The central tenet of this plan is to create spaces for people on the corridor and develop an energetic center that the community can be proud of and that reflects the values and aspirations of the people of Parachute.

This project is about “Place-making” and developing a brand that is uniquely Parachute. With elements that respects Parachute's history but also looks squarely into the future and includes all the important elements of a healthy main street core. It should support local business by providing amenity zones that allow interior programming to extend into the surrounding pedestrian outdoor spaces.

To ensure success for this ambitious effort the Town is proposing to develop the project in three phases. This report provides the conclusion of Phase 1 efforts. Consultant selection for Phase 2 is completed and that work begins in spring of 2023.

Phase 1: Downtown Development Plan - Community Engagement and Conceptual Planning

Phase 2: Preliminary Design and Cost Estimating

Phase 3: Final Design and Construction



PURPOSE OF THIS DOCUMENT

The purpose of this Downtown Development Plan is to provide a guiding vision for the 1st Street downtown corridor, the primary commercial area in Parachute. The Town of Parachute has been building on previous efforts including a recent 2022 comprehensive plan, which identified the 1st street corridor as a strategic asset with the potential to drive economic growth, provide additional housing opportunities, and contribute to the character and sense of community, while adding to the quality of life for residents.

This report provides a preliminary vision for the downtown corridor, informed by extensive public engagement and input gathered from the community, business owners, and community leaders, gained through multiple events held in downtown Parachute, including "Plan Jam" a multi-project event showcasing the latest plans underway, a trails master plan and this phase 1 main street project. This event brought consultants from the two projects together so the community had a chance to learn about both efforts and consider how they related.

Working with the Town leadership, the design team created multiple street sections and concepts. These were evaluated with the stakeholders and presented to the community. Through feedback and comments gathered, the overall preferred concept was developed providing a multitude of streetscape features, specific to their context within the corridor itself. This concept will serve as the foundation and vision to assist the Town in the subsequent Phase 2 of this Downtown Development Plan - Preliminary Design and Engineering Services.



Early concept sketch by design team

HISTORY/PREVIOUS EFFORTS

RELEVANT PAST PLANS & STUDIES

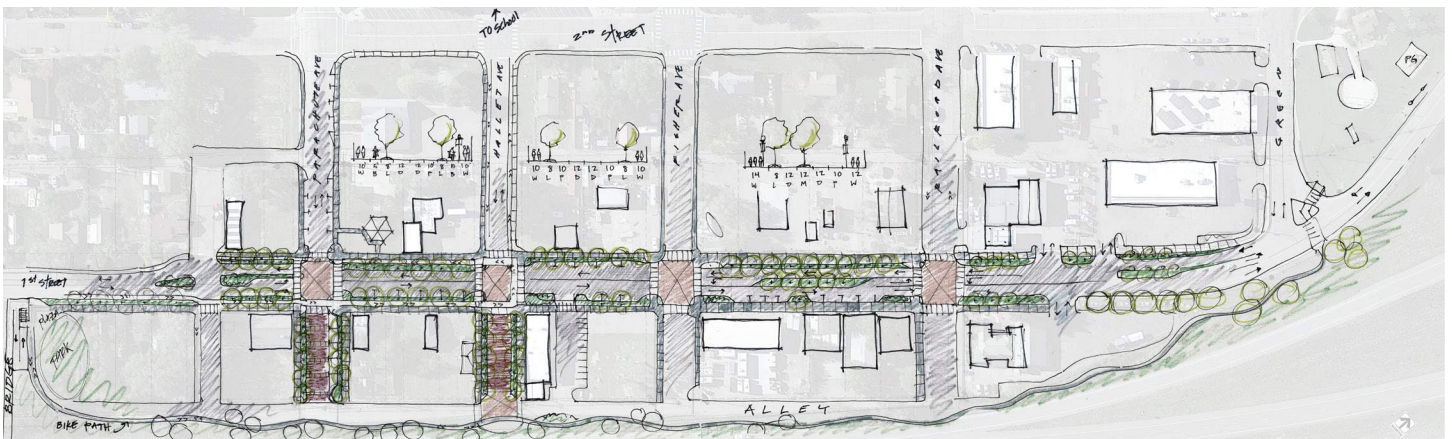
- 2017 DCI Downtown Visioning
- 2020 Small Area Plan
- 2022 Comprehensive Plan
- Design Guidelines

BACKGROUND

The Town of Parachute is a diverse and unique community boasting an inclusive year-round population and a growing amount of tourism-based development opportunities. Currently, Parachute has a population of 1,363. This population value is the product of numerous decades of sporadic growth. The primary commercial area (the downtown) is located along 1st Street, with commercial land uses extending a block north and south of the street. 2nd Street demarks the northern boundary of this district. Parcels north of 2nd Street primarily contain low-density, detached, single-family housing. There is also the Grand Valley Center of Family Learning (CFL) elementary school located in this district. The southern boundary of downtown is Interstate 70 (I-70). The interstate serves as a dividing line between downtown and the secondary commercial hub, specifically the Cardinal Way corridor. The eastern portion of Cardinal Way contains parcels of low-intensity commercial uses. The western portion of the road features a handful of low-intensity commercial uses, but the primary land use is low-density, single-family housing. Grand Valley High School is located at the western end of Cardinal Way.

The commercial corridors of Parachute have historically served the community, partially fulfilling their necessity and desired purchases, while still requiring further (outside of the community) purchases. In recent decades Parachute has taken considerable efforts to prepare subgrade and surface-level infrastructure, preparing the Town for economic development efforts with site readiness and availability. This method of "infrastructure first" has partially worked for Parachute, yet the built environment has continued to fall behind, causing a continued economic disparity of the historic downtown area.

The Town has conducted numerous planning initiatives related to 1st Street and revitalization in recent years that can help guide the chosen firm and the development of a Downtown Development Plan.

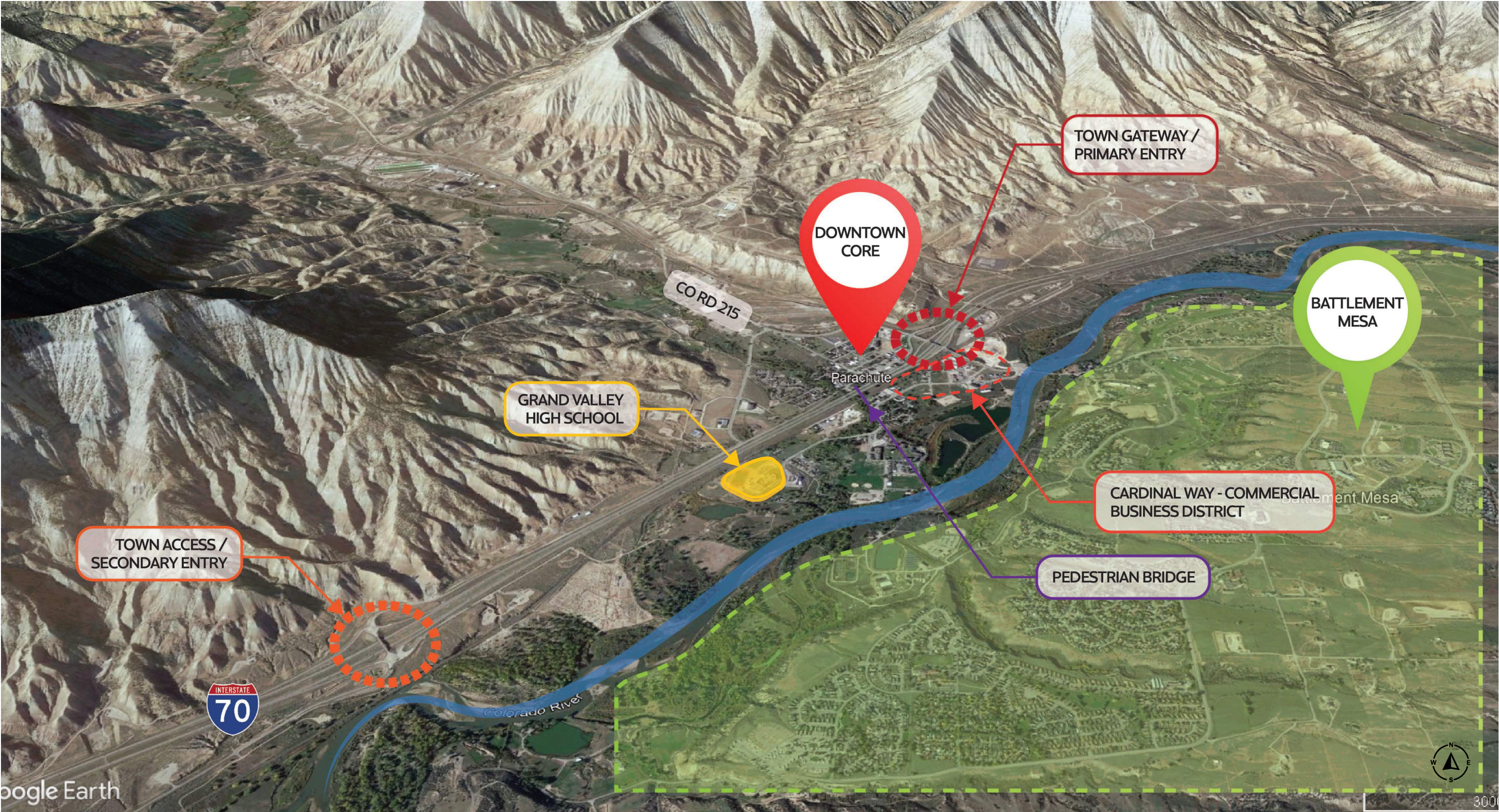




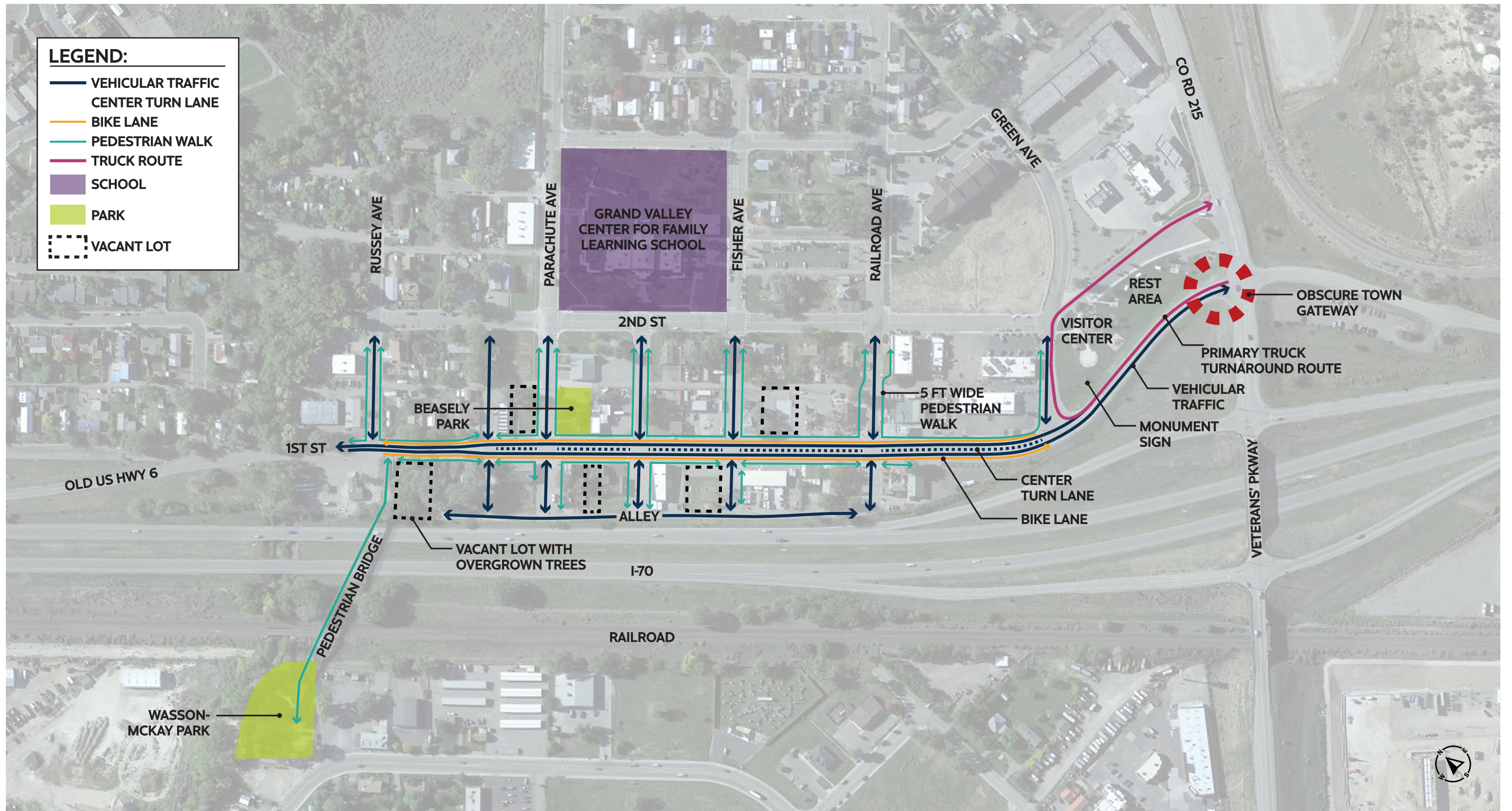
SECTION
02

EXISTING CONDITIONS





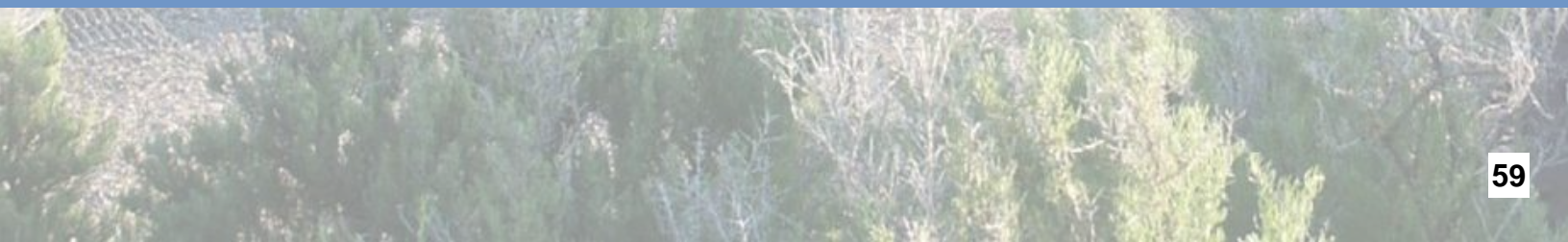
DOWNTOWN SITE ANALYSIS





SECTION
03

COMMUNITY ENGAGEMENT



KICK-OFF MEETING

On October 20, 2022, a meeting was held with Town of Parachute staff to kick-off the project. The meeting objectives were to:

- Establish a milestone schedule
- Review pertinent baseline documents and available information
- Discuss establishment of a community and stakeholder outreach advisory group
- Begin discussion of Community Engagement

This meeting provided the team with additional information about Downtown Parachute, a better understanding of the community's needs, and to identify information needed for design.



ADVISORY GROUP SITE WALK



The Town of Parachute and Ayres Associates held a site walk and listening session on December 12, 2022 from 4:00pm to 6:30pm to connect with local business owners, community leaders, town staff, members of the historical society and other members of the project Stakeholder Advisory Committee and learn about development and current happenings on the 1st Street Business Corridor.

There were 17 community stakeholders in attendance at the event. The group walked the length 1st Street from the Visitors Center to the Pedestrian Bridge near Russey Avenue. Participants were prompted to discuss what type of street improvements could support existing businesses and business development, methods to activate the corridor, ideas for improving community image and branding, as well as ideas to improve safety.

Ayres provided an aerial image of existing conditions on the corridor for participants to note observations, ideas, and concerns. They were also given a Stakeholder Feedback form. This survey prompted participants to provide feedback on a number of topics such as aesthetics, safety, infrastructure needs, etc. This feedback form was also distributed to students at Grand Valley High School.

This first community engagement was successful in gathering thoughts, concerns, and ideas. Participant feedback was used in the development of design concepts to follow, and helped to identify four main themes for the project moving forward.

1. **Safety/Security**
2. **Overall Appearance/Aesthetics**
3. **Rest Area/NE End of the Corridor**
4. **History**



ADVISORY GROUP SITE WALK

PRIMARY GOALS AND COMMUNITY EVENTS

And to get a sense of primary goals for the corridor and other possible events, we asked folks to finish a simple leading sentence for us: “The 1st street corridor is a place to....” There were a wide variety of responses to this prompt. Just a few are listed below:

- “The 1st street corridor is a place to....**enjoy small town business**”
- “The 1st street corridor is a place to....**shop**”
- “The 1st street corridor is a place to....**walk**”
- “The 1st street corridor is a place to....**have parades!**”
- “The 1st street corridor is a place to....**highlight Parachute’s history**”
- “The 1st street corridor is a place to....**be an attraction center**”
- “The 1st street corridor is a place to....**get food or get your car fixed**”
- “The 1st street corridor is a place to....**bring visitors and promote tourism**”
- “The 1st street corridor is a place to....**a visitors first impression of the town**”
- “The 1st street corridor is a place to....**a place for locals to enjoy**”
- “The 1st street corridor is a place to....**have farmers markets**”
- “The 1st street corridor is a place to....**hold community events**”
- “The 1st street corridor is a place to....**have car shows**”
- “The 1st street corridor is a place to....**bring money in to the community**”
- “The 1st street corridor is a place to....**place to have festivals**”
- “The 1st street corridor is a place to....**a place for families**”
- “The 1st street corridor is a place to....**connect with the rest of the town**”

PARACHUTE
Parachute – 1st Street Corridor Stakeholder Feedback
Site Walk – December 1, 2022

FINISH THE SENTENCE
The 1st street corridor is a place to: bring tourism
(list as many as you can think of...)

The 1st street corridor is a place to: bring money into community.
The 1st street corridor is a place to: have community events.
The 1st street corridor is a place to: have a place for locals to enjoy.
The 1st street corridor is a place to: have a place for families.
The 1st street corridor is a place to: _____

GENERAL QUESTIONS
1. What kind of improvements would help support your business or residence?
Better sidewalks w/much needed handicap access. Street lamps, benches, banners, flowers, etc.

2. Are you aware of any businesses that are looking to expand or any businesses that might want to relocate to the corridor? No

3. Would new improvements along the corridor could serve as a catalyst, stimulate other development, or promote new investment along the corridor? Please provide any ideas or examples. If the corridor looked more appealing, pleasant to be in people would want businesses here because there would be traffic wanting to see whats here.

4. What are the most important sites on the corridor for redevelopment (mark on the map or describe here)? 80%

a. What could happen in these locations to spur development? What are your ideas for these sites?
would bring more money to our town.

b. What scale of development is acceptable? Retail buildings with upper floor residential park the most "bang for the buck" by providing both retail and customers (and address housing needs). How many levels high would be acceptable...? 2-3 floors high I have thought many times about adding rentals. It's difficult + very expensive.

5. Please describe any other issues, concerns or tell us some big ideas for the 1st Street Corridor (please feel free to provide markings on the attached map)

PARACHUTE
Parachute – 1st Street Corridor Stakeholder Feedback
Site Walk – December 1, 2022

FINISH THE SENTENCE
The 1st street corridor is a place to: The first thing that some people see
(list as many as you can think of...)
what they see into town.

The 1st street corridor is a place to: get away from happy face
The 1st street corridor is a place to: see school attractions
The 1st street corridor is a place to: find entertainment
The 1st street corridor is a place to: have small gatherings
The 1st street corridor is a place to: connect with the rest of the town

GENERAL QUESTIONS
1. What kind of improvements would help support your business or residence?
Make the area seem more visible/inviting

2. Are you aware of any businesses that are looking to expand or any businesses that might want to relocate to the corridor?
No I am not.

3. Would new improvements along the corridor could serve as a catalyst, stimulate other development, or promote new investment along the corridor? Please provide any ideas or examples.
Clear up the area to make it more desirable for the citizens to spend time in.

4. What are the most important sites on the corridor for redevelopment (mark on the map or describe here)?

a. What could happen in these locations to spur development? What are your ideas for these sites?
The pedestrian bridge could use more light to discourage homeless people from hanging out that at night.

b. What scale of development is acceptable? Retail buildings with upper floor residential park the most "bang for the buck" by providing both retail and customers (and address housing needs). How many levels high would be acceptable...?
I think even just one level above a retail store would be beneficial

5. Please describe any other issues, concerns or tell us some big ideas for the 1st Street Corridor (please feel free to provide markings on the attached map)
Needs to be more lively at night. When it's dark out the corridor can be just an out of sight.

These were all great comments and really helped set the stage for the discussion of the street design and the more detailed comments to follow in this summary. A total of 30 survey responses were received including 13 from high school students!

PUBLIC OPEN HOUSE

The Town of Parachute, Community Planning Strategies, and Ayres Associates held a public open house and listening session on Wednesday, February 22, 2023 - 4:00pm to 7:00pm at The Drop In – Parachute Co-Working Space to connect with the public on two important projects currently underway in the community. Participants were asked to provide their impressions, interests, concerns, and preferences at four activity stations.



PUBLIC OPEN HOUSE

ACTIVITY STATIONS

1. Welcome Station: Greeting and Orientation

Purpose: Inform the community about the project and the process. Log meeting attendance and contact information.

2. Complete Streets Station:

Purpose: Show the possibilities for what can be included in a complete street. Work directly with the community to help define the scope of work, and identify amenities that are important.

3. "How Would You Carve Up The Pie!" Station:

Purpose: Give participants a chance to see the possibilities and compromises involved in this design and place-making project. Identify what the community would like to see on Main Street.

4. 1st Street Concepts Station:

Purpose: Two draft (plan view) concepts showing preliminary layout options for the street were available for participants to review, comment on, and make decisions regarding how the plan hits the existing street.

1ST STREET CHARACTER | WHAT WOULD YOU LIKE TO SEE ON 1ST STREET? PLACE A DOT ON WHAT'S IMPORTANT TO YOU.

AYRES PARACHUTE

BIKE PARKING

AMENITY ZONE

BANNERS & SIGNAGE

LIGHTING IMPROVEMENTS

PARKING

POTTED LANDSCAPE

SEATING

PARKLETS

LANDSCAPING

FLEXIBLE SPACES

INTERSECTION BULB-OUTS

BIKE LANES/TRAIL

PARACHUTE, CO | 1ST ST. DOWNTOWN DEVELOPMENT PLAN: PUBLIC OPEN HOUSE

OVERALL TAKEAWAYS

Overall, the comments from the advisory group site walk, the surveys, and the public open house were all similar in category. The four main themes that continued to rise to the top are as follows. These serve as the overall guiding objectives to the Downtown Development Plan. These are the overarching goals that will provide the vision for the project and provide metrics for success.

Safety / Security

- Sidewalk and walk-ability improvements (ADA compliance)
- Lighting for safety and security
- Slow traffic and consider the role of bikes on the corridor

Overall Appearance / Aesthetics

- Improve look and feel of the corridor
- Improve wayfinding, signage and branding for the corridor (including the “first impression” from visitors and views from I-70)
- Provide quality seating, lighting and improved street furnishings
- Soften the area with low maintenance/low water landscape finishes that are durable, attractive and regionally appropriate

Rest Area / NE End of the Corridor

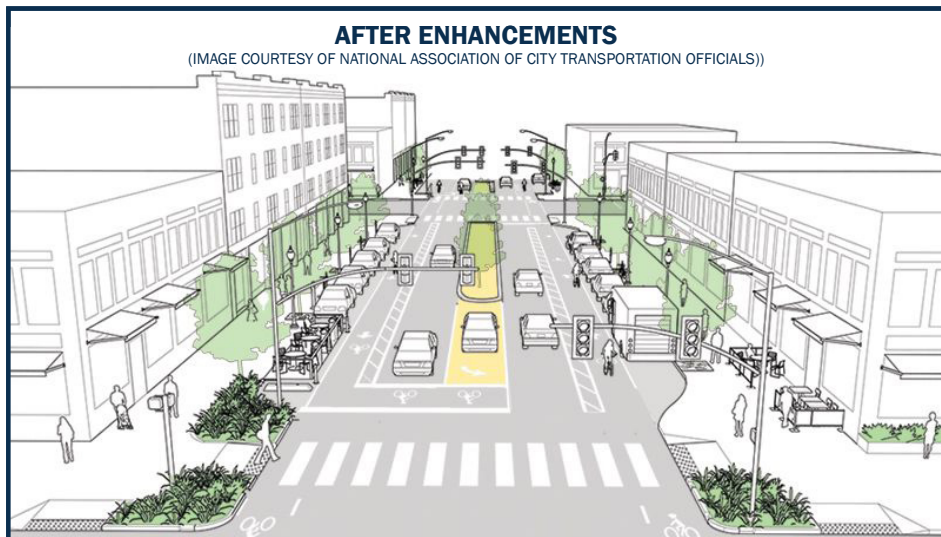
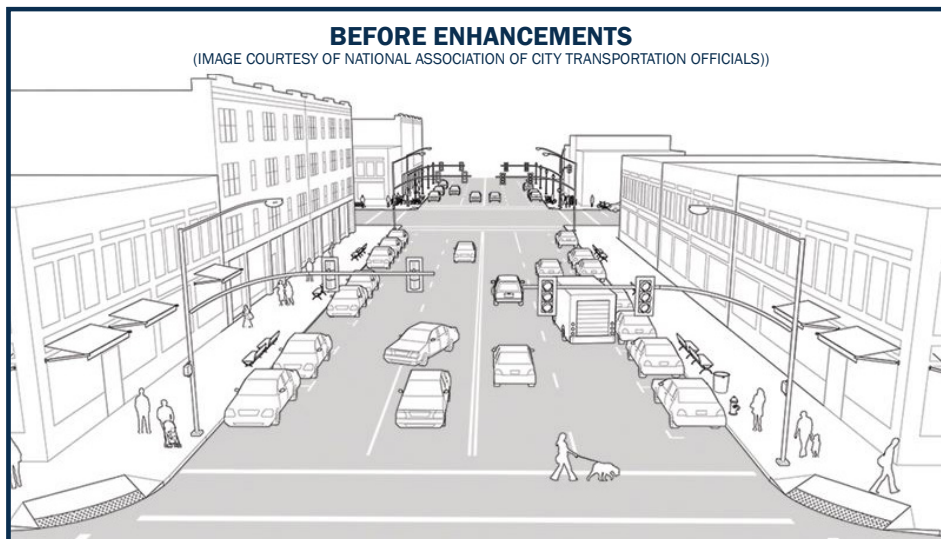
- Enhance the area to the east of the corridor & direct visitors to the area
- Consider vehicular circulation that makes access to businesses easier and clearer to visitors
- Consider gateway elements to announce the “Old Town” area

History

- Play up and preserve historical significance of the corridor (this could be through signage and interpretation)
- Consider design elements that are more traditional than modern
- While recreating a historic “Old Town” may not be practical, consider ways to capture that essence in new architecture and site design



PROJECT PRINCIPLES





SECTION
04

DESIGN CONCEPTS

CONCEPT A: BIKE TRAIL



Big Ideas

- Move primary bike traffic south of 1st St. to a new 2-way bike trail located between I-70 and the alley.
- Remove the center turn lane from 1st St. except at key intersections at Parachute Ave and Railroad Ave.
- Include 14' wide "sharrow" drive lanes on 1st St. that combine bike & vehicular traffic.
- Improve the unused lot at the base of the pedestrian bridge by creating a new park & plaza.
- Create a 4-block event area (street closure zone) centered on the intersection of 1st St. and Hallett St.
- Eastbound one-way alley.
- Create a better, more direct connection from the Rest Stop/Visitors Center to Downtown Parachute by adding a pedestrian crossing & refuge island across Green Ave.
- Removing bike lanes and the turn lane from 1st St results in a larger amenities space. There are more opportunities for bulb-outs and landscaping, expanded pedestrian space, parklets, street furniture, games, and other programming to be defined by 1st St. business owners.
- Lighting to be included throughout all improvements along 1st St. and the pedestrian bridge.

CONCEPT B: BIKE LANE

Big Ideas

- Maintain 2 bike lanes on either side of 1st St.
- Remove the center turn lane from 1st St. except at key intersections at Parachute Ave. and Railroad Ave.
- Improved pedestrian & bike circulation to pedestrian bridge.
- Create a 3-block event area (street closure zone) centered on the intersection of 1st St. and Hallet St.
- Westbound one-way alley.
- Create a better connection from the Rest Stop/Visitors Center to Downtown Parachute by adding a pedestrian crossing at the intersection of Green Ave. and 2nd St.
- Removing the turn lane from 1st St. results in a larger amenities space. There are more opportunities for bulb-outs and landscaping, expanded pedestrian space, parklets, street furniture, games, and other programming to be defined by 1st St. business owners.
- Lighting to be included throughout all improvements along 1st St. and the pedestrian bridge.



CONCEPT C: PREFERRED

Big Ideas

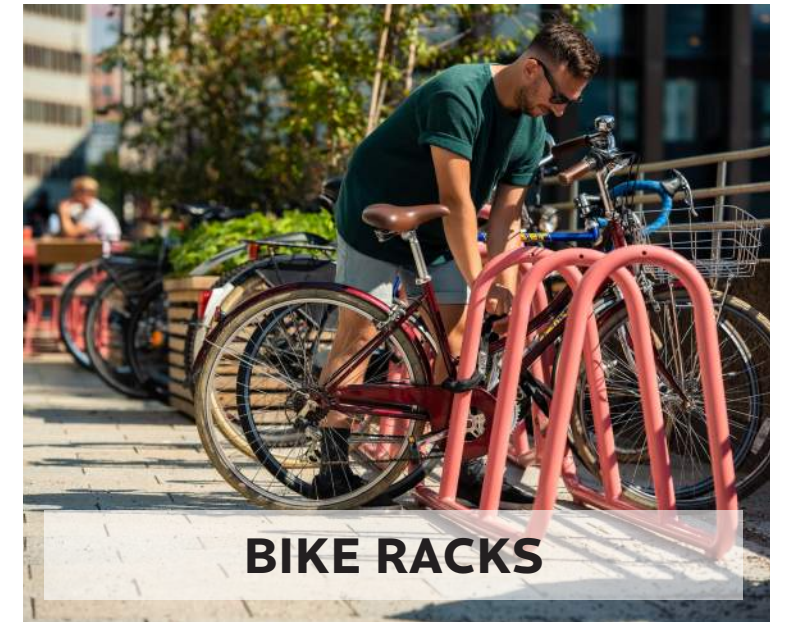
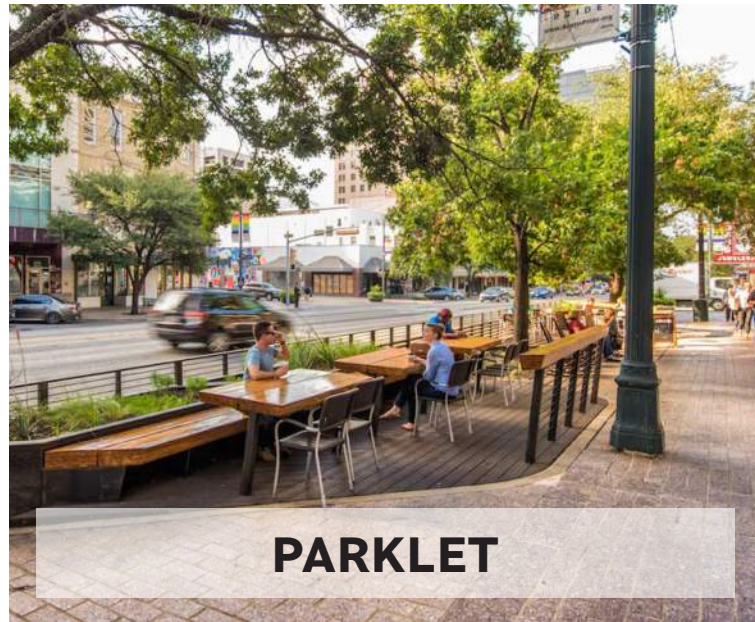
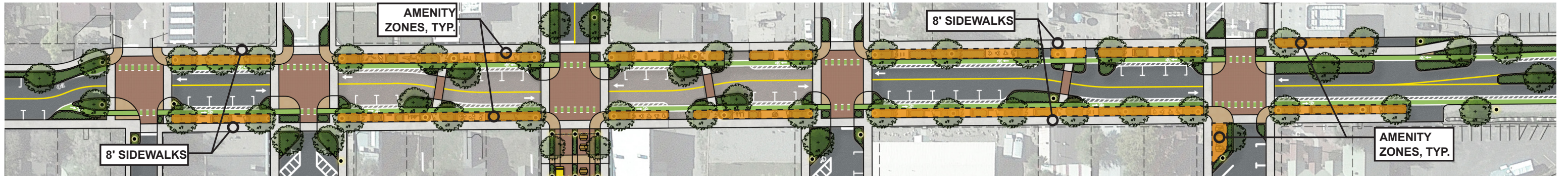
- Include protected bike lanes on either side of 1st St. Separate them from vehicular and pedestrian traffic by incorporating strategically placed planting beds and pavement striping.
- Improve the unused lot at the base of the pedestrian bridge by creating a new park & plaza.
- Remove the center turn lane from 1st St. altogether.
- Moderate the speed of vehicular traffic by incorporating bulb-outs at intersections, mid-block pedestrian crossings, and a meandering flow-line.
- Restrict vehicular traffic from the southern-most block of Hallett St. to create a pedestrian-oriented hub that offers opportunities for diverse activities such as sitting, dining, shopping, and gathering.
- Create a 3-block event area (street closure zone) centered on the intersection of 1st St. and Hallett St.
- Improve the pedestrian experience along 1st St. Widen walks to 8 ft, add mid-block pedestrian crossings, and provide ample space for rich amenity zones. Examples of amenity zone programming includes parklets, flexible furniture, games, benches, shade shelters, sculptures, planting beds, etc.
- Create a better connection from the Rest Stop/Visitors Center to Downtown Parachute by adding a pedestrian crossing at the intersection of Green Ave. and 2nd St.
- Westbound one-way alley.
- Lighting to be included throughout all improvements along 1st St. and the pedestrian bridge.



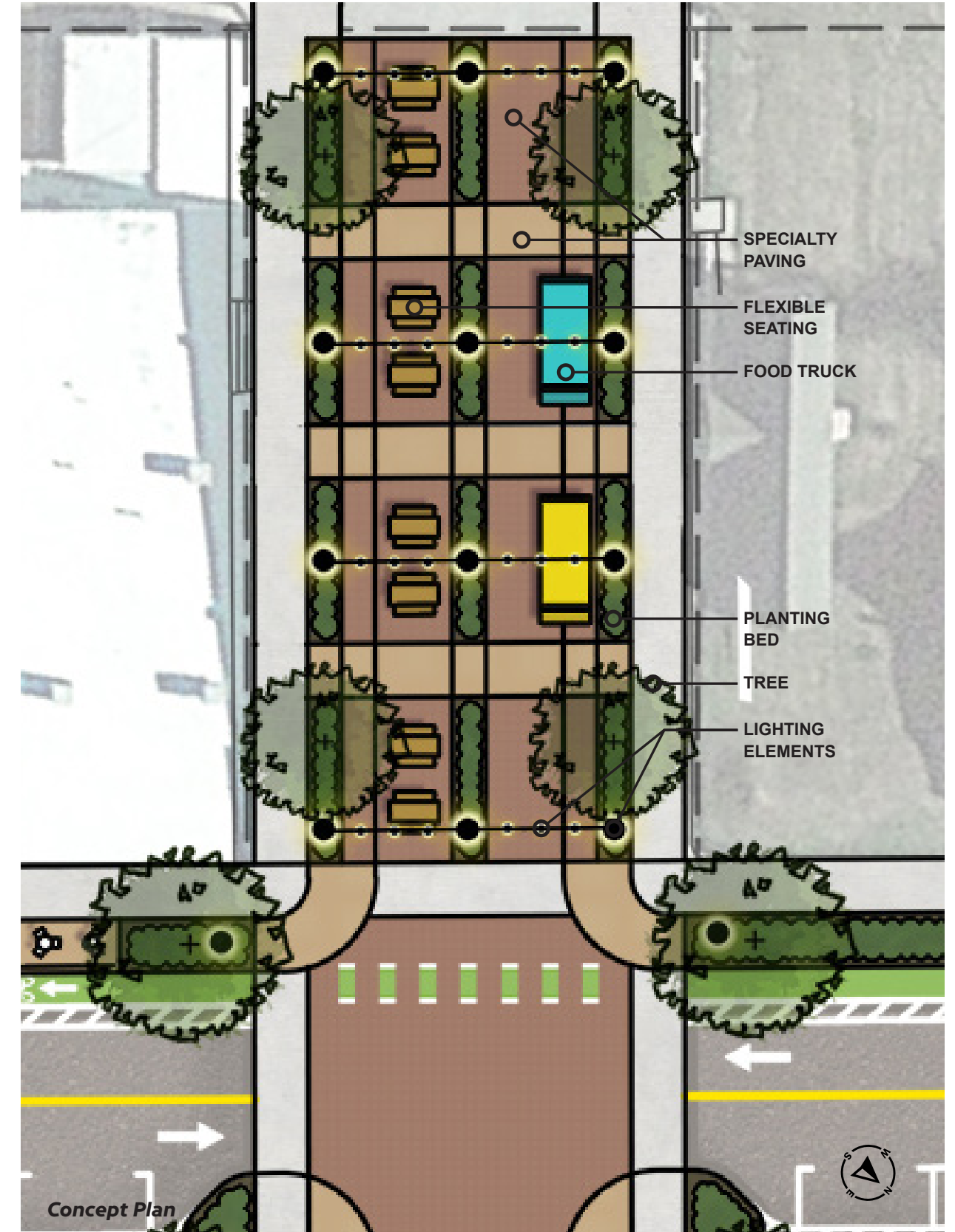
TYPICAL 80' RIGHT-OF-WAY TREATMENT



AMENITY ZONES - POTENTIAL ELEMENTS



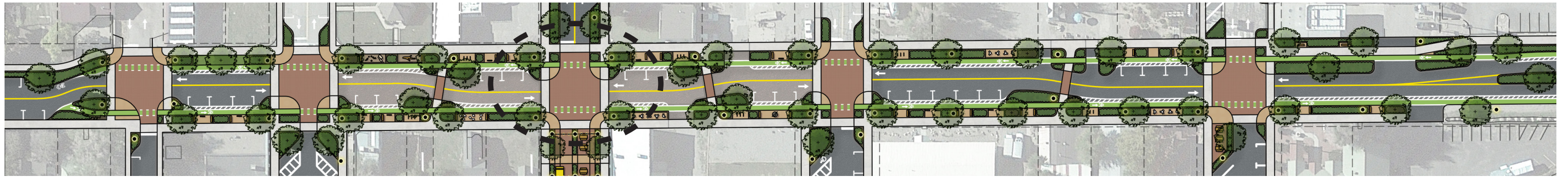
INFILL / REDEVELOPMENT CONCEPTS



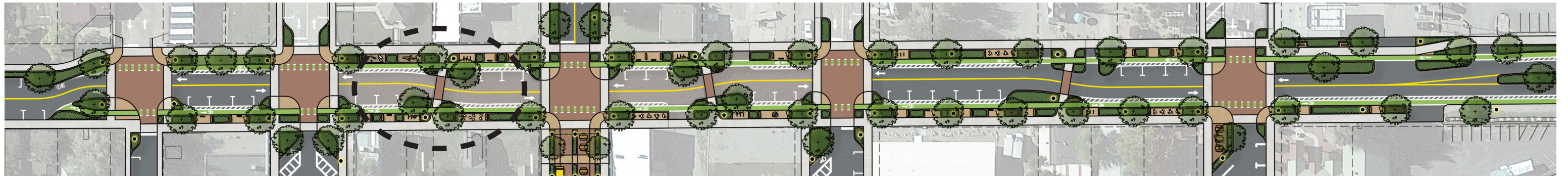
INFILL / REDEVELOPMENT CONCEPTS



CONCEPT ENLARGEMENT: INTERSECTION AT 1ST ST AND HALLETT AVE



CONCEPT ENLARGEMENT: MID-BLOCK CROSSING





SECTION
05

FUNDING STRATEGIES

FUNDING STRATEGIES OVERVIEW

This section identifies a variety of funding sources and strategies to advance the recommendations and improvements to the downtown area. Some of these strategies provide initial solutions to begin implementation, while others offer a long-term opportunity for ongoing redevelopment efforts. Advancing these activities and recommendations from conceptual design to engineered drawings and ultimately to construction requires the Town to strategically leverage its' local resources and opportunities with state and federal grant and loan programs. As these program sources and application timelines vary from year to year, it is necessary for the Town to continually evaluate new opportunities as they arise.



LOCAL FUNDING TECHNIQUES

The techniques in the following pages include a combination of existing programs and proposed funding mechanisms to support the long-term redevelopment efforts and streetscape design recommendations from this report.

EXISTING AREAS TO LEVERAGE

- **Capital Improvement Plan (CIP):**

The CIP is a planning and management tool used by the Town to evaluate capital projects, equipment purchases, and major studies over the next 5-years. The plan provides the framework for sustaining and improving the community's infrastructure through strategic planning and balancing the Town's financial capacity. Projects and programs listed within the CIP are funded through the Town's General Fund, gifts, loans, and grant awards.

As part of the annual review and update to the CIP program, the Town should consider allocating funds as a cash match to state and federal grant programs aimed at completing the recommendations of this report. By providing a cash match, at a percentage determined by the specific grant program, the Town becomes more competitive in their grant application. In addition to reserving funds for grant pursuits, the Town should evaluate its' CIP list of projects and adjust downtown specific capital projects to align with the overall streetscape and redevelopment schedule or phasing to maximize resources and avoid unnecessary waste of resources.

- **General Fund**

The General Fund is the main operating resource for the Town and is primarily used to fund the ongoing operations and maintenance of the Town. The available resources and their allocation are reviewed as part of the Town's annual budgeting process. These funds are discretionary to the Town Board in the provision of activities, programs, and services necessary and desirable by the Town (i.e., administrative costs, public safety, capital projects as part of the CIP, parks and recreation, partnerships and/or awards allocated by the Board, etc.).

The Town should consider budgeting for grant pursuits and grant matches to complete the vision and recommendations of this report. While it is encouraged for the Town to adjust their CIP program list to account for specific projects and pursuits as part of the annual review and update, new grant programs or other funding opportunities may not be known at that time and may necessitate real-time response. It is recommended that the Town consider these opportunities when they arise to leverage available General Fund resources necessary to fulfill the vision and recommendations of this report, when possible. The General Fund can also be used to support an implemented Improvement District, detailed below, in terms of staffing and organization expenses.

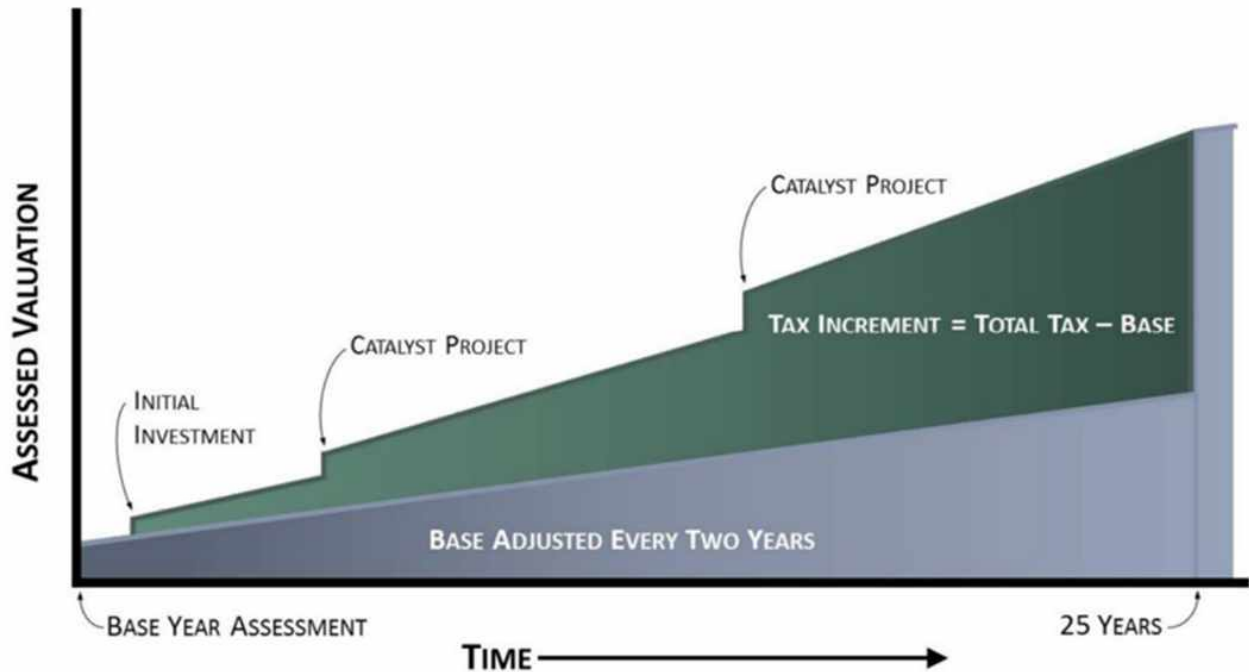
- **Other Municipal Funding Options**

The Town currently maintains a 5.5 percent sale tax on all short-term lodging. The revenue from the Lodging Tax could be leveraged to support and bolster Tax-Increment Financing options (see below). The revenue can be pledged to service any long-term financing through a DDA or URA. Given the size and scale of the investment, it may be necessary to layer multiple sources of funding to ensure project success, or to consider passing a new dedicated tax for this purpose. The creation of a new tax, or increasing the existing lodging tax, would require voter approval through a ballot initiative.

LOCAL FUNDING TECHNIQUES

OPPORTUNITY AREAS TO EXPLORE

- **Tax-Increment Financing (TIF)** is a tool used by Downtown Development Authorities (DDAs) or Urban Renewal Authorities (URAs) to leverage the assessed property tax increment as a result of new development activity and investment within a defined district area. The tax base value is set at the time the DDA or URA is established. Over the years, as the assessed property valuation increases, funds are captured for all or a portion of the increased valuation to fund or finance public improvements.



- **Improvement Districts** (sometimes referred to in a general sense as Special Improvement Districts) provide an opportunity for local property owners to fund infrastructure improvements through localized assessments. The following tables provide a quick snapshot of specific Improvement Districts the Town of Parachute may want to consider establishing for the downtown area. The first table includes base improvement districts, while the second table includes districts with specific organizational structures established to help administer and manage the day-to-day functions and operations of the district area.

LOCAL FUNDING TECHNIQUES

	General Improvement District (GID)	Special Improvement District (SID)	Urban Renewal Authority (URA)
Focus	<ul style="list-style-type: none"> • Capital Improvements • Public Facilities and Maintenance 	<ul style="list-style-type: none"> • Capital Improvements and Infrastructure 	<ul style="list-style-type: none"> • Eliminating Blight • Redevelopment Support
Key Benefits	<ul style="list-style-type: none"> • Property Tax and Revenue from Improvements • Can Condemn Property 	<ul style="list-style-type: none"> • Property Assessments • Only Those That Benefit Pay 	<ul style="list-style-type: none"> • TIF / Sales Tax • Covers Multiple Project Areas
Challenges	<ul style="list-style-type: none"> • Only District Owners Can Authorize and Pay for Improvements • Requires Petition and Election 	<ul style="list-style-type: none"> • Requires an Election to Form • Town Constructs Improvements 	<ul style="list-style-type: none"> • “Blight” Designation Concerns / Controversial
Establishment	<ul style="list-style-type: none"> • 30% Petition of Owners • Public Hearing and Ordinance 	<ul style="list-style-type: none"> • 50% Petition Owners • Ordinance by Town 	<ul style="list-style-type: none"> • Findings of Blight • Petition and Board Initiated
Governance	<ul style="list-style-type: none"> • Ex-Officio Board 	<ul style="list-style-type: none"> • Town Board 	<ul style="list-style-type: none"> • Town Board and/or Appointments

	Downtown Development Authority (DDA)	Business Improvement District (BID)	Main Street
Focus	<ul style="list-style-type: none"> • Business Support • Development Support 	<ul style="list-style-type: none"> • Maintenance • “Clean & Safe” efforts 	<ul style="list-style-type: none"> • Business Support • Events • Redevelopment
Key Benefits	<ul style="list-style-type: none"> • TIF • Mill Levy • Downtown Focus 	<ul style="list-style-type: none"> • Flexible Entity = Provide Services and Finance Improvements • Assessment or Mill Levy on Commercial Property 	<ul style="list-style-type: none"> • Grassroots Engagement
Challenges	<ul style="list-style-type: none"> • Mill Levy Approved by Voters – Need Grassroots Effort • Limited to One Geographic Area 	<ul style="list-style-type: none"> • Formation Can be Challenging – Need Grassroots Effort • Can Issue Bonds 	<ul style="list-style-type: none"> • Limited Self-Funding Options
Establishment	<ul style="list-style-type: none"> • Vote of Property Owners • Tabor Election 	<ul style="list-style-type: none"> • Petition of Owners • Council Ordinance • Tabor Election 	<ul style="list-style-type: none"> • State Program Criteria
Examples (CO Communities)	<ul style="list-style-type: none"> • Windsor; Loveland; Grand Junction; Durango; Glenwood Springs; Greeley; Fort Collins; Colorado Springs, Longmont; Littleton; Englewood; Golden 	<ul style="list-style-type: none"> • Central City; Durango; Fountain; Grand Junction; Silverthorne; Trinidad; Wiggins 	<ul style="list-style-type: none"> • Cedaredge; Fruita; Hotchkiss; Meeker; Rangely; Rifle; +

STATE & FEDERAL FUNDING PROGRAMS

The following programs are potential funding sources the Town could leverage to complete certain actions items of this report and overall downtown redevelopment activities. These programs are dependent on annual funding allocations from state and federal agencies. The Town should continue to evaluate available grant programs and opportunities while implementing the report's action items and downtown redevelopment efforts.

- **AARP Community Challenge Grant:**

AARP describes their annual program as providing “small grants to fund quick-action projects that can help communities become more livable for people of all ages.” In 2023, AARP introduced two new grant opportunities, for a total of three different initiatives. Eligible projects are intended to be either service programs or physical, built environment, projects. Studies, planning, and property acquisition are not eligible project types.

The Town could utilize this program to implement the vision and a variety of the action items presented within this report. Project ideas should be evaluated against the program's assessment criteria while determining the appropriate use within the community.

- **Colorado Department of Transportation (CDOT) Funding:**

A variety of ongoing and one-time grant programs are made available to enhance local infrastructure. These programs, their criteria, and application time-frames can be found on the CDOT website. Applicable programs to help support the recommendations of this plan may include the following.

- **Revitalizing Main Street Grant (RMS)** - funds transportation projects that improve safety and provide long-term benefits to main street areas. Currently, Parachute is not a Colorado Main Street community, see below. Being a Colorado Main Street organization increases a community's competitiveness in the grant pursuit. Eligible projects may include crosswalk enhancements, sidewalks, bicycle infrastructure, and safety improvements to main street infrastructure such as lighting and repairs. CDOT provides an eligibility list and recently awarded project list on their website.
- **Safe Routes to School (SRTS)** - funds both infrastructure and non-infrastructure projects. Eligible projects may include sidewalks, striping, crosswalk signals, bike racks, and education related activities that encourage youth to walk or bike to school.
- **Transportation Alternative Program (TAP)** - funds transportation improvement projects that create or expand non-motorized transportation efforts. Eligible projects may include on- and off-street pedestrian and bicycle facilities, recreational trail projects, and environmental mitigation.

STATE & FEDERAL FUNDING PROGRAMS

- **Colorado Department of Local Affairs (DOLA) Funding:**

DOLA provides numerous funding opportunities and programs throughout the year. DOLA's website is a great resource for identifying eligible programs, application timeframes, and program criteria. Similar to the CDOT funding list above, the following programs may help support the recommendations of this plan and ongoing downtown redevelopment efforts.

- **Main Street Program** - supports downtown revitalization efforts through grant programs and training. Resources from the program are customizable to each community's needs and local capacity. In general, state funding provides for technical assistance and some small grant funding. Programs are eligible for "mini-grants" up to \$10,000 annually for well-established programs. Additional technical assistance for planning and visioning has been provided by Main Street. One of the largest benefits of the program is having an established organization that can provide continuity of leadership. This can help to improve the odds of grant success when funding agencies review applications.

The most successful downtown efforts and projects utilize the Main Street – 4 Point Approach. Project tasks or activities are split between Design, Economic Vitality, Organization, and Promotion.

For a project like Parachute's current streetscape effort, filtering the design through the 4-Point Approach filter enables leadership to determine what types of action should be considered to ensure a comprehensive community project. While the current effort is focusing considerably on the design of the corridor, Promotion, Economic Vitality, and Organization should also be explored. Promotion should assess how events and festivals might use the streetscape as a venue for events. Additionally, Promotion elements could include branding of the overall district, and a communication strategy to address construction. Economic Vitality should consider how the streetscape improvements will help to drive additional patrons to existing businesses while creating a welcoming atmosphere where new businesses can thrive. Organizational elements would include discussions on how the streetscape will be programmed and maintained in the future, and what other community organizations could be partners.

- **Energy/Mineral Impact Assistance Fund Grant (EIAF)** - is a highly competitive state-wide grant program that can assist communities impacted by energy production and mineral extraction industries in their area. This program provides multiple grant tiers depending on the specific project funding request. Requests can be made for a variety of project types such as street and utility infrastructure improvements, community facilities construction and/or renovation, and targeted safety improvements. Communities are encouraged to align funding requests with locally adopted policies and plans (i.e., strategic plan, comprehensive plan, local zoning regulations), and to stack grant programs with local resources.

STATE & FEDERAL FUNDING PROGRAMS

- **Community Development Block Grant (CDBG):**

The program provides annual grants to communities and counties for affordable housing, economic development, and infrastructure projects. Smaller communities may apply for funding as part of an annual allocation distributed to the Department of Local Affairs (DOLA). Funding for local projects is available for capital costs on eligible public improvements. Eligible improvements include right-of-way work (i.e., roads, curbs and gutters, sidewalks, water and sewer lines, and drainage improvements), utility lines, and public property amenities (i.e., landscaping and public art).





SECTION
06

NEXT STEPS



NEXT STEPS

In addition to identifying and securing funding for implementation, the following action items will help build and maintain momentum over the course of a project and overall downtown redevelopment efforts.

REMOVING BARRIERS

- **Code Update Language:**
 - Consider exploring your development code and whether it prioritizes buildings and uses that would create a walkable, mixed-use district. Explore build-to lines rather than setbacks, generous lot coverage percentages, increased building heights and use allowances that support a downtown environment.
- **Design Guidelines**
 - Consider revising the existing design guidelines specific to the downtown area that address building form, materials, and interaction with the streetscape.
 - Reduce setbacks to bring buildings closer to the street, which can successfully support a walkable district with storefront windows, awnings, lighting, and signage that adds to the character and charm of downtown.
 - Consider allowing alternative primary and secondary building materials to match the characteristics throughout the community and region. Currently, brick is identified as the primary building material of choice. Brick can be a costly material to purchase and install, thus impacting redevelopment efforts. Selected materials should be timeless and durable.
 - Examples include masonry stucco versus EIFS as a secondary or accent façade material; specified architectural metal as a secondary façade material; timber and other specific wood can also be carefully designed and integrated into the overall building design.
- **Complete Survey of Downtown Area**
 - Confirm property lines, right-of-way, easements, utility infrastructure. Identify any remnant parcels or parcels of unknown ownership.
 - Parcel ownership inventory of downtown lots
 - Identify utility needs for redevelopment and potential uses to ensure existing infrastructure is adequate or what needs to occur to make vacant lots buildable with a variety of uses (think most intensive utility needs)
 - Map out infrastructure plan as part of overall streetscape phasing and implementation to avoid surprises and cost waste.

PROJECT PHASING

- Develop 30% construction drawing set for full buildout/design
- Establish edges of the built environment with appropriate utility installation to avoid tear out and reconstruction. Some phases can be combined or overlap. A development proposal or funding opportunity may necessitate the need for phases to shift up or down in priority.
 - **Phase 1: 1st Street corridor**
Curb and gutter; electrical lines, light poles, and/or conduit; irrigation as needed; water and sewer mains with extensions to side streets; road grade; intersection bulb outs transitioning at side streets past 1st St;
 - **Phase 2: Wayfinding/Entryway**
Improved signage at the interstate ramps and intersection of 1st Street and Green Avenue to guide traffic to the downtown area. Signage in and around the downtown area to help guide traffic due to the one-way roads.
 - **Phases 3 and 4: Southern Alleyway and Side Street Improvements**
 - **Phase 5: Streetscape Enhancements**
Installing street furniture, amenities, landscaping, and other elements to enhance the public realm as new businesses open and sites redeveloped.





AGENDA ITEM SUMMARY

TO: Mayor & Town Council

FROM: Travis Elliott, Town Manager
Mike Markus, Community & Economic Development Director
Brandon Burke, Community Development Specialist

MEETING DATE: June 15, 2023

MEMO DATE: June 8, 2023

AGENDA ITEM: RESOLUTION NO. 2023-23 - A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PARACHUTE, COLORADO, APPROVING A MEMORANDUM OF UNDERSTANDING WITH GARFIELD 16 SCHOOL BASED FAMILY RESOURCE CENTER TO ENGAGE IN A COOPERATIVE EFFORT TO FACILITATE THE TOWN'S FARMER'S MARKET – THE MONDAY MARKET (THE “MARKET”)

EXECUTIVE SUMMARY:

As discussed at the May Town Council meeting, and approved via Resolution 2023-18, the Town would like to enter into a partnership with the Garfield 16 School Based Family Resource Center to facilitate a summer Monday Market.

Early this year, the Town of Parachute was approached by staff in the WIC Nutrition program at Garfield County Public Health to discuss the lack of available fresh produce in the area. The program aims to ensure food security, promote nutrition, and desires to provide access to quality local produce. The Parachute and Battlement Mesa area is referred to as a “produce desert,” with little to no options for fresh, seasonal, and local produce. There are also very few culturally responsive produce options available to the Hispanic portion of our community.

Meanwhile, during the Comprehensive Plan and Downtown Development Planning processes, the Town heard and recognizes there is a desire to program more events, such as farmer’s markets, in the downtown core and 1st Street area. With these mutual goals in mind, staff began investigating the feasibility of starting a farmer’s market event in Parachute this summer.

After numerous conversations with regional farms, market managers, and experts through the CSU extension office, however, we have found that finding farmers that are willing to participate and deliver produce at markets is becoming more and more difficult. Increased costs have made markets less profitable for farmers, and it would be especially difficult for farmers to profit at a new market in a small community like ours. Therefore, the Town is planning to partner with Garfield Public Health, Early

Morning Orchards, and the Family Resource Center to bring a small-scale produce stand and market to Parachute this summer. Our “Monday Market” will be a small-scale version of a farmer’s market, and it will use a very different model than your traditional farmer’s market.

Per Town Council’s approval in May, the Town has partnered with Early Morning Orchards (EMO) farm operation, located in Palisade, CO, to provide local and fresh produce to the market at wholesale costs. Resolution No. 2023-23 now formalizes our partnership with the Family Resource Center to staff the produce stand with volunteers, and they will keep any net proceeds and leftover produce for their family pantry. This agreement is contingent upon the approval of Resolution 2023-23 (attachment A).

This will be a test run for the viability of a farmers’ market in Parachute, and Town staff hope its success will cause this event and the market to grow in future years. For this first year, staff plan to keep the market small and simple. Other vendors and food trucks will be welcomed to participate as space allows. The location of the Monday Market still remains uncertain.

Garfield County Public Health has committed to participating in the events by providing live cooking demonstrations every other week. We are also looking into the possibility of getting live music at each event.

FINANCIAL IMPACTS:

The wholesale costs for produce are estimated to be \$750-\$1500 each week. Garfield County Public Health has committed to contribute and purchase the produce for at least one week. A large portion of these expenses are expected to be recouped when the produce sells. Any net proceeds at the conclusion of each Market will be donated to the Family Resource Center.

These costs are currently budgeted in the events budget, and they were included in the 2023 budget in anticipation of the creation of a new event.

APPLICABILITY TO COUNCIL GOALS:

Hosting a produce stand and market in the downtown is a direct result of the Town Council’s goal to “Beautify and Revitalize Business Corridors”:

Beautify and Revitalize Business Corridors

“The Town Council acknowledges and embraces that the Town of Parachute has two primary business corridors: 1st Street and Cardinal Way. Each of these areas are equally important to the community, and they will be essential to the Town’s future and economic growth. The Town wishes to invest in these corridors, and the Town’s business district, to foster public-private investment partnerships, and stimulate economic, cultural and social growth in the heart of Parachute.”

This project would also be directly related to one of the overarching themes identified in the 2022 Comprehensive Plan – “Maintain a Strong Sense of Community”:

“Creating the Plan and the community engagement process revealed four overarching themes the Objectives and Strategies identified throughout this plan.

Maintain a Strong Sense of Community

The second theme is maintaining a sense of community by preserving historic places and spaces that are the foundation of the Town. While it is this strong history that binds the community together, it needs to be enhanced, built upon, and shared to ensure the rich sense of community continues to support Parachute into the future. This sense of community can be built upon through increasing community events, creating community gathering spaces and places, and developing programs to allow small businesses to grow, invest and thrive in the Parachute community.”

TOWN COUNCIL OPTIONS:

1. Approve Resolution No. 2023-23 and direct staff to proceed with the Monday Market
2. Decline to approve Resolution 2023-23 at this time

STAFF RECOMMENDATION:

Staff recommends approving the Resolution and MOU and directing staff to proceed with the Monday Market

ATTACHMENTS:

- A. Resolution No. 2023-23 - A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PARACHUTE, COLORADO, APPROVING A MEMORANDUM OF UNDERSTANDING WITH GARFIELD 16 SCHOOL BASED FAMILY RESOURCE CENTER TO ENGAGE IN A COOPERATIVE EFFORT TO FACILITATE THE TOWN’S FARMER’S MARKET – THE MONDAY MARKET (THE “MARKET”)
- B. Resolution No. 2023-23 Exhibit A – MOU Agreement

**TOWN OF PARACHUTE, COLORADO
RESOLUTION NO. 2023-23**

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PARACHUTE, COLORADO, APPROVING A MEMORANDUM OF UNDERSTANDING WITH GARFIELD 16 SCHOOL BASED FAMILY RESOURCE CENTER TO ENGAGE IN A COOPERATIVE EFFORT TO FACILITATE THE TOWN’S FARMER’S MARKET – THE MONDAY MARKET (THE “MARKET”).

WHEREAS, the Town of Parachute (the “Town”) is coordinating a summer Monday Market to facilitate and provide fresh, local produce to the community on select dates in downtown Parachute (the “Event”); and

WHEREAS, on May 18, 2023, Resolution No. 2023-18, approving a memorandum of understanding with Early Morning Orchards to deliver and provide fresh produce to the Town at wholesale price was approved by the Town Council; and

WHEREAS, Garfield 16 School Based Family Resource Center has expressed a willingness to engage in a cooperative effort to help facilitate the Town’s Market; and

WHEREAS, enclosed as **Exhibit A** is a Memorandum of Understanding (the “MOU”) outlining the agreement between the Town and Garfield 16 School Based Family Resource Center; and

WHEREAS, the Town Council wishes to enter into an agreement and approve the MOU and finds and determines that doing so is in the best interest of the Town.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF PARACHUTE, COLORADO THAT:

Section 1. Recitals. The foregoing recitals are incorporated herein as if set forth in full and are adopted as findings.

Section 2. Agreement. The Town Council hereby approves the MOU set forth in **Exhibit A** and authorizes the Mayor or Town Manager to sign the MOU Agreement. All actions heretofore taken by the Town Manager, and the other officers, employees, and agents of the Town in connection with the subject matter of this Resolution are hereby ratified, approved, and confirmed in all respects. Further, the Town Council authorizes and directs the Town Manager to take such steps as are necessary to implement this Resolution and the Agreement.

INTRODUCED, PASSED, ADOPTED, AND APPROVED by a vote of ___ to _ of the Town Council of the Town of Parachute, Colorado at a regular meeting held at Town Hall in the Town of Parachute, Colorado, on the 15th day of June, 2023 and approved by the Mayor on the ___ day of _____, 2023.

**TOWN COUNCIL OF THE
TOWN OF PARACHUTE, COLORADO**

By _____
Tom Rugaard, Mayor

ATTEST:

Lucy Spalenka, Town Clerk

MEMORANDUM OF UNDERSTANDING (MOU)

Between GARFIELD 16 SCHOOL BASED FAMILY RESOURCE CENTER

and

TOWN OF PARACHUTE, CO

This document constitutes an memorandum of understanding between Garfield 16 School Based Family Resource Center (Center) and the Town of Parachute, CO (Town).

1. **Objective.** The objective of this MOU is to express the willingness of both parties to engage in a cooperative effort to facilitate the Town's Farmer's Market – the Monday Market (the "Market"). To this end, the Center and the Town agree to work together to provide access to fresh local produce for attendees at the Market and the citizens of the Town.
2. **Responsibilities.** To the extent willing and able, the Town of Parachute will provide the venue, produce, produce stand, materials, and other necessary equipment at the sole cost of the Town. The Center will provide the staffing and volunteers necessary to stock and staff the produce stand at the Market.
3. **Proceeds.** All net proceeds resulting from the Market and produce sales, and/or any leftover produce and goods that can not be reasonably stored until the next Market, will become the property of the Center at the conclusion of each day of the Market.
4. **Dates & Times.** The dates and duration of the Market are anticipated to be once per week on Monday evenings July 10, 2023 – August 14, 2023. Both parties acknowledge that the hours and dates of the Market are subject to change with the prior consent of all parties.
5. **General Terms & Conditions.**
 - 5.1 Duration of MOU: This MOU shall be operational upon signing and will have an initial duration of 90 days. The MOU will remain effective for the duration of the Market. All activities conducted before this date within the vision of the collaboration will be deemed to fall under this MOU.
 - 5.2 Coordination: To carry out and fulfill the aims of this MOU, each party will appoint an appropriate person(s) to represent its organization and to coordinate the implementation of activities.
 - 5.3 Termination of MOU: The partnership covered by this MOU shall terminate upon completion of the Market or September 15, 2023 – whichever is earlier. The MOU may also be terminated with a written two-week notice from either side. In the event of non-compliance or breach by one of the parties of the obligations binding upon it, the other party may terminate the MOU with immediate effect.
 - 5.4 Extension of MOU: The MOU may be extended or renewed provided the parties agree upon and can provide the necessary resources.
 - 5.5 Communications: All notice, demands and other communication under this MOU in connection herewith shall be written in English language and shall be sent to the last known

address, email, or fax of the concerned party. Any notice shall be effective from the date on which it reaches the other party.

- 5.6 Addendum: Any Addendum to this MOU shall be in writing and signed by both parties.
- 5.7 Insurance: It is the responsibility of the Center to insure themselves and their volunteers against any casualties. The Town agrees to maintain general liability insurance for any property or other damages arising from the event. The Town will not bear any responsibility for costs of sickness, accidents or any other liability of volunteers or staff of the Center.

The terms and provisions in this MOU also apply to any subsequent Addendum to this MOU. IN WITNESS WHEREOF, the parties hereto have executed this MOU on the 15th day of June, 2023.

Claudia Flores Cruz
School-Based Family Resource Center Coordinator
Garfield 16 School District

Travis Elliot
Town Manager
Town of Parachute, CO