



PACKET MODIFICATIONS

September 25, 2025

Addition of the following pictures handed out, not included in the original packet:

- *Email received for rezoning public hearing – Public Comment.*
 - *Email received from Board Applicant Megan Davey.*
 - *Letter from Valley High LLC owner Micah Erickson.*
 - *Dark Skies Letter Template handed out during meeting.*
-

Ruben Santiago

From: Paonia
Sent: Friday, September 19, 2025 12:27 PM
To: Samira V
Subject: FW: Re-zoning of 201 Box Elder Ave



Ruben Santiago,
Deputy Clerk / CIW Associate

Office : (970) 527-4101 x2003

E : RubenS@townofpaonia.com

214 Grand Ave.
Paonia, CO 81428

<https://townofpaonia.colorado.gov/>

Sender and receiver should be mindful that all my incoming and outgoing emails may be subject to the Colorado Open Records Act, § 24-72-100.1, et seq.

From: Ryan Racicot [REDACTED]
Sent: Friday, September 19, 2025 12:23 PM
To: Paonia <paonia@townofpaonia.com>
Subject: Re-zoning of 201 Box Elder Ave

You don't often get email from [REDACTED]. [Learn why this is important](#)

Hello,

I was in attendance for the planning commission hearing on 9/8 and have some follow up items that need to be addressed:

- It sounds like if the zoning does get approved, then there is a potential for expanding the building at some point (even if more water taps are required). This is concerning to me and I don't think this is a good precedent to set for this zoning type. For example, what is to stop another church or C-2 zoned building from re-zoning to higher density residential and creating more apartments like what is done at 201 Box Elder? In addition, if this precedent is set, it may also pave the way for single family homes to ask the question "what's to stop me from building additional units on my lot"? This neighborhood is made up primarily of single family homes and has a lot of children. My concern is that adding more units or expanding the footprint will add traffic and won't be safe for the neighborhood. Thank you for your time.

Ryan Racicot
[REDACTED]

Ruben Santiago

From: Megan Davey [REDACTED]
Sent: Tuesday, September 23, 2025 4:15 PM
To: Ruben Santiago
Cc: Samira V; Paonia
Subject: Re: Corrected Application & Invitation to the September 23rd Board Meeting

You don't often get email from [REDACTED] [Learn why this is important](#)

Hello again,

Apologies for the late notice, but I unfortunately won't be able to attend the Trustee meeting this evening after all.

Additionally, circumstances have shifted on my end that limit my capacity and I will need to have my application withdrawn.

Thank you for the opportunity! I hope to find ways to formally serve the Paonia community in the future.

All the best,
Megan

On Thu, Sep 18, 2025 at 18:16 Megan Davey [REDACTED] wrote:
Hi all,

Attached is my updated application form. I look forward to meeting the Board of Trustees at the meeting next Tuesday!

Best,
Megan

On Thu, Sep 18, 2025 at 11:54 AM Ruben Santiago <RubenS@townofpaonia.com> wrote:

Dear Megan,

Thank you for your interest in serving on the Town of Paonia Board of Trustees. We're excited that you've applied and are eager to get to know you better. Your willingness to share your time and talents with our community means a great deal.

We sincerely apologize for the inconvenience caused by the application you recently completed and submitted. Unfortunately, some details were cut off in the version we sent out. Please review this new application carefully as we did reword certain areas and added some additional sections.

Attached you will find the corrected version of the application. We kindly ask that you complete and return this updated form by **Noon tomorrow, Friday, September 19.**

We'd also like to personally invite you to also attend the upcoming **Board of Trustees meeting on Tuesday, September 23, 2025, at 6:30 PM**. At this meeting, you'll be introduced to the Board, and trustees may ask you a few questions about your application and your interest in serving. This is also a wonderful opportunity for you to ask your own questions and get a sense of how the Board works together to serve Paonia.

We look forward to welcoming you to the meeting and are genuinely excited about the energy and perspective you could bring to our Board. Thank you again for stepping forward to serve your town.

Warm regards,

- *Town of Paonia*



Ruben Santiago,

*Deputy Clerk / CIW
Associate*

Office : (970) 527-4101 x2003



E : RubenS@townofpaonia.com

214 Grand Ave.

Paonia, CO 81428

<https://townofpaonia.colorado.gov/>

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Micah Erickson / Valley High Dispensary

512 2nd Street

Paonia, CO 81419

9/23/25

To the Honorable Members of the Hotchkiss and Paonia Town Councils, and Community Members,

I am writing as the owner of Valley High Dispensary to address two important matters that impact not only my business, but also our towns, employees, and community sustainability.

First, I respectfully request that the Town of Paonia consider reducing the current ordinance that allows for three marijuana dispensaries down to two. Since opening my store in Hotchkiss, sales have not reached even one-third of the sales here in Paonia. Paonia is a small community, and the market is not large enough to support three dispensaries. Oversaturation threatens the stability of all operators, which in turn risks jobs and town revenue. By reducing the cap to two, the Town would help ensure businesses remain viable and continue contributing positively for years to come.

Second, I would like to share my concerns regarding Paonia's current fee structure. I have been in business in Paonia for over four years, and my Paonia store, though small, is now hurting. Paonia currently charges a flat \$5 per transaction, while Hotchkiss charges 5% of the sale. This difference has caused many customers to drive to Hotchkiss specifically to avoid paying Paonia's \$5 fee. While I understand and support that towns should receive revenue from these businesses, the flat fee is unintentionally discouraging local shopping and driving business away.

Most towns in Colorado use a percentage-based fee structure, which is more balanced for both the town and the consumer. If Paonia were to replace the \$5 transaction fee with a 5% sales tax, it would keep customers buying locally, while still providing meaningful revenue to the town. This adjustment would help level the playing field, reduce the incentive for customers to leave Paonia, and strengthen both the local economy and local businesses.

My goal is not to limit opportunity, but to encourage thoughtful, balanced regulation that matches actual community demand and ensures long-term sustainability. I believe these adjustments, reducing the number of dispensaries allowed in Hotchkiss and modernizing Paonia's fee structure - would better support both towns, the businesses that operate here, and the communities we proudly serve.

Thank you for your time, careful consideration, and continued support of local businesses.

Respectfully,

Micah Erickson

Owner, Valley High Dispensary



Dark Skies Paonia
PO Box 807
Paonia, CO 81428
970-510-6285
darkskiespaonia.com/

[date]

Dear _____,

We at Dark Skies Paonia are pleased to announce that **we have matching funds available to defray the cost of improving or replacing outdoor lighting at your home.** This offer is available while funds last.

We are offering an assessment of your outdoor lighting at no cost to you. Simply fill out the enclosed postcard and mail it in. We'll contact you to arrange a visit.

You probably know that Paonia has recently been designated an International Dark Sky Community. You may not know that migratory and nocturnal birds rely on natural patterns of light and darkness for navigation, foraging, and reproduction. Lights that shine up into the sky are disorienting for migrating birds and disrupt their natural behaviors. *National Geographic* reports that dark skies are good for human health as well, improving mental health and sleep patterns.

The Town of Paonia and Dark Skies Paonia encourage you to help keep our skies dark overhead. Paonia's current municipal code (*as of January 2025*) specifies the requirements for outdoor lighting that meet Dark Sky standards. We'd like to help you make sure your lighting meets those requirements.

We hope you'll take advantage of our free consultation and matching funds while they last.

Enc: Self-addressed stamped postcard



Town of Paonia
214 Grand Avenue
Tuesday, September 23, 2025 6:30 PM
Town Board Agenda
<https://us02web.zoom.us/j/86492739629>
Meeting ID: 864 9273 9629

Public Participation: Please raise your hand and wait to be recognized by the Mayor, come to the podium and state your name and whether you live in town or out of town. Time limit is 3 minutes, one time per item, there are instructions at the podium for the timer light. Please direct all comments to the Mayor. No responses will be made by staff or Board during the meeting. Please be respectful and help to maintain decorum by not engaging in derogatory and/or demeaning statements or public displays.

Roll Call

Approval of Agenda

Announcements

Public Comment

Any topic not included under Actions & Presentations; 3-minute time limit.

Consent Agenda

September 9, 2025 Regular Meeting Minutes

September 23, 2025 Disbursements

Staff Reports

- 1) Departmental Scorecard
- 2) Scheduling Budget Workshops

Executive Session

EXECUTIVE SESSION(S): Pursuant to C.R.S. §24-6-402(4)(b), the Town Board may, upon 2/3 vote of the Board, convene into executive session for the purpose of conferencing with the attorney for the local public body to receive legal advice on specific legal questions involving the civil litigation matter of Brunner v. Town of Paonia, et al., Delta County District Court case number 2024CV7

Public Hearing

Consideration of an Application from Loretha (Barnes) Rolf for a Rezoning of a Property located at 201 Box Elder Avenue, Paonia CO, 81428, from Community Commercial District (C-2) to Higher Density Residential District (R3).

Actions & Presentations

Public comments must be related to the agenda item, 3-minute time limit.

- 1) Consideration of Request from Paonia Senior Center
- 2) Consideration of Appointing an Applicant to the Vacant Seat on the Board of Trustees
- 3) Consideration of Approval of a Contract with Clayton M Buchner Attorney at Law LLC
- 4) Repeal or Extension of Res 13-2025 Moratorium of Enforcement
- 5) Consideration of lowering cap on Marijuana Licenses from 3 to 2
- 6) Discussion about Occupational Tax for Marijuana
- 7) Consideration of Posting and Coordinating with Dark Skies Paonia on their Matching Fund Program in Town Hall
- 8) Consideration of Adding a Standing Agenda Item for STR Committee Requests
- 9) Update on Tree Board — Trustee Heck
- 10) Consideration of Suspending Paonia Municipal Code 8-2-10 - 8-2-80
- 11) Consideration of Approving Sole Source Roop Excavating for Plumbing in Temporary Water Tank
- 12) Consideration of Approval of Town's Scoping Comments Regarding the BLM Colorado March 2026 Oil & Gas Lease Sale, specifically pertaining to parcels CO-2026-03-6157 and CO-2026-03-6169 within the Uncompahgre Field Office
- 13) Consideration of Accepting the Region 10 Mini-Grant

Mayor & Trustee Reports

Adjournment

As Adopted by:
Town of Paonia, Colorado
Resolution No. 2017-10 – Amended May 22, 2018

I. Rules of Procedure

Section 1. Schedule of Meetings. Regular Board of Trustees meetings shall be held on the second and fourth Tuesdays of each month, except on legal holidays, or as re-scheduled or amended and posted on the agenda prior to the scheduled meeting.

Section 2. Officiating Officer. The meetings of the Board of Trustees shall be conducted by the Mayor or, in the Mayor's absence, the Mayor Pro-Tem. The Town Clerk or a designee of the Board shall record the minutes of the meetings.

Section 3. Time of Meetings. Regular meetings of the Board of Trustees shall begin at 6:30 p.m. or as scheduled and posted on the agenda. Board Members shall be called to order by the Mayor. The meetings shall open with the presiding officer leading the Board in the Pledge of Allegiance. The Town Clerk shall then proceed to call the roll, note the absences and announce whether a quorum is present. Regular Meetings are scheduled for three hours, and shall be adjourned at 9:30 p.m., unless a majority of the Board votes in the affirmative to extend the meeting, by a specific amount of time.

Section 4. Schedule of Business. If a quorum is present, the Board of Trustees shall proceed with the business before it, which shall be conducted in the following manner. Note that all provided times are estimated:

- (a) Roll Call - (5 minutes)
- (b) Approval of Agenda - (5 minutes)
- (c) Announcements (5 minutes)
- (d) Recognition of Visitors and Guests (10 minutes)
- (e) Consent Agenda including Approval of Prior Meeting Minutes (10 minutes)
- (f) Mayor's Report (10 minutes)
- (g) Staff Reports: (15 minutes)
 - (1) Town Administrator's Report
 - (2) Public Works Reports
 - (3) Police Report
 - (4) Treasurer Report
- (h) Unfinished Business (45 minutes)
- (i) New Business (45 minutes)
- (j) Disbursements (15 minutes)
- (k) Committee Reports (15 minutes)
- (l) Adjournment

* This schedule of business is subject to change and amendment.

Section 5. Priority and Order of Business. Questions relative to the priority of business and order shall be decided by the Mayor without debate, subject in all cases to an appeal to the Board of Trustees.

Section 6. Conduct of Board Members. Town Board Members shall treat other Board Members and the public in a civil and polite manner and shall comply with the Standards of Conduct for Elected Officials of the Town. Board Members shall address Town Staff and the Mayor by his/her title, other Board Members by the title of Trustee or the appropriate honorific (i.e.: Mr., Mrs. or Ms.), and members of the public by the appropriate honorific. Subject to the Mayor's discretion, Board Members shall be limited to speaking two times when debating an item on the agenda. Making a motion,

asking a question or making a suggestion are not counted as speaking in a debate.

Section 7. Presentations to the Board. Items on the agenda presented by individuals, businesses or other organizations shall be given up to 5 minutes to make a presentation. On certain issues, presenters may be given more time, as determined by the Mayor and Town Staff. After the presentation, Trustees shall be given the opportunity to ask questions.

Section 8. Public Comment. After discussion of an agenda item by the Board of Trustees has concluded, the Mayor shall open the floor for comment from members of the public, who shall be allowed the opportunity to comment or ask questions on the agenda item. Each member of the public wishing to address the Town Board shall be recognized by the presiding officer before speaking. Members of the public shall speak from the podium, stating their name, the address of their residence and any group they are representing prior to making comment or asking a question. Comments shall be directed to the Mayor or presiding officer, not to an individual Trustee or Town employee. Comments or questions should be confined to the agenda item or issue(s) under discussion. The speaker should offer factual information and refrain from obscene language and personal attacks.

Section 9. Unacceptable Behavior. Disruptive behavior shall result in expulsion from the meeting.

Section 10. Posting of Rules of Procedure for Paonia Board of Trustees Meetings. These rules of procedure shall be provided in the Town Hall meeting room for each Board of Trustees meeting so that all attendees know how the meeting will be conducted.

II. Consent Agenda

Section 1. Use of Consent Agenda. The Mayor, working with Town Staff, shall place items on the Consent Agenda. By using a Consent Agenda, the Board has consented to the consideration of certain items as a group under one motion. Should a Consent Agenda be used at a meeting, an appropriate amount of discussion time will be allowed to review any item upon request.

Section 2. General Guidelines. Items for consent are those which usually do not require discussion or explanation prior to action by the Board, are non-controversial and/or similar in content, or are those items which have already been discussed or explained and do not require further discussion or explanation. Such agenda items may include ministerial tasks such as, but not limited to, approval of previous meeting minutes, approval of staff reports, addressing routine correspondence, approval of liquor licenses renewals and approval or extension of other Town licenses. Minor changes in the minutes such as non-material Scribner errors may be made without removing the minutes from the Consent Agenda. Should any Trustee feel there is a material error in the minutes, they should request the minutes be removed from the Consent Agenda for Board discussion.

Section 3. Removal of Item from Consent Agenda. One or more items may be removed from the Consent Agenda by a timely request of any Trustee. A request is timely if made prior to the vote on the Consent Agenda. The request does not require a second or a vote by the Board. An item removed from the Consent Agenda will then be discussed and acted on separately either immediately following the consideration of the

Consent Agenda or placed later on the agenda, at the discretion of the Board.

III. Executive Session

Section 1. An executive session may only be called at a regular or special Board meeting where official action may be taken by the Board, not at a work session of the Board. To convene an executive session, the Board shall announce to the public in the open meeting the topic to be discussed in the executive session, including specific citation to the statute authorizing the Board to meet in an executive session and identifying the particular matter to be discussed "in as much detail as possible without compromising the purpose for which the executive session is authorized." In the event the Board plans to discuss more than one of the authorized topics in the executive session, each should be announced, cited and described. Following the announcement of the intent to convene an executive session, a motion must then be made and seconded. In order to go into executive session, there must be the affirmative vote of two thirds (2/3) of Members of the Board.

Section 2. During executive session, minutes or notes of the deliberations should not be taken. Since meeting minutes are subject to inspection under the Colorado Open Records Act, the keeping of minutes would defeat the private nature of executive session. In addition, the deliberations carried out during executive session should not be discussed outside of that session or with individuals not participating in the session. The contents of an executive session are to remain confidential unless a majority of the Trustees vote to disclose the contents of the executive session.

Section 3. Once the deliberations have taken place in executive session, the Board should reconvene in regular session to take any formal action decided upon during the executive session. If you have questions regarding the wording of the motion or whether any other information should be disclosed on the record, it is essential for you to consult with the Town Attorney on these matters.

IV. Subject to Amendment

Section 1. Deviations. The Board may deviate from the procedures set forth in this Resolution, if, in its sole discretion, such deviation is necessary under the circumstances.

Section 2. Amendment. The Board may amend these Rules of Procedures Policy from time to time.

Town of Paonia
214 Grand Avenue
Tuesday, September 9, 2025 6:30 PM
Town Board Minutes

Record of Proceedings

Mayor Smith calls the meeting to order at 6:30 PM.

Roll Call

Present:

Mayor Smith
Trustee Czech
Trustee Heck
Trustee Hunter
Trustee Stelter

Absent:

Mayor Pro-Tem Swartz

Approval of Agenda

Trustee Hunter makes a motion to approve the agenda. Seconded by Trustee Stelter.

The motion carries unanimously.

Announcements

Mayor Paige Smith reads the proclamation for September is Suicide Prevention Awareness Month. Jamie, Coordinator for SPARK from the Tri-County Health Network, spoke via Zoom in support and thanked the Town for the proclamation.

The Town is accepting applications from in-town residents for an available seat on the Planning Commission. The Planning Commission meets on the first Monday of the month at 6 pm and is an advisory board to the Board of Trustees as well as a quasi-judicial body. Applications are due to the Town Clerk by September 17, 2025.

Mayor Smith announces that applications are open for Planning Commission (due September 17, 2025).

The Town is accepting applications for open seats on the Zoning Board of Adjustments. The ZBoA only meets when public hearings are scheduled for it and is a quasi-judicial board. You

do not have to be an in-town resident to serve on this board. Applications are due to the Town Clerk by September 17, 2025.

Mayor Smith announces that applications are open for Zoning Board of Adjustments (due September 17, 2025).

Public Comment

No public comments were offered in person or on Zoom.

Consent Agenda

Trustee Lucy Hunter makes a motion to approve the consent agenda with the condition that SELL 25-06 requires an additional alcohol checkpoint. Second by Trustee Heck.

The motion carries unanimously.

Staff Reports

Town Administrator Wynn provided updates on ADA Transition Plan, Fifth & Grand realignment project, Water Capital Improvement Plan, hydrogeological study, grant funding, and fund balances.

Police Chief reported on August activities, National Night Out, drone training, school safety coordination, and CIRSA legal update training.

Public Works Director reported on Stewart Mesa ditch collapse and temporary repairs, water leaks, reduced watering at parks, trash program updates, and alley maintenance.

Actions & Presentations

1. Consideration of Resolution 23-2025 Declaring a Vacancy on the Board of Trustees
The board discussed declaring a vacancy on the Board of Trustees because of Trustee Valentine's resignation due to moving out of town. The appointee would only need to complete the remainder of his seat's term, which would be April of 2026.

Trustee Stelter makes a motion to approve Resolution 23-2025. Seconded by Trustee Hunter.

The motion carries unanimously.

2. Consideration of Appointments to the Zoning Board of Adjustments
The board discussed and considered applications for Zoning Board of Adjustments received from Dale Duesterbeck and Gia Fanelli. The appointments restore the board's quorum to conduct business.

Public Comment: Dale Duesterbeck spoke to the board of his reasoning for requesting reappointment.

Trustee Hunter makes a motion to accept Dale Duesterbeck and Gia Fanelli to the Zoning Board of Adjustments. Seconded by Trustee Stelter

The motion carries unanimously.

3. Consideration of Stewart Ditch Request for Repairs on Pan American Avenue
Discussion of collapsed culvert and temporary PVC repair. Trustees considered long-term solutions using precast concrete. Awaiting input and cost-sharing proposal from Stewart Ditch Company.

No formal action taken.

4. Consideration of Peak Water Services Quote
Town Administrator Wynn explains the agreement provides quarterly preventative maintenance and inspections for pumps at the water treatment plant. This ensures continued reliability of water operations during upcoming tank relining project.

Trustee Czech makes a motion to approve the water treatment plant quarterly service agreement with Peak Water Services. Seconded by Trustee Stelter.

The motion carries unanimously.

5. Consideration of Adjusting the Street Closure Fee Schedule to Accommodate Block Parties Held in Alleys

6. The Board discussed block party regulations, focusing on reducing barriers for neighborhood gatherings held in alleys. Trustees emphasized that insurance requirements—mandating event-specific coverage naming the Town of Paonia as additionally insured - would stay unchanged, as standard homeowners' policies often exclude such events. The Board also acknowledged the need for further research into affordable event insurance options but took no immediate action, directing staff to draft a revised fee resolution reflecting the approved change for future adoption.

Trustee Stelter makes a motion to waive the \$25 an hour fee for block parties that are held in the alley. Seconded by Trustee Heck

Public Comment:

M. Durlin: Comments on Town not insuring the block parties and alleys as being a liability exposure.

Further Board discussion includes insurance risks & costs for the Town.

Voting Aye: Trustee Czech, Trustee Heck, Trustee Stelter

Voting Nay: Trustee Hunter

The motion carries.

Mayor & Trustee Reports

1. Ad Hoc Short Term Rentals Committee

Town Administrator Wynn provides a brief update on the committee, webpage, and request for Board of Trustees standing agenda item.

Trustee Hunter makes a motion to add discussion of the STR Ad Hoc Committee and consideration of questions for the Board as a standing agenda item for the Board of Trustees meeting. Seconded by Trustee Stelter

The motion carries unanimously.

Adjournment

Mayor Smith adjourns the meeting at 8:05 PM.

Samira M. Vetter, Town Clerk

Paige Smith, Mayor

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
ADP, INC								
1352	ADP, INC	699757940	Admin Payroll	09/05/2025	56.77		10-41-20 LEGAL, ENGINEERING & PR	09/30/2025
1352	ADP, INC	699757940	PD Payroll	09/05/2025	66.91		10-42-20 LEGAL, ENGINEERING & PR	09/30/2025
1352	ADP, INC	699757940	Water Payroll	09/05/2025	26.36		60-50-20 LEGAL, ENGINEERING & PR	09/30/2025
1352	ADP, INC	699757940	WasteWater Payroll	09/05/2025	26.36		70-51-20 LEGAL, ENGINEERING & PR	09/30/2025
1352	ADP, INC	699757940	Sanitation Payroll	09/05/2025	26.36		80-52-20 LEGAL, ENGINEERING & PR	09/30/2025
Total ADP, INC:					202.76			
All Copy Products Inc								
1268	All Copy Products Inc	5035827278	COPIER - ADMIN	09/11/2025	220.20		10-41-31 DUES & SUBSCRIPTIONS	09/30/2025
1268	All Copy Products Inc	5035827278	COPIER - WATER	09/11/2025	220.20		60-50-31 DUES & SUBSCRIPTIONS	09/30/2025
1268	All Copy Products Inc	5035827278	COPIER - WASTEWATER	09/11/2025	220.20		70-51-31 DUES & SUBSCRIPTIONS	09/30/2025
1268	All Copy Products Inc	5035827278	COPIER - SANITATION	09/11/2025	220.20		80-52-31 DUES & SUBSCRIPTIONS	09/30/2025
Total All Copy Products Inc:					880.80			
AMAZON BUSINESS								
1341	AMAZON BUSINESS	1Y6V-1T3Q-D	Public Works Supplies	09/01/2025	39.78		10-45-25 SHOP EXPENSE	09/30/2025
1341	AMAZON BUSINESS	1Y6V-1T3Q-D	Public Works Supplies	09/01/2025	35.27		10-45-16 OPERATING SUPPLIES	09/30/2025
1341	AMAZON BUSINESS	1Y6V-1T3Q-D	Public Works Supplies	09/01/2025	14.24		10-45-40 MISCELLANEOUS	09/30/2025
1341	AMAZON BUSINESS	1Y6V-1T3Q-D	Public Works Supplies	09/01/2025	39.78		10-46-25 SHOP EXPENSE	09/30/2025
1341	AMAZON BUSINESS	1Y6V-1T3Q-D	Public Works Supplies	09/01/2025	39.78		60-50-25 SHOP EXPENSE	09/30/2025
1341	AMAZON BUSINESS	1Y6V-1T3Q-D	Public Works Supplies	09/01/2025	39.78		70-51-25 SHOP EXPENSE	09/30/2025
1341	AMAZON BUSINESS	1Y6V-1T3Q-D	Public Works Supplies	09/01/2025	39.78		80-52-25 SHOP EXPENSE	09/30/2025
Total AMAZON BUSINESS:					248.41			
Archuleta, Benny								
1245	Archuleta, Benny	ARCH8-2025	ORC Services Aug 2025	09/01/2025	750.00		60-50-20 LEGAL, ENGINEERING & PR	09/30/2025
1245	Archuleta, Benny	ARCH8-2025	ORC Services Aug 2025	09/01/2025	750.00		70-51-20 LEGAL, ENGINEERING & PR	09/30/2025
Total Archuleta, Benny:					1,500.00			
Badger Meter, Inc.								
654	Badger Meter, Inc.	80207508	Water Metering	08/29/2025	861.28		60-50-31 DUES & SUBSCRIPTIONS	09/30/2025
Total Badger Meter, Inc.:					861.28			

PS smv

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
Baylee Cowger								
1432	Baylee Cowger	AUG 2025 TRA	CDL Training Reimbursement	08/04/2025	130.50		80-52-26 TRAVEL, MEETINGS & TRAI	09/30/2025
1432	Baylee Cowger	AUG 2025 TRA	CDL Training Reimbursement	08/04/2025	130.51		10-45-26 TRAVEL, MEETINGS & TRAI	09/30/2025
Total Baylee Cowger:					261.01			
Bolinger & Queen Inc								
14	Bolinger & Queen Inc	AUG STATEM	Water Parts	08/31/2025	877.65		60-50-16 OPERATING SUPPLIES	09/30/2025
Total Bolinger & Queen Inc:					877.65			
Bruin Waste								
1307	Bruin Waste	975055	Water Plant Portable Toilet	09/17/2025	99.75		60-50-24 RENTALS	09/30/2025
Total Bruin Waste:					99.75			
Caselle, Inc								
21	Caselle, Inc	INV-10825	ADMIN - CASELLE SUPPORT	09/02/2025	278.25		10-41-33 DATA PROCESSING	09/30/2025
21	Caselle, Inc	INV-10825	PD - CASELLE SUPPORT	09/02/2025	278.25		10-42-33 Data Processing	09/30/2025
21	Caselle, Inc	INV-10825	WATER - CASELLE SUPPORT	09/02/2025	556.50		60-50-33 DATA PROCESSING	09/30/2025
21	Caselle, Inc	INV-10825	WW - CASELLE SUPPORT	09/02/2025	556.50		70-51-33 DATA PROCESSING	09/30/2025
21	Caselle, Inc	INV-10825	SANITATION - CASELLE SUPPO	09/02/2025	556.50		80-52-33 DATA PROCESSING	09/30/2025
Total Caselle, Inc:					2,226.00			
Cedar Creek Supply LLC								
1284	Cedar Creek Supply LLC	INV-0643	Water Plant Chemicals - Lamborn	08/28/2025	1,119.00		60-50-14 CHEMICALS	09/30/2025
1284	Cedar Creek Supply LLC	INV-0648	Water Plant Chemicals	09/09/2025	1,767.00		60-50-14 CHEMICALS	09/30/2025
Total Cedar Creek Supply LLC:					2,886.00			
Colorado Flight Center								
1471	Colorado Flight Center	AUGUST 2025	Drone Certification	08/14/2025	199.50		10-42-26 TRAVEL, MEETINGS & TRAI	09/30/2025
Total Colorado Flight Center:					199.50			
Delta County Landfill								
56	Delta County Landfill	8.31.2025 STA	Landfill Fee	08/31/2025	3,824.50		80-52-42 LANDFILL FEES	09/30/2025

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
Total Delta County Landfill:					3,824.50			
Delta Montrose Electric Assn.								
43	Delta Montrose Electric Assn.	41	Electric Bills Cycle 2 July 2025	09/01/2025	226.39		10-41-28 UTILITIES	09/30/2025
43	Delta Montrose Electric Assn.	41	Electric Bills Cycle 2 July 2025	09/01/2025	226.39		10-42-28 UTILITIES	09/30/2025
43	Delta Montrose Electric Assn.	41	Electric Bills Cycle 2 July 2025	09/01/2025	872.57		10-46-28 UTILITIES	09/30/2025
43	Delta Montrose Electric Assn.	41	Electric Bills Cycle 2 July 2025	09/01/2025	720.68		10-45-28 UTILITIES	09/30/2025
43	Delta Montrose Electric Assn.	41	Electric Bills Cycle 2 July 2025	09/01/2025	28.52		70-51-28 UTILITIES	09/30/2025
43	Delta Montrose Electric Assn.	41	Electric Bills Cycle 2 July 2025	09/01/2025	28.52		60-50-28 UTILITIES	09/30/2025
43	Delta Montrose Electric Assn.	41	Electric Bills Cycle 2 July 2025	09/01/2025	28.53		80-52-28 UTILITIES	09/30/2025
Total Delta Montrose Electric Assn.:					2,131.60			
Dependable Lumber, Inc.								
46	Dependable Lumber, Inc.	8.31.2025 STA	Public Works Parts and Supplies	08/31/2025	11.82		10-45-25 SHOP EXPENSE	09/30/2025
46	Dependable Lumber, Inc.	8.31.2025 STA	Public Works Parts and Supplies	08/31/2025	11.82		10-46-25 SHOP EXPENSE	09/30/2025
46	Dependable Lumber, Inc.	8.31.2025 STA	Public Works Parts and Supplies	08/31/2025	11.82		60-50-25 SHOP EXPENSE	09/30/2025
46	Dependable Lumber, Inc.	8.31.2025 STA	Public Works Parts and Supplies	08/31/2025	11.83		70-51-25 SHOP EXPENSE	09/30/2025
46	Dependable Lumber, Inc.	8.31.2025 STA	Public Works Parts and Supplies	08/31/2025	11.84		80-52-25 SHOP EXPENSE	09/30/2025
46	Dependable Lumber, Inc.	8.31.2025 STA	Public Works Parts and Supplies	08/31/2025	533.71		10-45-16 OPERATING SUPPLIES	09/30/2025
46	Dependable Lumber, Inc.	8.31.2025 STA	Public Works Parts and Supplies	08/31/2025	53.98		10-46-16 OPERATING SUPPLIES	09/30/2025
46	Dependable Lumber, Inc.	8.31.2025 STA	Public Works Parts and Supplies	08/31/2025	27.97		60-50-16 OPERATING SUPPLIES	09/30/2025
46	Dependable Lumber, Inc.	8.31.2025 STA	Public Works Parts and Supplies	08/31/2025	7.99		70-51-16 OPERATING SUPPLIES	09/30/2025
46	Dependable Lumber, Inc.	8.31.2025 STA	Public Works Parts and Supplies	08/31/2025	12.37		80-52-16 OPERATING SUPPLIES	09/30/2025
46	Dependable Lumber, Inc.	8.31.2025 STA	Public Works Parts and Supplies	08/31/2025	78.60		10-45-22 REPAIRS & MAINTENANCE	09/30/2025
46	Dependable Lumber, Inc.	8.31.2025 STA	Public Works Parts and Supplies	08/31/2025	131.51		10-46-22 REPAIRS & MAINTENANCE	09/30/2025
46	Dependable Lumber, Inc.	8.31.2025 STA	Public Works Parts and Supplies	08/31/2025	29.99		60-50-22 REPAIRS & MAINTENANCE	09/30/2025
46	Dependable Lumber, Inc.	8.31.2025 STA	Public Works Parts and Supplies	08/31/2025	22.99		80-52-22 REPAIRS & MAINTENANCE	09/30/2025
Total Dependable Lumber, Inc.:					958.24			
Duckworks Auto Parts Inc								
50	Duckworks Auto Parts Inc	03670049059	PD F-150 Repair	09/16/2025	45.96		10-42-23 VEHICLE EXPENSE	09/30/2025
Total Duckworks Auto Parts Inc:					45.96			
Empower Trust Company LLC								
1190	Empower Trust Company LLC	1336779574	Retirement Plan PPE	09/19/2025	3,906.21		10-0220 RETIREMENT PLAN	09/30/2025

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
Total Empower Trust Company LLC:					3,906.21			
ENVIRO-CHEM ANALYTICAL INC								
1221	ENVIRO-CHEM ANALYTICAL IN	14171224	Sample Testing	09/15/2025	65.30		70-51-20 LEGAL, ENGINEERING & PR	09/30/2025
Total ENVIRO-CHEM ANALYTICAL INC:					65.30			
Fire & Police Pension Assn.								
63	Fire & Police Pension Assn.	DATES 083020	Payroll Ending	09/17/2025	4,243.86		10-0219 FPPA	09/30/2025
Total Fire & Police Pension Assn.:					4,243.86			
Green Analytical Laboratories								
1246	Green Analytical Laboratories	2509063	Water Testing	09/17/2025	739.00		60-50-20 LEGAL, ENGINEERING & PR	09/30/2025
Total Green Analytical Laboratories:					739.00			
HARLAND CLARK								
1428	HARLAND CLARK	DEPOSIT TICK	Bank Deposit Tickets	07/24/2025	10.78		10-41-16 OPERATING SUPPLIES	09/30/2025
1428	HARLAND CLARK	DEPOSIT TICK	Bank Deposit Tickets	07/24/2025	10.78		10-42-16 OPERATING SUPPLIES	09/30/2025
1428	HARLAND CLARK	DEPOSIT TICK	Bank Deposit Tickets	07/24/2025	10.78		10-43-16 OPERATING SUPPLIES	09/30/2025
1428	HARLAND CLARK	DEPOSIT TICK	Bank Deposit Tickets	07/24/2025	32.33		60-50-16 OPERATING SUPPLIES	09/30/2025
1428	HARLAND CLARK	DEPOSIT TICK	Bank Deposit Tickets	07/24/2025	32.33		70-51-16 OPERATING SUPPLIES	09/30/2025
1428	HARLAND CLARK	DEPOSIT TICK	Bank Deposit Tickets	07/24/2025	32.33		80-52-16 OPERATING SUPPLIES	09/30/2025
Total HARLAND CLARK:					129.33			
HIGH COUNTRY PRINTING & GRAPHICS, INC.								
81	HIGH COUNTRY PRINTING & G	20112	Business Cards PW Supervisor	09/16/2025	8.35		10-45-15 OFFICE SUPPLIES	09/30/2025
81	HIGH COUNTRY PRINTING & G	20112	Business Cards PW Supervisor	09/16/2025	8.35		10-46-15 OFFICE SUPPLIES	09/30/2025
81	HIGH COUNTRY PRINTING & G	20112	Business Cards PW Supervisor	09/16/2025	8.36		60-50-15 OFFICE SUPPLIES	09/30/2025
81	HIGH COUNTRY PRINTING & G	20112	Business Cards PW Supervisor	09/16/2025	8.36		70-51-15 OFFICE SUPPLIES	09/30/2025
81	HIGH COUNTRY PRINTING & G	20112	Business Cards PW Supervisor	09/16/2025	8.36		80-52-15 OFFICE SUPPLIES	09/30/2025
Total HIGH COUNTRY PRINTING & GRAPHICS, INC.:					41.78			
HINKLE & COMPANY, PC								
1370	HINKLE & COMPANY, PC	18450R	Audit from 2023	07/31/2025	1,500.00		10-41-21 AUDIT & BUDGET EXPENSE	09/30/2025
1370	HINKLE & COMPANY, PC	18450R	Audit from 2023	07/31/2025	1,500.00		10-45-21 AUDIT & BUDGET EXPENSE	09/30/2025

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
1370	HINKLE & COMPANY, PC	18450R	Audit from 2023	07/31/2025	1,500.00		10-46-21 AUDIT & BUDGET EXPENSE	09/30/2025
1370	HINKLE & COMPANY, PC	18450R	Audit from 2023	07/31/2025	5,900.00		60-50-21 AUDIT & BUDGET EXPENSE	09/30/2025
1370	HINKLE & COMPANY, PC	18450R	Audit from 2023	07/31/2025	5,900.00		70-51-21 AUDIT & BUDGET EXPENSE	09/30/2025
1370	HINKLE & COMPANY, PC	18450R	Audit from 2023	07/31/2025	1,100.00		80-52-21 AUDIT & BUDGET EXPENSE	09/30/2025
Total HINKLE & COMPANY, PC:					17,400.00			
Holtz Industries Inc								
1472	Holtz Industries Inc	667192	Can Tipper on Trash Truck	05/15/2025	3,503.53		80-52-77 MACHINERY & EQUIPMENT	09/30/2025
Total Holtz Industries Inc:					3,503.53			
Kennedy, David & Elise								
1470	Kennedy, David & Elise	UTILTY OVER	Utility Overpayment Refund	08/31/2025	171.87		09-0107 UTILITY CASH CLEARING AC	09/30/2025
Total Kennedy, David & Elise:					171.87			
Mail Services, LLC.								
645	Mail Services, LLC.	1998670	Postage	08/29/2025	34.66		60-50-17 POSTAGE	09/30/2025
645	Mail Services, LLC.	1998670	Postage	08/29/2025	33.64		70-51-17 POSTAGE	09/30/2025
645	Mail Services, LLC.	1998670	Postage	08/29/2025	33.63		80-52-17 POSTAGE	09/30/2025
645	Mail Services, LLC.	1999368	Postage	09/08/2025	197.51		60-50-17 POSTAGE	09/30/2025
645	Mail Services, LLC.	1999368	Postage	09/08/2025	191.70		70-51-17 POSTAGE	09/30/2025
645	Mail Services, LLC.	1999368	Postage	09/08/2025	191.71		80-52-17 POSTAGE	09/30/2025
Total Mail Services, LLC.:					682.85			
Mesa County Public Health Regional Lab								
763	Mesa County Public Health Regio	15712	Water Testing	09/04/2025	25.00		60-50-20 LEGAL, ENGINEERING & PR	09/30/2025
763	Mesa County Public Health Regio	15743	Water Testing	09/04/2025	25.00		60-50-20 LEGAL, ENGINEERING & PR	09/30/2025
Total Mesa County Public Health Regional Lab:					50.00			
Mile High Accessibility								
1461	Mile High Accessibility	1168	ADA Transition Plan	09/10/2025	2,600.00		10-41-20 LEGAL, ENGINEERING & PR	09/30/2025
1461	Mile High Accessibility	1168	ADA Transition Plan	09/10/2025	2,600.00		10-45-20 LEGAL, ENGINEERING & PR	09/30/2025
Total Mile High Accessibility:					5,200.00			

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
Mountain Peak Controls, Inc.								
515	Mountain Peak Controls, Inc.	31167	Scada for Temp Tank	09/05/2025	646.00		60-50-73 CAP OUTLAY-West Loop Impr	09/30/2025
Total Mountain Peak Controls, Inc.:					646.00			
NAPA - Paonia Auto Parts								
122	NAPA - Paonia Auto Parts	08.31.2025 ST	Auto Parts	08/31/2025	90.70		70-51-23 VEHICLE EXPENSE	09/30/2025
122	NAPA - Paonia Auto Parts	08.31.2025 ST	Auto Parts	08/31/2025	33.85		80-52-23 VEHICLE EXPENSE	09/30/2025
122	NAPA - Paonia Auto Parts	08.31.2025 ST	Auto Parts	08/31/2025	37.89		10-42-23 VEHICLE EXPENSE	09/30/2025
122	NAPA - Paonia Auto Parts	08.31.2025 ST	Auto Parts	08/31/2025	251.26		10-45-23 VEHICLE EXPENSE	09/30/2025
122	NAPA - Paonia Auto Parts	08.31.2025 ST	Auto Parts	08/31/2025	324.62		10-46-23 VEHICLE EXPENSE	09/30/2025
122	NAPA - Paonia Auto Parts	08.31.2025 ST	Auto Parts	08/31/2025	7.25		60-50-23 VEHICLE EXPENSE	09/30/2025
Total NAPA - Paonia Auto Parts:					745.57			
New Focus HR								
1463	New Focus HR	4354	HR Services	09/03/2025	21.87		10-41-20 LEGAL, ENGINEERING & PR	09/30/2025
1463	New Focus HR	4354	HR Services	09/03/2025	21.87		60-50-20 LEGAL, ENGINEERING & PR	09/30/2025
1463	New Focus HR	4354	HR Services	09/03/2025	21.88		70-51-20 LEGAL, ENGINEERING & PR	09/30/2025
1463	New Focus HR	4354	HR Services	09/03/2025	21.88		80-52-20 LEGAL, ENGINEERING & PR	09/30/2025
Total New Focus HR:					87.50			
North Fork Service (Reedy's)								
141	North Fork Service (Reedy's)	PD AUGUST 2	PD Fuel Aug 2025	08/31/2025	1,062.64		10-42-23 VEHICLE EXPENSE	09/30/2025
141	North Fork Service (Reedy's)	PW AUG 2025	WATER FUEL	08/01/2025	252.02		60-50-23 VEHICLE EXPENSE	09/30/2025
141	North Fork Service (Reedy's)	PW AUG 2025	STREETS FUEL	08/01/2025	252.02		10-45-23 VEHICLE EXPENSE	09/30/2025
141	North Fork Service (Reedy's)	PW AUG 2025	PARKS FUEL	08/01/2025	252.02		10-46-23 VEHICLE EXPENSE	09/30/2025
141	North Fork Service (Reedy's)	PW AUG 2025	SANITATION FUEL	08/01/2025	252.02		80-52-23 VEHICLE EXPENSE	09/30/2025
141	North Fork Service (Reedy's)	PW AUG 2025	WASTEWATER FUEL	08/01/2025	252.02		70-51-23 VEHICLE EXPENSE	09/30/2025
Total North Fork Service (Reedy's):					2,322.74			
Paonia Farm & Home Supply Inc								
125	Paonia Farm & Home Supply Inc	08.31.2025 ST	Public Works Supplies	08/31/2025	11.49		80-52-16 OPERATING SUPPLIES	09/30/2025
125	Paonia Farm & Home Supply Inc	08.31.2025 ST	Public Works Supplies	08/31/2025	47.94		10-45-16 OPERATING SUPPLIES	09/30/2025
125	Paonia Farm & Home Supply Inc	08.31.2025 ST	Public Works Supplies	08/31/2025	30.55		70-51-16 OPERATING SUPPLIES	09/30/2025
Total Paonia Farm & Home Supply Inc:					89.98			

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
Phonz +								
499	Phonz +	19043	Remote In Computer Replacemen	09/11/2025	217.98		10-41-74 MACHINERY & EQUIPMENT	09/30/2025
499	Phonz +	19043	Remote In Computer Replacemen	09/11/2025	217.97		60-50-77 MACHINERY & EQUIPMENT	09/30/2025
499	Phonz +	19043	Remote In Computer Replacemen	09/11/2025	217.97		70-51-77 MACHINERY & EQUIPMENT	09/30/2025
499	Phonz +	19043	Remote In Computer Replacemen	09/11/2025	217.98		80-52-77 MACHINERY & EQUIPMENT	09/30/2025
Total Phonz +:					871.90			
RESPEC Company LLC								
1124	RESPEC Company LLC	INV07250929	Engineering Raw Water	08/19/2025	57.50		60-50-69 CAPTAL OUTLY-Raw Water M	09/30/2025
1124	RESPEC Company LLC	INV07250930	Engineering Sewer	08/19/2025	3,205.00		70-51-20 LEGAL, ENGINEERING & PR	09/30/2025
1124	RESPEC Company LLC	INV07250934	Engineering General Water & Was	08/19/2025	336.25		70-51-20 LEGAL, ENGINEERING & PR	09/30/2025
1124	RESPEC Company LLC	INV07250934	Engineering General Water & Was	08/19/2025	656.25		60-50-20 LEGAL, ENGINEERING & PR	09/30/2025
1124	RESPEC Company LLC	INV07250934	Engineering General Water & Was	08/19/2025	8,332.50		60-50-73 CAP OUTLAY-West Loop Impr	09/30/2025
1124	RESPEC Company LLC	INV07250943	Professional Services for Water Pr	08/20/2025	18,511.25		60-50-73 CAP OUTLAY-West Loop Impr	09/30/2025
1124	RESPEC Company LLC	INV07250943	Professional Services for Water Pr	08/20/2025	8,911.25		60-50-69 CAPTAL OUTLY-Raw Water M	09/30/2025
Total RESPEC Company LLC:					40,010.00			
Rhinehart Oil Co.								
1224	Rhinehart Oil Co.	144883CT	Trash Truck Fuel	08/31/2025	608.37		80-52-23 VEHICLE EXPENSE	09/30/2025
Total Rhinehart Oil Co.:					608.37			
Robert's Enterprises Inc								
145	Robert's Enterprises Inc	LOC: 14432/14	Kirby Clocks Pick Up Sept-Oct 20	09/08/2025	126.00		80-52-20 LEGAL, ENGINEERING & PR	09/30/2025
Total Robert's Enterprises Inc:					126.00			
TDS Telecom								
156	TDS Telecom	9.10.2025 STA	TDS Internet and Communication	09/10/2025	236.67		60-50-29 TELEPHONE & INTERNET	09/30/2025
Total TDS Telecom:					236.67			
TextMyGov								
1420	TextMyGov	504012	TextMyGov Messages - One Time	09/08/2025	25.02		10-41-31 DUES & SUBSCRIPTIONS	09/30/2025
1420	TextMyGov	504012	TextMyGov Messages - One Time	09/08/2025	24.99		10-45-31 DUES & SUBSCRIPTIONS	09/30/2025
1420	TextMyGov	504012	TextMyGov Messages - One Time	09/08/2025	24.99		10-46-31 DUES & SUBSCRIPTIONS	09/30/2025
1420	TextMyGov	504012	TextMyGov Messages - One Time	09/08/2025	75.00		60-50-31 DUES & SUBSCRIPTIONS	09/30/2025
1420	TextMyGov	504012	TextMyGov Messages - One Time	09/08/2025	75.00		70-51-31 DUES & SUBSCRIPTIONS	09/30/2025

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
1420	TextMyGov	504012	TextMyGov Messages - One Time	09/08/2025	75.00		80-52-31 DUES & SUBSCRIPTIONS	09/30/2025
Total TextMyGov:					300.00			
The UPS Store #5734								
1256	The UPS Store #5734	MMTT0M7JP8	Water Sample Postage for Benny	09/03/2025	206.11		60-50-17 POSTAGE	09/30/2025
Total The UPS Store #5734:					206.11			
T-MOBILE								
1374	T-MOBILE	08.21.2025 ST	TMobile Services Admin	08/21/2025	189.28		10-41-29 TELEPHONE & INTERNET	09/30/2025
1374	T-MOBILE	08.21.2025 ST	TMobile Services PD	08/21/2025	489.90		10-42-29 TELEPHONE & INTERNET	09/30/2025
1374	T-MOBILE	08.21.2025 ST	TMobile Services Streets	08/21/2025	55.67		10-45-29 TELEPHONE & INTERNET	09/30/2025
1374	T-MOBILE	08.21.2025 ST	TMobile Services Parks	08/21/2025	55.67		10-46-29 TELEPHONE & INTERNET	09/30/2025
1374	T-MOBILE	08.21.2025 ST	TMobile Services Water	08/21/2025	133.61		60-50-29 TELEPHONE & INTERNET	09/30/2025
1374	T-MOBILE	08.21.2025 ST	TMobile Services WasteWater	08/21/2025	55.67		70-51-29 TELEPHONE & INTERNET	09/30/2025
1374	T-MOBILE	08.21.2025 ST	TMobile Services Sanitation	08/21/2025	133.62		80-52-29 TELEPHONE & INTERNET	09/30/2025
Total T-MOBILE:					1,113.42			
United Merchants Bank								
1371	United Merchants Bank	UMB STATEM	Poulos-The Home Depot #1513	08/31/2025	692.97		60-50-77 MACHINERY & EQUIPMENT	09/30/2025
1371	United Merchants Bank	UMB STATEM	Poulos-The Home Depot #1513	08/31/2025	692.97		70-51-77 MACHINERY & EQUIPMENT	09/30/2025
1371	United Merchants Bank	UMB STATEM	Poulos-Murdochs In Clifton	08/31/2025	600.00		60-50-16 OPERATING SUPPLIES	09/30/2025
1371	United Merchants Bank	UMB STATEM	Poulos-Harbor Freight Tools 174	08/31/2025	270.60		60-50-77 MACHINERY & EQUIPMENT	09/30/2025
1371	United Merchants Bank	UMB STATEM	Poulos-Harbor Freight Tools 174	08/31/2025	270.60		70-51-77 MACHINERY & EQUIPMENT	09/30/2025
1371	United Merchants Bank	UMB STATEM	Santiago-Paypal	08/31/2025	75.00		10-41-26 TRAVEL, MEETINGS & TRAI	09/30/2025
1371	United Merchants Bank	UMB STATEM	Santiago-Usps Po 0769660541	08/31/2025	146.72		10-41-17 POSTAGE	09/30/2025
1371	United Merchants Bank	UMB STATEM	Santiago-Usps Po 0769660541	08/31/2025	2.99		10-41-16 OPERATING SUPPLIES	09/30/2025
1371	United Merchants Bank	UMB STATEM	Santiago-Usps Po 0769660541	08/31/2025	9.45		10-41-17 POSTAGE	09/30/2025
1371	United Merchants Bank	UMB STATEM	Santiago-Usps Po 0769660541	08/31/2025	6.08		10-41-17 POSTAGE	09/30/2025
1371	United Merchants Bank	UMB STATEM	Santiago-Usps Po 0769660541	08/31/2025	10.48		10-41-17 POSTAGE	09/30/2025
1371	United Merchants Bank	UMB STATEM	Wynn-Sage Truck Driving Schoo	08/31/2025	720.00		80-52-26 TRAVEL, MEETINGS & TRAI	09/30/2025
1371	United Merchants Bank	UMB STATEM	Wynn-Sage Truck Driving Schoo	08/31/2025	101.00		10-46-26 TRAVEL, MEETINGS & TRAI	09/30/2025
1371	United Merchants Bank	UMB STATEM	Wynn-Sage Truck Driving Schoo	08/31/2025	100.00		10-45-26 TRAVEL, MEETINGS & TRAI	09/30/2025
1371	United Merchants Bank	UMB STATEM	Wynn-Sage Truck Driving Schoo	08/31/2025	880.00		70-51-26 TRAVEL, MEETINGS & TRAI	09/30/2025
1371	United Merchants Bank	UMB STATEM	Wynn-Sage Truck Driving Schoo	08/31/2025	1,279.00		60-50-26 TRAVEL, MEETINGS & TRAI	09/30/2025
1371	United Merchants Bank	UMB STATEM	Wynn-Cooleys Heating Cooli	08/31/2025	7.49		10-41-22 REPAIRS & MAINTENANCE	09/30/2025
1371	United Merchants Bank	UMB STATEM	Wynn-Cooleys Heating Cooli	08/31/2025	7.48		10-42-22 REPAIRS & MAINTENANCE	09/30/2025
1371	United Merchants Bank	UMB STATEM	Wynn-Cooleys Heating Cooli	08/31/2025	14.96		60-50-22 REPAIRS & MAINTENANCE	09/30/2025

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
1371	United Merchants Bank	UMB STATEM	Wynn-Cooleys Heating Cooli	08/31/2025	14.96		70-51-22 REPAIRS & MAINTENANCE	09/30/2025
1371	United Merchants Bank	UMB STATEM	Wynn-Cooleys Heating Cooli	08/31/2025	14.96		80-52-22 REPAIRS & MAINTENANCE	09/30/2025
1371	United Merchants Bank	UMB STATEM	Wynn-Vistaprint	08/31/2025	446.91		80-52-15 OFFICE SUPPLIES	09/30/2025
1371	United Merchants Bank	UMB STATEM	Wynn-Vistaprint	08/31/2025	132.23		70-51-15 OFFICE SUPPLIES	09/30/2025
1371	United Merchants Bank	UMB STATEM	Wynn-Vistaprint	08/31/2025	132.24		60-50-15 OFFICE SUPPLIES	09/30/2025
1371	United Merchants Bank	UMB STATEM	Wynn-Government Finance Office	08/31/2025	84.17		10-41-21 AUDIT & BUDGET EXPENSE	09/30/2025
1371	United Merchants Bank	UMB STATEM	Wynn-Government Finance Office	08/31/2025	84.16		10-45-21 AUDIT & BUDGET EXPENSE	09/30/2025
1371	United Merchants Bank	UMB STATEM	Wynn-Government Finance Office	08/31/2025	84.16		10-46-21 AUDIT & BUDGET EXPENSE	09/30/2025
1371	United Merchants Bank	UMB STATEM	Wynn-Government Finance Office	08/31/2025	252.51		60-50-21 AUDIT & BUDGET EXPENSE	09/30/2025
1371	United Merchants Bank	UMB STATEM	Wynn-Government Finance Office	08/31/2025	252.50		70-51-21 AUDIT & BUDGET EXPENSE	09/30/2025
1371	United Merchants Bank	UMB STATEM	Wynn-Government Finance Office	08/31/2025	252.50		80-52-21 AUDIT & BUDGET EXPENSE	09/30/2025
1371	United Merchants Bank	UMB STATEM	Office-Usps Po 0769660541	08/31/2025	39.00		10-41-17 POSTAGE	09/30/2025
1371	United Merchants Bank	UMB STATEM	Office-Usps Po 0769660541	08/31/2025	39.00		60-50-17 POSTAGE	09/30/2025
1371	United Merchants Bank	UMB STATEM	Office-Usps Po 0769660541	08/31/2025	39.00		70-51-17 POSTAGE	09/30/2025
1371	United Merchants Bank	UMB STATEM	Office-Usps Po 0769660541	08/31/2025	39.00		80-52-17 POSTAGE	09/30/2025
1371	United Merchants Bank	UMB STATEM	Office-Usps Po 0769660541	08/31/2025	10.48		10-41-17 POSTAGE	09/30/2025
1371	United Merchants Bank	UMB STATEM	Laiminger-Conoco - Stop N Save	08/31/2025	78.49		10-42-26 TRAVEL, MEETINGS & TRAI	09/30/2025
1371	United Merchants Bank	UMB STATEM	Laiminger-Comfort Inns	08/31/2025	110.00		10-42-26 TRAVEL, MEETINGS & TRAI	09/30/2025
1371	United Merchants Bank	UMB STATEM	Vetter-Marriott Fort Collins	08/31/2025	62.10		10-41-26 TRAVEL, MEETINGS & TRAI	09/30/2025
1371	United Merchants Bank	UMB STATEM	Vetter-limc	08/31/2025	18.75		10-41-26 TRAVEL, MEETINGS & TRAI	09/30/2025
1371	United Merchants Bank	UMB STATEM	Vetter-limc	08/31/2025	18.75		60-50-26 TRAVEL, MEETINGS & TRAI	09/30/2025
1371	United Merchants Bank	UMB STATEM	Vetter-limc	08/31/2025	18.75		70-51-26 TRAVEL, MEETINGS & TRAI	09/30/2025
1371	United Merchants Bank	UMB STATEM	Vetter-limc	08/31/2025	18.75		80-52-26 TRAVEL, MEETINGS & TRAI	09/30/2025
1371	United Merchants Bank	UMB STATEM	Public Works-(Pc) 2688 All Phase	08/31/2025	30.38		70-51-16 OPERATING SUPPLIES	09/30/2025
1371	United Merchants Bank	UMB STATEM	Public Works-American Water Col	08/31/2025	179.99		60-50-26 TRAVEL, MEETINGS & TRAI	09/30/2025
Total United Merchants Bank:					8,341.53			
US BANK								
1343	US BANK	2979460	Bond - Water and Sewer	08/13/2025	10,425.00		60-50-56 LOAN INTEREST	09/30/2025
1343	US BANK	2979460	Bond - Water and Sewer	08/13/2025	10,425.00		70-51-51 RURAL DEVELOPMENT P&I	09/30/2025
Total US BANK:					20,850.00			
WRIGHT WATER ENGINEERS, INC.								
1385	WRIGHT WATER ENGINEERS, I	74058	Hydrogeological Study	09/12/2025	19,536.34		60-50-75 GRANT PROJECTS	09/30/2025
Total WRIGHT WATER ENGINEERS, INC.:					19,536.34			

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
Xpress Bill Pay								
1436	Xpress Bill Pay	INV-XPR02774	Xpress Processing	08/31/2025	8.34		10-41-31 DUES & SUBSCRIPTIONS	09/30/2025
1436	Xpress Bill Pay	INV-XPR02774	Xpress Processing	08/31/2025	16.69		10-42-31 DUES & SUBSCRIPTIONS	09/30/2025
1436	Xpress Bill Pay	INV-XPR02774	Xpress Processing	08/31/2025	16.69		10-43-31 DUES & SUBSCRITPIONS	09/30/2025
1436	Xpress Bill Pay	INV-XPR02774	Xpress Processing	08/31/2025	41.72		60-50-31 DUES & SUBSCRIPTIONS	09/30/2025
1436	Xpress Bill Pay	INV-XPR02774	Xpress Processing	08/31/2025	41.72		70-51-31 DUES & SUBSCRIPTIONS	09/30/2025
1436	Xpress Bill Pay	INV-XPR02774	Xpress Processing	08/31/2025	41.70		80-52-31 DUES & SUBSCRIPTIONS	09/30/2025
Total Xpress Bill Pay:					166.86			
Grand Totals:					149,596.18			

Board Meeting Date: _____

Town Administrator: _____

Finance Committee/Mayor: _____

Finance Committee/Trustee: _____

Trustees: _____

Date Reviewed: _____

**TOWN OF PAONIA
DEPARTMENTAL SCORE CARD**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	ALIGNMENT WITH STRATEGIC PLAN	DATE COMPLETED
TOWN ADMINISTRATOR'S OFFICE						
Personnel Policy and Handbook Updates	The Town recently contracted with New Focus HR to begin the process of updating personnel policies and the employee handbook	Staff Time	7.17.23	8.23.2024	Communications and Records Management; Transparent, Secure and Accurate Financial and Administrative Systems; Organizational Excellence and Staff Development	9.17.2024
Ordinance for Consecutive Systems (Water Companies)/Agreements with Water Companies	At a minimum an agreement with water companies that describes expectations from the town, expectations from the water companies/subdivisions, indemnification, and insurance requirements should be considered to reduce liability to the town. Further discussion with the Water Attorney is necessary. Standardized IGA with Water Companies with clauses for maintenance and increasing bulk water rates for non-compliance/if Water Company chooses to have the town complete maintenance. Town Attorney working on Draft Agreement for Hidden Valley water company. Multiple Water Companies have requested formalized agreements with the Town. Hidden Valley has replied that they do not want to enter into a new agreement with the Town but would rather add a supplement to the agreement with the Town taking on additional responsibilities for meter reading and billing without fixing or repairing their system. Being Considered with Code Revision from Sustainable Futures. Collaborative Approach to Consecutive Systems TBD September - December. Creation of Paonia Water System Coalition, TBD August 2025. With a water attorney on staff, we can now schedule with Consecutive Water Systems for a coalition.	Staff Time (for actual agreements there will be a fee from attorney review TBD)	7.11.23	7.18.2025	Pristine Infrastructure and Critical Facilities; Communications and Records Management	
Code Re-Write	If funded by DOLA grant, then an RFP will need to be issued to meet the competitive bid requirement. Scheduled a phone call with a separate consulting firm to get a budget figure on price for DOLA grant for 8.28.23, once budget price received, will submit to DOLA for their consideration. Received Council Approval for \$25,000 Match from DOLA Admin Grant on 9.14.23. Submission of Grant on 9.15.23. Resubmitted Grant information to DOLA on 11.22.23. RFQ will be live in 2024 after grant funding is awarded and approved. RFP will be made live on 2.5.24 RFP Consultant selection/decision being made on 4.23.2024. Work has begun on code rewrite, sustainable futures selected as consultant. Special Meeting held on 8/20/2024 for feedback from Trustees on Code Rewrite. Need to ask for extension on the project from DOLA. Consultant is awaiting completion of Comprehensive Plan to finalize code adjustments as of 1.22.2025. The Comprehensive Plan has been submitted to the consultant so that the code rewrite can restart.	\$38,000	7.11.23	7.18.2025	Transparent, Secure and Accurate Financial and Administrative Systems; Communication and Records Management	
Chase ink Credit Account	Submitted a letter to Chase Card Services to get control of the online banking account for the Chase ink Credit Card. Would like to see if any cashback rewards have been earned, and if so, where are they. Continue to get control of Chase Bank Credit Cards - will need to travel to Telluride and visit Chase Banker in person. Form has been signed by former finance director and signed by myself and sent to Chase Bank for final approval. Awaiting Chase Banks response. Chase Bank denied the change of ownership and awaiting for further action. Chase bank sent a letter on 7.6.2025 stating that if the card isn't used in fifty days that it will be canceled.	Staff Time	7.28.23	7.18.2025	Transparent, Secure and Accurate Financial and Administrative Systems	
Creation of a Municipal Comprehensive Emergency Management Plan	Town staff have worked closely with a county-wide Hazard Mitigation Plan with Delta County Emergency Management and as approved by FEMA and state regulators. The Town needs a specific emergency management plan to the town for continuity of operations. This will be the winter activity for the Town Administrator after the budget is complete.	Staff Time	1.1.2025	7.18.2025	Organizational Excellence and Staff Development; Communications and Records Management; Safe and Resilient Community	

**TOWN OF PAONIA
DEPARTMENTAL SCORE CARD**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	ALIGNMENT WITH STRATEGIC PLAN	DATE COMPLETED
Sort/Dispose of Box of Outdated Bank Info	Old checks, old accounts were found in the vault that date back decades. The accounts are no longer active and the box needs to be reviewed and destroyed.	Staff Time	2/5/2025	7.18.2025	Communication and Records Management	
FINANCE DEPARTMENT						
Add Community Development Module to Caselle	Board of Trustees approved a new module with Caselle for Community Development to track all permits issued by the town. Final step is building forms such as certificate of occupancy, event permits, etc. On the last step for setting this up, permit templates. Ran into Caselle issues but should be resolved now. In process of trying to reschedule when all key staff are available for training. Forms are done, waiting on property conversion. Community Development Module is up and running. Building records are being input into the system. The system records, applications, plan reviews, permits, inspections and certificates of occupancy. The Town has never had a system like this since its inception. Permits are now issued and tracked through the Caselle Community Development Module.	≈\$20,000 with recurring annual costs (already paid, implementation is beginning)	7.1.24	9.19.2025	Transparent, Secure and Accurate Financial and Administrative Systems	
Add Purchase Order module with Caselle	With the adoption of a Purchasing Manual in September, the new process will include a three-way match requirement for purchase orders. Current purchase orders are tracked on a spreadsheet, but with the module they'll be tracked in Caselle. Requisitions/Purchase Order package has been purchased and is in initial setup. Module has been adding, working implementing with the new year. First PO being made if process runs smoothly can consider project complete. Purchase order system has been implemented in Caselle.	≈\$3,000 with recurring annual costs (already paid, implementation is beginning)	8.1.2024	7.18.2025	Transparent, Secure and Accurate Financial and Administrative Systems	
Meter Updates in Caselle	Working with Public Works department to check meter ids, endpoints in Caselle and change as many as possible to radio read. No recent meter changes due to sever cold. Project to resume in spring. Multiple meters, end points and/or encoders have been replaced over the Spring and Summer. PW has used most all of the parts that the Town had in stock and will need to order more to make further progress on this project.	Time and Materials, each meter installation cost is ≈\$1,400	5.27.24	9.19.2025	Pristine Infrastructure and Critical Facilities; Transparent, Secure and Accurate Financial and Administrative Systems	
Documenting Accounting and Utility Processes	Recording processes for water meter read input, utility billing, red tags, disbursement approval, printing checks for approved disbursements and other departmental tasks. Major department duties have been documented. Checking for smaller or new processes that still might need documentation. Payroll and Permits processes identified as needing to be documented as well. Progressing on both of these. Processes are continually updated and recorded for future use of Caselle system and to ensure continuity of operations if turnover were to happen.	Staff Time	7.1.24	7.18.2025	Transparent, Secure and Accurate Financial and Administrative Systems; Communication and Records Management	
Caselle Vendor Record Clean Up	Outdated vendors need to be closed out. Make sure all current and new vendors are set up correctly and have accurate W9 information on file. Handful of vendors updated. Making slow progress around other time sensitive projects.	Staff Time	2.5.2025	4.3.2025	Transparent, Secure and Accurate Financial and Administrative Systems; Communication and Records	
Caselle Implementation of Accounts Receivable Module	Working with Caselle and Town staff to set up invoices and forms. Training for staff to be scheduled with Caselle after implementation is completed. Town Administrator updated the module with Caselle and it is up and running with permissions set for appropriate staff to utilize the system. Invoices have been sent from this module, there was some errors on the Caselle set up or lack of communication amongst their staff so the delinquent notices and statements still need to be set up. Trying to schedule with needed staff at this time.	\$1,050 with recurring annual costs (already paid, implementation is beginning)	11.26.2024	9.19.2025	Transparent, Secure and Accurate Financial and Administrative Systems	

**TOWN OF PAONIA
DEPARTMENTAL SCORE CARD**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	ALIGNMENT WITH STRATEGIC PLAN	DATE COMPLETED
Website Updates	Work with Clerks Department and Town Administrator to clean up and standardize the Town website. Progress is being made slowly around other more urgent projects.	Staff Time	4.9.2025	9.19.2025	Communication and Records Management	
CLERK'S DEPARTMENT						
New SQL & Access Databases	Databases: Dog Tags (Completed and Live) - Need to update for 2025 and modify web pages for easier sorting. Completed SQL queries to sort 2024 vs 2025 for easier readability. Request to have it moved to our server has to wait until new server is acquired.	Staff Time	01.01.2024	04.14.2025	Organizational Excellence and Staff Development; Communications and Records Management; Transparent, Secure and Accurate Financial and Administrative Systems	
Create checklists for Clerk Duties	<i>Create checklists, for all permits, licensing, agenda, board meeting, record retention, new hires etc for consistency and thoroughness. Updating as we go concurrent with the training for new Deputy Clerk - Ongoing Collaborative project in Teams with Deputy Clerk; including other Depts/Heads as appropriate.</i>	Staff Time	7.19.23	8.22.2025	Organizational Excellence and Staff Development; Communication and Records Management	
MuniDocs clean- up & catch up	<i>Still in process as time permits, This has also become the landing place for Board Committee Agenda's and minutes. Maintaining at minimum right now and will stop completely once public portal for laserfiche is live, then MuniDocs will be obsolete.</i>	Staff Time	9.14.23	4.18.2025	Organizational Excellence and Staff Development; Communication and Records Management	
Create Marketing Policy (including Social Media Policy)	<i>During the 1.14.2025 Board Meeting, Trustees asked that Staff research and recommend ways to better communicate with Residents, Businesses, Visitors and the extended Paonia Community. Staff recommended that a marketing and communications policy be created for the Board to review. Was assigned to another department</i>	Staff Time	1.14.2025	4.6.2025	Organizational Excellence and Staff Development; Communication and Records Management	
New/Transfer Liquor License Packet	In process	Staff Time	10.10.24	8.22.2025	Organizational Excellence and Staff Development; Communication and Records Management	
Disaster Recovery Plan for Records - to be included in a Municipal Comprehensive Emergency Management Plan		Staff Time	10.10.24		Organizational Excellence and Staff Development; Communication and Records Management, Safe and Resilient Community	
Laserfiche implementation	<i>Clerk and Deputy Clerk had a troubleshooting session around security, permissions and retention programming. Continuing to upload documents and schedule Professional Service time with specialists to set up workflows. Still waiting to schedule training but Clerk's Office has begun uploading documents, setting up retention schedules and familiarizing themselves with the system.</i>	\$11,257.50 first year with \$7757.50 annual from 2026 on	10.11.24	8.22.2025	Organizational Excellence and Staff Development; Communication and Records Management; Transparent, Secure and Accurate Financial and Administrative Systems	
Create and implement Safety Policy and Plan	Working together with Deputy Public Works Director to develop and coordinate Town safety plan.		1.29.2025	03.15.2025	Organizational Excellence and Staff Development, Safe and Resilient Community	
Boards and Committee's Policies and Processes	<i>First step underway, creating new applications, job description, expectations, interview process. New Committee Application is LIVE and Descriptions and Interview questions are under review</i>	Staff Time	10.21.24	8.22.2025	Organizational Excellence and Staff Development; Communication and Records Management; Transparent, Secure and Accurate Financial and Administrative Systems	
Outline and Implement New Hire Onboarding process	<i>Rough draft created, need review with other dept heads and administrator and fine tuning before being put into place. Reviewing and Finalizing</i>	Staff Time	2.4.2025	8.22.2025	Organizational Excellence and Staff Development; Communication and Records Management	

**TOWN OF PAONIA
DEPARTMENTAL SCORE CARD**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	ALIGNMENT WITH STRATEGIC PLAN	DATE COMPLETED
SHRM-CP Certification	Started classes with goal of taking certification test in 2026, starting with Leadership & Navigation Competency	\$900	1/31/2025	2/5/2025	Organizational Excellence and Staff Development; Communication and Records Management	
Registered Parliamentarian Ceritification	Still working through	Membership dues of around \$100.00	1/31/2025	8.22.2025	Organizational Excellence and Staff Development; Communication and Records Management	
Apply for CMC	Certified Municipal Clerk Awarded	\$200	1/24/2023	04.14.2025	Organizational Excellence and Staff Development;	8.11.2025
Sidewalk for Business Use Permit Audit	<i>Renewal letters sent out and applications taken to new sidewalk users. Outstanding SBU's have been moved to next step.</i>		3.26.2025	8.15.2025	Transparent, Secure and Accurate Financial and Administrative Systems, Organizational Excellence and Staff Development	
Personnel File Audits and Uploads	Personnel files need organizing according to best practices and to see if there is a need for corrections or updated information. This will be combined with upload into Laserfiche and updates of ADP (payroll and HR software), digitizing Company Property Inventory		4.3.2025	8.22.2025	Organizational Excellence and Staff Development; Pristine Infrastructure and Critical Facilities, Safe and Resilient Communities	
Develop Code Enforcement Process/Policy	<i>Meeting with PD for the initial planning . Process being successfully utilized as bugs are worked out. Next meeting with PD, Ckerk's office and Town Attorney scheduled</i>		4.3.2025	8.22.2025	Organizational Excellence and Staff Development; Communication and Records Management	
RFP for IT Services	<i>Audit Services -Received and Needed. Create RFP. Clerk created RFP, Town Administrator to review the RFP and notice to Phonz+ about necessity to go out to bid for renewal, they're welcome to bid on the services as well. Sent to next department for review, revision and added to agenda</i>			8.22.2025	Transparent, Secure and Accurate Financialand Administrative Systems.	8.22.2025
Company Property Updates to ADP	<i>Due from Department Heads by May 2, 2025. Almost done digitizing in ADP</i>			8.22.2025	Transparent, Secure and Accurate Financial and Administrative Systems.	
Public Surplus Auctions	Auctions are complete, scheduling pick-up for the last of the items. All but 3 items sold	Revenue: \$84,478.25	7.25.2025	8.22.2025	Pristine Infrastructure and Critical Facilities; Transparent, Secure and Accurate Financial and Administrative Systems	
PUBLIC WORKS						
ADA Transition Plan	ADA report from MHAC inspection of Town Facilities is complete. PW Supervisor, Matt Taylor has begun fixing the low or no costs items. A larger discussion will be needed to acquire grant funding to update facilities to ADA compliance	≈\$30,000	8.1.23	8/26/2025	Organizational Excellence and Staff Development; Pristine Infrastructure and Critical Facilities	
			8.8.23			
Working on lead service line inventory	Inventory was incorrect. PW had to start almost all the way over. Fliers and door knocking to get information on people service lines.	Staff Time	11/6/2023	8/26/2025	Pristine Infrastrucutre and Critical Facilities;	
Mays water availability.	Conveyance agreement with Bone Mesa for raw water coming off of Gelwick through the Town's pipe to the splitter box at Mays ON HOLD TILL FURTHER NOTICE	Staff Time (any rehabilitation will incur a cost TBD)		7.17.2024	Pristine Infrastrucutre and Critical Facilities;	

**TOWN OF PAONIA
DEPARTMENTAL SCORE CARD**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	ALIGNMENT WITH STRATEGIC PLAN	DATE COMPLETED
Construction standard update	Standards have been reviewed by Public Works. Waiting on final draft from respec - to add some changes before representing to BoT and an ordinance is drafted	NTE \$21,600	2/2/2024	8/26/2025	Pristine Infrastructure and Critical Facilities;	
Finish NorthWest corner of skatepark.	Looking at options to finish the unfinished portion of the skatepark. ON HOLD UNTIL FURTHER NOTICE - Agreements with North Fork Rec need drafted and new budget season before resources are directed to the skate park	Staff Time (any construction will incur a cost TBD)		8/26/2025	Pristine Infrastructure and Critical Facilities;	
Equipment and contract bids	Public works is currently seeking quotes for pavement milling (Samuel Wade Bridge contracted), asphalt rollers. PW is reaching out to Engineers to get a scope of work on bridge repairs as of 1.1.2025- Bridge grants are available and have been sent to Mary B	≈\$500,000		8/26/2025	Pristine Infrastructure and Critical Facilities;	
Roof repair - Town Hall	Randy with Quality Cool Roofing Solutions inspected the job on 7/29/24. Elite Commercial Roofing will inspect the job on 8/2/24. Innovative Roofing was contacted as well with no response. Elite is the only contractor that sent a quote. It will be discussed in the 8/27/24 public meeting. Repair was put on hold until spring/summer 2025	≈\$40,000	7.29.24	1/23/2025	Pristine Infrastructure and Critical Facilities;	
Apple Valley Plumbing	Needs to be cameraed to see the extent of damage under the concrete flooring	≈\$2,500		1/23/2025	Pristine Infrastructure and Critical Facilities;	
WATER DEPARTMENT						
Meter Audit	46 meter audits complete since Feb. 2024	Staff Time (replacements of meters TBD but ≈\$1,400/meter)	11.2023	1/24/2025	Pristine Infrastructure and Critical Facilities;	
WASTEWATER DEPARTMENT						
Utility Fee Study	Water and Sewer Rates need to be reviewed. 20-year cash flow analysis for water and upcoming restrictions on NPDES permit for wastewater necessitate increases in the rates for utilities. Proposed Rate increases on the Board agenda for December 12, 2023. RESPEC has been given a task order to complete a PNA for future funding in regards to the wastewater system, as part of the PNA a 20-year cash flow analysis will be completed which includes a utility fee study to cover the cost of debt financing repairs and improvements to the waste water collections and treatment systems.	≈\$15,000 (\$10,000 grant funding secured)	7.14.23	1.24.2025	Transparent, secure and accurate financial and Administrative Systems	
Aerator at the lagoon failure and disassembled	PW was approved to upgrade surface aeration at 3/11/25 meeting	≈\$18,000	1.1.2025	3/17/2025	Pristine Infrastructure and Critical Facilities; Safe and Resilient Community	
POLICE DEPARTMENT						
Compiling possible municipal code additions, subtractions, and combinations to address shortfalls in current muni code	Additions and updated ordinances have been submitted for code rewrite.	Staff Time	5/1/2023	3/16/2025	Organizational Excellence and Staff Development; Communication and Records Management	In Progress

**TOWN OF PAONIA
DEPARTMENTAL SCORE CARD**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	ALIGNMENT WITH STRATEGIC PLAN	DATE COMPLETED
Reactivation of Bicylce Patrol Unit	Equipment is being evaluated priced. Policies are being sourced for review,	Donated/Repurposed Eqpt/ <\$500	8/1/2024	3/1/2025	Safe and Resilient Community	In Progress
Reviewing possible municipal code fee/fine updates to adress shortfalls in current muni code	Reaching out to other like sized or surroundiung municipaplities to compile fee and fine amounts.	UNK	4/1/2023	3/1/2025	Organizational Excellence and Staff Development; Communication and Records Management	In Progress
Axon BWC and digital evidence storage contract renewal	Contract is agendized for review 03/25/2025 by BOT	\$36,534.40 over 5 Years	2/1/2025	3/24/2025	Safe and Resilient Community - Records Management	In Progress
Patrol Car Lettering	All newer patrol cars have been lettered and updated. Only the one remaining Chevy patrol vehicle is in nned of decals. Awaiting decal supplier on site quote.	<\$1000	7/30/2024	3/1/2025	Organizational Excellence and Staff Development -	In Progress
ESS Security Training	Department Staff are continuing to take the ESS trainings and work towards the 630 Point minimum point threshold	Staff Time	5/1/2023	3/1/2025	Safe and Resilient Community	Continuous
Implementation of Spillman FLEX	Working with DCSO on acquiring database access for ONE officers. Awaiting response from CBI.	\$25,121.24	3/1/2023	3/1/2025	Communications and Records management; Safe and Resilient Community	In Progress
Employee appraisal/review	Packets are completed and beeing reviewed by Admin staff. Annual goals and projects are being submitted and reviewed.	Staff Time	1/1/2024	3/1/2025	Organizational Excellence and Staff Development	In Progress
Red Dot Sights for service weapons	Red dot sights have been purchased, but are currently backordered.	\$4,203.54	7/1/2024	3/1/2025	Safe and Resilient Community	In Progress
Updated OHV Ordinance	Public safety committee has met and compiled a list of possible updates. Updated ordidinance has been drafted and reviewd by legal. Electric Vehicle regulations are being considered for addition to the OHV ordinance	Staff Time	9/1/2024	3/1/2025	Organizational Excellence and Staff Development; Communication and Records Management; Safe and Resilient Community	In Progress
Code Enforcement for parking/inoperable vehicles/RV's/snow removal/ <u>Dog registration</u>	Letters are being sent via mail and some are being delivered in-person via uniformed officer.	Staff Time	5/1/2024	3/1/2025	Safe and Resilient Community	Continuous
CDOT Revitalizing Main Streets Grant, "Safe Pathways for Paonia," 3-Points InX Grand, 4th & 5th						
Construction Timeline	An RFP must be updated for Federal requirements after receiving the RAISE Grant for \$1.88MM. Once completed, the project will go out to bid the Fall/Winter with construction scheduled to begin in Spring 2026.	≈\$2,900,000	7.17.23	7.18.2025	Pristine Infrastructure and Critical Facilities; Safe and Resilient Community	
Temporary Construction Easements	Temporary Construction Easements have been secured. There is one hold out that we will continue to attempt to get signed so that we can give the property owner a concrete driveway apron.	Included in Construction Cost	1.1.2025	7.18.2025	Pristine Infrastructure and Critical Facilities; Safe and Resilient Community	

**TOWN OF PAONIA
DEPARTMENTAL SCORE CARD**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	ALIGNMENT WITH STRATEGIC PLAN	DATE COMPLETED
Funding	The Town received Safe Routes to School funding (\$872,825.00) and Revitalizing Main Streets funding (\$1,010,592.00) for a total CDOT grand award of \$1,883,417.00. The Town also received a federal BUILD (RAISE) Grant for the project for \$1,884,901.00. This brings the total grant funding for 5th and Grand Avenue to \$3,768,318 with a required Town match of \$30,182.00	Engineers Opinion of Cost: \$2,925,675.00	7.18.2025	7.18.2025	Pristine Infrastructure and Critical Facilities; Safe and Resilient Community	
CDOT Revitalizing Main Streets Grant, "Safe Pathways for Paonia," 3-Points InX Grand, 4th & 5th	SGM CO #1 Forthcoming adding scope of work for GeoTech Eng. Svcs., and MOT plan to design set & Striping Plan, and Adding Add'l. meetings to Project Admin. as req. by CDOT. (Odisea didn't include in original design). CO #1 approved at the 8.22.23 Board Meeting, CO #1 was executed and submitted to SGM on 8.28.23. CDOT approved RMS Grant, R/W acquired from School Board and design is being finalized for construction. CDOT & SGM informed the Town that construction is likely in Spring 2025 and the estimated probable cost of construction is \$2.5MM. Meeting held with affected property owners in July 2024. FOR Meeting with CDOT held on 8/7/2024, cost now \$2.9MM. RAISE grant submitted for supplemental funding on 1.21.2025. Received the RAISE grant for approx. \$1.88MM in addition to SRTS and RMS funding. Paonia is listed as a DIRECT RECIPIENT for the grant!	≈\$2,900,000.00	7.14.23	7.18.2025	Pristine Infrastructure and Critical Facilities	
Hydrogeological Study						
Wrightwater Engineering / Hydrogeological	Wrightwater initial site visit to the springs. Spent 3 days on the mountain gathering data. Brush Clearing is set for this Spring. WWE gave a presentation to the Board about the spring boxes and how we plan to gather more raw water. Study will be conducted Spring 2025. WWE engineering to continue the project with the loss of lead hydrogeologist. Underground work to begin the week of 7/21/2025. Amendment to MSA on Board agenda for 7.22.2025 for additional scope of work.	\$197,974	7.20.23	7.18.2025	Pristine Infrastructure and Critical Facilities;	
Grant for \$25,000 Colorado River Water Conservation District Grant	Contract, COI and W-9 sent and received, have received reimbursements	Staff Time	7.20.23	1.24.2025	Pristine Infrastructure and Critical Facilities;	
Grant from Roundtable	\$25,000 awarded to Paonia for completing the Hydrogeological Study	Staff Time	7.20.23	1.24.2025	Pristine Infrastructure and Critical Facilities;	
CWCB Grant	Awarded \$147,973 towards the Hydrogeological Study	Staff Time	7.20.23	1.24.2025	Pristine Infrastructure and Critical Facilities;	
HOUSING NEEDS ASSESSMENT						
DOLA Grant filed for SB24-174 Updates	The HNA and HAP were completed and all funding has been reimbursed for the project, there was an amount that needed to be de-obligated. After DOLA reviewed the plan for consistency with state statutes, a new law, SB24-174 needed to be included in the HNA and HAP, the Town has filed a new grant request to help complete this requirement. Awards will be decided by 11/2025. The Town asked DOLA if we could use the same consultant in the grant application, we'll most likely keep with UrbanRural Continuum.	\$25,000 (reimbursement)	7.1.23	7.18.2025	Organizational Excellence and Staff Development; Communication and Records Management; Safe and Resilient Community	
COMPREHENSIVE PLAN						

**TOWN OF PAONIA
DEPARTMENTAL SCORE CARD**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	ALIGNMENT WITH STRATEGIC PLAN	DATE COMPLETED
Timeline	1/17 PC Meeting with Status Update; 1/22 Survey Questions from Consultant for Publication; 1/23 Status Update for BoT; 2/2 Staff Meeting with Consultant; 2/27 Status Update for BoT; 2/28 FLUM Meeting PH at PC; 3/1 Staff Meeting with Consultant; 3/13 Draft Element Presentation PH at PC Meeting for Infrastructure; 3/26 Status Update for BoT; 3/29 Staff Meeting with Consultant; 4/3 Draft Element Presentation PH at PC for Transportation, Governance & Community Participation; 4/23 Status Update for BoT; 4/26 Staff Meeting with Consultant; 5/1 Draft Element Presentation PH at PC for Growth Framework, Economic Development, Parks, Recreation & Trails; 5/28 Status Update for BoT; 6/5 Final Presentation PH for Adoption at PC; 6/18 PH Final Adoption by BoT; EXTENSIVE TIMELINE AVAILABLE ON THE TOWN WEBSITE. The Comprehensive Plan was adopted by PCR 01-25 on 7.16.2025 and will go to the BoT on 7.22.2025 for Acceptance, and to the BoCC after BoT approves.	\$68,275.00	1.19.23	7.18.2025	Organizational Excellence and Staff Development; Communication and Records Management; Safe and Resilient Community	
DOLA Planning Grant	Reimbursement for work already completed will be submitted during week of 11.27.23, final DOLA reimbursement incomplete until the project is finished; item is tracked on budget/actuals each month on the grant reporting page. Final grant reimbursement submitted on 7.17.2025 to closeout the project.	\$25,000 (reimbursement)	5.1.23	7.18.2025	Organizational Excellence and Staff Development; Communication and Records Management; Safe and Resilient Community	
PHASE I - WATER IMPROVEMENTS						
Proposed Alignment	Meeting held on 7.24.23 regarding Existing water line alignment & GIS Data Accuracy. Proposed alignment options to consider, avoid easements by placing the water line in road R/Ws. AC line feeding old water plant, Evaluate PRV needs. Main Line improvements are being realigned so that they follow existing rights of way along roadways in areas that they are possible to be relocated. Waiting on final draft with Trustee Hunters suggestions fixed	≈\$6,000,000.00	7.24.23	3/17/2025	Pristine Infrastructure and Critical Facilities;	
Easement Acquisition	May need to plan for two lines, potable and raw water; Town representative to negotiate easements (Town Administrator) once they're located. Land acquisition amounts have changed and are being finalized, if necessary at all. Nicki called County Clerk. No records of official easements. <u>Surveyor and Engineering are working on getting the paperwork established. Easement</u>	Included in cost associated with proposed alignment	8.1.23	1/24/2025	Pristine Infrastructure and Critical Facilities; Communication and Records Management	
File for EIAF Tier II Grant	On 7.27.23, a grant application was filed for EIAF Tier II with project number 09721. DOLA Staff accepted the application for consideration on 8.3.23. Town was awarded \$965,000 for Tank Relining.	\$965,000 (reimbursement)	7.27.23	7.18.2025	Pristine Infrastructure and Critical Facilities;	
SRF Loan Application	SRF Loan Application is being considered for FY - 2024 and is budgeted for approximately \$11MM, Application is complete and awaiting a hearing by the authority to decide whether or not the Town will be awarded funding. Project is fully funded, \$3,000,000 grant; approx. \$6.4MM in low interest loans	Staff Time	3.1.23	7.18.2025	Pristine Infrastructure and Critical Facilities;	

How to Use this Template

To make the process of multiyear capital planning easier, the Town Administrator & Treasurer has constructed this template, which allows for the determination and assessment of capital needs, and the consideration of the costs and budget impact of capital improvements.

Capital Needs, this is a list of all needed capital improvement projects, including a general description, their estimated costs, funding sources, time for completion, and the date by which they must be completed. The projects from this sheet fill in the projects section of the Needs Assessment sheet. Do not use this for vehicle purchases, but do use it for machine-powered equipment such as pavers, rollers, lawnmowers, etc.

Needs Assessment, all of the projects from the Capital Needs sheet are assessed by factors determined by the Strategic Plan, necessity, and funding source. Other criteria may be utilized at the discretion of the Town Administrator & Treasurer and/or the Board of Trustees.

Vehicle Replacement Schedule, this is a list of all needed vehicle replacements or major maintenance for existing fleet, including vehicle make and model, their estimated costs, funding sources. Also use this for maintenance on existing machine-powered equipment such as pavers, rollers, lawnmowers, etc.

Capital Improvement Plan, this is a five-year plan that takes the high-priority projects from the needs assessment and shows the overall costs. These costs are used to fill in the Budget Impact sheet.

Total Budget Impact, this summarizes and shows the effect on future operating budgets of the projects that are listed in the Capital Improvement Plan. The costs to the operating plan that are determined here can be used in an operational Multiyear Financial Plan.

Assets Inventory, this is to help build a comprehensive inventory of capital assets, which can be invaluable in determining the current condition of capital assets and potential future capital spending needs. Existing records, long-tenured employees, and insurance carriers can be good sources for this inventory.

Modifying for Future Years

The period covered by this plan may be modified by changing the current year in the Capital Improvement Plan, in cell E7 (currently '2026'), to the desired current year of the plan.

Capital Acquisitions, Improvement, and Replacement Needs *(Fill in all relevant sections.)*

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VEHICLE REPLACEMENT SCHEDULE

Vehicle ID #	Dept.	Year	Vehicle Type/Make	Type	FY25	FY26	FY27	FY28	FY29	FY30	FY31
PW F700	PW	1982	F700 Welding Truck	Truck							
PW ODB01	PW	2017	ODB01 Leaf Vac	Equipment							
PWAC01	PW	2003	AC01 - Air Compressor	Equipment							
PW4	PW	2007	T01 - Car Trailer	Trailer							
PWBH01	PW	2008	BH01 - Back Hoe	Machinery							
PWEX01	PW	2010	EX01 - Mini Excavator	Machinery							
PWSS01	PW	2020	SS01 - Skid Steer	Machinery							
PW	PW	2024	Polaris Side by Side	Machinery							
PW	PW	2024	Can-Am Side by Side	Machinery							
PWVT01	PW	2024	Vermeer Vac Trailer	Equipment							
PWF04	PW	2014	F-150 x2208	Truck		X					
PWF03	PW	2014	F-150 x5487	Truck		X					
PWSS02	PW	2007	Isuzu/Tymco Street Sweeper	Equipment				X			
PWPT01	PW	2008	Magnum Products Big 4	Equipment							
PWST01	PW	2000	Chevy Silverado Plow Truck	Truck			X				
PWFDT01	PW	2004	Ford F-350	Truck							
PWFB01	PW	2007	Dodge Ram	Truck							
PW18	PW	1972	International 1600	Truck							
PWC02	PW	1994	Chevy 1500 x2173	Truck		X					
PWDT02	PW	1991	International Tandem F-2554	Truck			X				
PW	PW	1993	HMD Trailer	Trailer							
PW	PW	1996	HMD Trailer	Trailer							
PW	PW	2008	Cat 297C	Machinery		X					
PWF05	PW	2008	F-150 x1087	Machinery		X					
	PW		Grasshopper mower	Machinery			X				
	PW	1970s	Old blue mower	Machinery		X					
	PW		Push mowers	Equipment		X					

Town of Paonia

Capital Improvement Plan Needs Assessment

2026-2030

(Fill in blue sections. The other sections will be automatically filled in or calculated.)

Step 1: List the criteria (e.g., cost, need) you will use to evaluate the project or acquisition. You may add criteria as needed.

Step 2: Assign a weight to each criterion on a scale of 1 - 10, with 10 being the most important.

CRITERION	WEIGHT
1 Criticality of Failure (Public Health & Safety)	10
2 Age	5
3 Obsolescence	8
4 Alignmnet with Strategic Plan	9
5 Community Impact	3
6 Feasability	6
7 Board Request	4
8 Grant Funded	7
9	
10	

Step 3: Projects will be populated from Capital Needs list. Consider each criterion for each project and assign a rating from 1-10 on how well it meets that criterion. Add project lines as needed.

Step 4: Set Project Score needed for inclusion in Capital Improvement Plan:

PROJECT NAME	CRITERION 1 Criticality of Failure (Public		CRITERION 2 Age		CRITERION 3 Obsolescence		CRITERION 4 Alignmnet with Strategic Plan		CRITERION 5 Community Impact		CRITERION 6 Feasability		CRITERION 7 Board Request		CRITERION 8 Grant Funded		PROJECT SCORE
<i>Additional projects may be added by using the copy function to add rows. Rows must also be added to the Capital Improvement Plan tab.</i>	Rating	Weight	Rating	Weight	Rating	Weight	Rating	Weight	Rating	Weight	Rating	Weight	Rating	Weight	Rating	Weight	
Admin - 1		10		5		8		9		3		6		4		7	0
Admin - 2		10		5		8		9		3		6		4		7	0
PW - 1	8	10	7	5	8	8	6	9	10	3	5	6	0	4	7	7	342
PW - 2	8	10	10	5	7	8	10	9	10	3	5	6	0	4	7	7	385
PW - 3	10	10	10	5	8	8	10	9	10	3	7	6	0	4	7	7	425
PW - 4	5	10	10	5	10	8	10	9	10	3	2	6	0	4	7	7	361
PW - 5	10	10	10	5	10	8	10	9	10	3	2	6	0	4	7	7	411
PW - 6		10		5		8		9		3		6		4		7	0
PW - 7		10		5		8		9		3		6		4		7	0
PW - 8		10		5		8		9		3		6		4		7	0
PW - 9		10		5		8		9		3		6		4		7	0
Admin - 3		10		5		8		9		3		6		4		7	0
PW - 10		10		5		8		9		3		6		4		7	0
PW -11		10		5		8		9		3		6		4		7	0
PW - 12		10		5		8		9		3		6		4		7	0
PW- 13		10		5		8		9		3		6		4		7	0
PW - 14		10		5		8		9		3		6		4		7	0
PW -15		10		5		8		9		3		6		4		7	0
Admin - 3		10		5		8		9		3		6		4		7	0
PW- 16		10		5		8		9		3		6		4		7	0
PW - 17		10		5		8		9		3		6		4		7	0
0		10		5		8		9		3		6		4		7	0
0		10		5		8		9		3		6		4		7	0
0		10		5		8		9		3		6		4		7	0
0		10		5		8		9		3		6		4		7	0

	0		10		5		8		9		3		6		4		7	0
	0		10		5		8		9		3		6		4		7	0
	0		10		5		8		9		3		6		4		7	0
	0		10		5		8		9		3		6		4		7	0
	0		10		5		8		9		3		6		4		7	0

Fund Key: GF - General Fund ; WU - Water Utility ; SU - Sewer Utility ; Trash - Sanitation Enterprise ; ST - Sales Tax for Capital Improvements ; SW - Sidewalk Fund ; CTF - Conservation Trust Fund

2026-2030

[illegible]

				Total Financing/ Revenues Sources	Financing/Revenues Incurred in Each Year					Balance	Notes
Fund	Project Name (Populated from above)	Department	Date of Completion		Current Year	Future Plan Years					
					2026	2027	2028	2029	2030		
0	0	0	4/1/2026	\$0						\$0	
0	0	0	10/1/2026	\$0						\$0	
0	0	0	4/1/2026	\$0						\$0	
0	0	0	TBD	\$0						\$0	
0	0	0	TBD	\$0						\$0	
0	0	0	1/0/1900	\$0						\$0	
0	0	0	1/0/1900	\$0						\$0	
0	0	0	1/0/1900	\$0						\$0	
0	0	0	1/0/1900	\$0						\$0	
0	0	0	1/0/1900	\$0						\$0	
0	0	0	1/0/1900	\$0						\$0	
0	0	0	1/0/1900	\$0						\$0	
0	0	0	1/0/1900	\$0						\$0	
0	0	0	1/0/1900	\$0						\$0	
0	0	0	1/0/1900	\$0						\$0	
0	0	0	1/0/1900	\$0						\$0	
0	0	0	1/0/1900	\$0						\$0	
0	0	0	1/0/1900	\$0						\$0	
0	0	0	1/1/2026	\$0						\$0	

0	0	0	1/0/1900	\$0						\$0	
0	0	0	1/0/1900	\$0						\$0	
0	0	0	1/0/1900	\$0						\$0	
0	0	0	1/0/1900	\$0						\$0	
0	0	0	1/0/1900	\$0						\$0	
0	0	0	1/0/1900	\$0						\$0	
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0	0	0	1/0/1900	\$0						\$0	
0	0	0	1/0/1900	\$0						\$0	
0	0	0	1/0/1900	\$0						\$0	
0	0	0	1/0/1900	\$0						\$0	
0	0	0	1/0/1900	\$0						\$0	
0	0	0	1/0/1900	\$0						\$0	
TOTAL PROJECT FINANCING/REVENUES				\$0	\$0	\$0	\$0	\$0	\$0	\$0	

Town of Paonia
Capital Improvement Plan
Total Budget Impact

2026-2030

(Sections will be populated with data from the Capital Improvement Plan.)

	Future Plan Years				
	Current Year				
	2026	2027	2028	2029	2030
Total Estimated Financing/Revenues Sources	\$0	\$0	\$0	\$0	\$0
Total Estimated Project Costs	\$0	\$0	\$0	\$0	\$0
Total Budget Impact	\$0	\$0	\$0	\$0	\$0

Notes: Remember to consider debt service costs and impacts.

**Town of Paonia
Capital Improvement Plan
Assets Inventory**

2026-2030

(Fill in all relevant sections.)

[illegible]



**TOWN OF PAONIA
BOARD OF TRUSTEES MEETING
STAFF REPORT**

AGENDA ITEM:	Public Hearing: Item H1 – Rezoning Application (Loretha Barnes Rolf, 201 Box Elder Avenue)
SUBMITTED BY:	Samira Vetter, Town Clerk & Ruben Santiago, Deputy Clerk
DATE:	September 19, 2025
BACKGROUND:	The Planning Commission recommended the conditional approval of the rezoning at their September 8, 2025 meeting. recommended motions. 1) I move to approve Ordinance 25-09 for a limited rezoning and amending the official zoning map regarding property known as 201 Box Elder Avenue, with the condition that the property owner complies with all provisions of the Town's utility code for water, sewer and trash. 2) I move to recommend denial of REZ-25-01 because the applicant has not sufficiently demonstrated compatibility with the Comprehensive Plan's neighborhood character goals and the amendment may adversely affect adjacent properties. 3) I move to defer a decision on REZ-25-01 to allow for further study or additional public input.
BUDGET:	A total of \$500 was applied to 10-32-04 – App. Fees, Licenses – Town Rezoning Application Fee.
RECOMMENDATION:	Please see above
ATTACHMENT:	Ordinance 25-09 09/08/2025 DRAFT Planning Commission Minutes REZ-25-01 Staff Report 20250811 Certified Mail Receipts 20250814 Affidavit of Publishing

TOWN OF PAONIA, COLORADO
ORDINANCE NO. 25-09
AN ORDINANCE OF THE TOWN OF PAONIA FOR A LIMITED REZONING AND
AMENDING THE OFFICIAL ZONING MAP REGARDING PROPERTY KNOWN AS
201 BOX ELDER AVENUE

WHEREAS, the Town of Paonia, Colorado is a statutory town incorporated under the laws of the state of Colorado; and

WHEREAS, the Town of Paonia acting by and through its Town Board of Trustees has the power to regulate land use matters pursuant to Colorado Revised Statutes (C.R.S.) Section 31, Article 23 et seq.; and

WHEREAS, the Board of Trustees (“BOT”) of the Town of Paonia (“Town”) are authorized to amend the Town's Zoning Map pursuant to the Town's Municipal Code Section 16-1-10 et seq.; and

WHEREAS, a Re-Zone Application (“Application”) has been submitted pursuant to Municipal Code Chapter 16 – Zoning, requesting rezoning from Community Commercial District (C-2) to Higher Density Residential District (R3), for certain property located within the Town referred known as 201 Box Elder Avenue which is depicted on Exhibit A and described on Exhibit B attached hereto and incorporated herein (the “Property”); and

WHEREAS, On September 8, 2025, the Town Planning Commission conducted a public hearing and considered the Application, the testimony of the Applicant and members of the public, and other evidence presented at such hearing and subsequently approved a recommendation for the BOT, amending the official zoning map regarding property known as the 201 Box Elder Avenue, changing the zoning on the subject parcel Community Commercial District (C-2) to Higher Density Residential District (R3) subject to the conditions of approval, if any, as stated by the Town Planning Department; and

WHEREAS, On September 23, 2025, the BOT has considered the recommendation of the Planning Commission, the report, if any, of the Town Planning Department, the testimony of the Applicant and members of the public, and other evidence presented at such hearing; and

WHEREAS, the BOT finds and determines that a limited rezoning of the Property from Community Commercial District (C-2) to Higher Density Residential District (R3) is in the best interests of the Town; and,

WHEREAS, the BOT determines that it is the best interests of the Town to amend the Town's Zoning Map by rezoning Community Commercial District (C-2) to Higher Density Residential District (R3); and

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF PAONIA, COLORADO as follows:

1. **Incorporation of Recitals.** The recitals set forth above are incorporated and ordained hereby as if set forth hereafter in full.
2. **Zoning Approval.** The Application is hereby approved, changing the base zoning classification of the Property from Community Commercial District (C-2) to Higher Density Residential District (R3), subject to the conditions of approval, if any, as stated in the report of the Town Planning Department.
3. **Amendment of Zoning Map.** The official zoning map of the Town of Paonia, as amended from time to time, is further amended to designate the base zoning of the Property as Higher Density Residential District (R3).
4. **Public Inspection.** The full text of this Ordinance, with any amendments, is available for public inspection at the office of the Town Clerk.
5. **Severability.** If any portion of this Ordinance is found to be void or ineffective, it shall be deemed severed from this Ordinance and the remaining provisions shall remain valid and in full force and effect.
6. **Posting, Publication and Effective Date.** Following the passage of this, the Town Clerk shall publish this Ordinance in full in a newspaper published within the limits of the Town. This Ordinance shall take effect 30 days after such publication.

THIS ORDINANCE WAS INTRODUCED AND ADOPTED BY THE BOARD OF TRUSTEES OF THE TOWN OF PAONIA, COLORADO, UPON A MOTION DULY MADE, SECONDED, AND PASSED AT ITS REGULAR MEETING HELD AT THE TOWN OF PAONIA ON THE 23RD DAY OF SEPTEMBER, 2025.

TOWN OF PAONIA

By: _____
Paige Smith, Mayor

ATTEST:

Samira M. Vetter, CMC, Town Clerk

Approved as to form and contents:

Clayton M. Buchner, Town Attorney

Property Record Card

DELTA COUNTY Delta County Assessor

ROLF LORETHA A
PO BOX 511
PAONIA, CO 81428-0511

Account: R009088
Tax Area: BR- - BR-
Acres: 0.350

Parcel: 324506139004
Situs Address:
201 BOX ELDER AVE
PAONIA, 81428

Value Summary

Value By:	Market	Override
Land (1)	\$106,000	N/A
Extra Features (1)	\$0	N/A
Multi (1)	\$453,605	N/A
Total	\$559,605	\$559,605

Legal Description

201 BOX ELDER AVE PAONIA 81428 S: 6 T: 14S R: 91W
Subdivision: FOOTE/WILLIAMSON ADDITION Block: 3 Lot: 37
THRU:- Lot: 40 AND:- Lot: A TOTAL 0.35 AC+-LOTS 37 THRU 40 &
LOT A BEING ADJ LOT 40 & ALSO PT OF VACATED ALLEY. SEC
6 T14S R91W 6PM BK 431 PG 797 (R-332573) BK 441 PG 1613 (R-
345600) BK 662 PG 389 R-678685DC R-684709 ESMNT R-696198SA
R-696159 R-697563CORR



Public Remarks

Entry Date	Model	Remark
11/26/2002		MAIL ADD CHNGD AS PER OWNER'S REQ/TREAS 11-02 GW
05/18/2004		UPDATED INVENTORY PER SITE VISIT AND CONVERSATION WITH OWNER 05/04 RH
05/18/2004		FUS IS 62% COMPLETE AS OF 5/04 ESTIMATED TOTAL COMPLETE AT 85% FOR SFR RH
02/10/2016		CHANGED ABSTRACT CODES ON IMP FROM 1212 TO 1215 TO MATCH LAND AND BVAL
06/29/2017		SENT LETTER TO OWNER, LEGAL IS WRONG, SB LOT A NOT LOT 1 - MM 125 X 125 SITE 12/85 JC

Sale Data

Doc. #	Sale Date	Deed Type	Validity	Verified	Sale Price	Ratio	Adj. Price	Ratio	Time Adj. Price	Ratio
B: 662 P: 389	08/08/1990	WJ	UV	Y	\$58,000	964.84	\$58,000	964.84	\$58,000	964.84

Land Occurrence 1

LVal	100411 - PAO TOWN LOT > .13 AC	Abstract Code	1115 - 1115 - duplex/triplex land
Lot Front	0	Lot Depth	0
Adj 1	100	Adj 2	100

Property Record Card

DELTA COUNTY Delta County Assessor

Land Occurrence 1

Adj 3	100	Adj 4	100
Neighborhood	41001 - PAONIA	Road	6 - S PAVED
TOPO	1 - AVG TOPO	Utilities	7 - W/S/E/G
Appr Dist	3 - PAONIA - CHRIS	Subdivision	40002 - PAONIA ORIGINAL
Use Code	1000	Review Date	200405 - 4-May

SubArea	ADJUSTED	HEATED	PRIME	ACTUAL
LT	1			1
Total	1.00			1.00
	Value	Rate	Rate	Rate
	\$106,000	106,000.00		106,000.00

Extra Features Occurrence 1

CODE	15400 - SHED INVENTORY 10 X 10 OR LESS	Abstract Code	1215 - DUPLEX/TRIPLEX IMPROVEMENTS
DIM1	10	DIM2	10
Neighborhood	41001 - PAONIA	ECONAREA	1 - ECONAREA-TOWNS
Review Date	May-04		

SubArea	ADJUSTED	HEATED	PRIME	ACTUAL
UT - UT	100			100
Total	100.00			100.00
	Value	Rate	Rate	Rate
	\$0			

Multi Occurrence 1

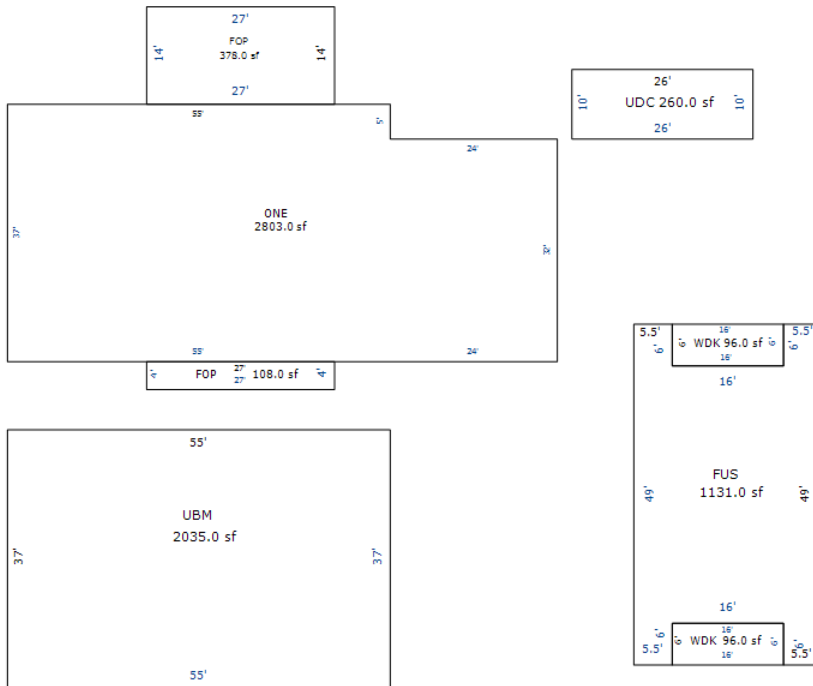
BVAL	121500 - DUP/TRI	Arch Style	3 - DUPLEX/TRIPLEX
Exterior wall	31 - VINYL	RCVR	2 - COMP/SHING
RSTR	4 - GABLE/HIP	Interior Wall	4 - DRYWALL
Flooring	6 - HARDWOOD 12 - FORMICA/LAMINATE	Heating Fuel	3 - GAS
Heating Type	5 - HOT WATER	Air Conditioning	4 - ROOF TOP
QUAL	3 - AVERAGE	Frame type	1 - WOOD FRAME
STYS	1.5 - STYS	Subdivision	40019 - FOOTE/WILLIAMSON ADDITION TO P
Number of Baths	3	RMS	9
Number of Bedrooms	7	Actual Year Built	1930
Effective Year Built	1970	Use Code	RESIDENTIA
DEPR01	1970 - DEPR01		

SubArea	ADJUSTED	HEATED	PRIME	ACTUAL
FOP - F.OPN/PORC	146			486
FUS - F.UPPERST	905	1,131	1,131	1,131
ONE - ONE STORY	2,803	2,803	2,803	2,803
UBM - BASMT/UNF.	407			2,035
UCP - CARPRT/UNF	52			260
WDK - WD DECK/BL	38			192
Total	4,351.00	3,934.00	3,934.00	6,907.00
	Value	Rate	Rate	Rate
	\$453,605	104.25	115.30	65.67

Property Record Card

DELTA COUNTY Delta County Assessor

Multi Occurrence 1



Abstract Summary

Code	Classification	Non-School Actual Value	Non-School Taxable Value	School Actual Value	School Taxable Value	Actual Override	Taxable Override
1115	1115 - duplex/triplex land	\$106,000	\$6,625	\$106,000	\$7,473	\$106,000	\$6,625
1215	1215 - duplex/triplex-improvement	\$453,605	\$28,350	\$453,605	\$31,979	\$453,605	\$28,350
Total		\$559,605	\$34,975	\$559,605	\$39,452	\$559,605	\$34,975

Account: R009088

<-Prev 7 of 14 Results Next->

Location

Situs Address 201 BOX ELDER
AVE

City PAONIA

Tax Area Id BR- - - BR-

Parcel Number 324506139004

Legal Summary 201 BOX

ELDER AVE PAONIA 81428 S:

6 T: 14S R: 91W Subdivision:

FOOTE/WILLIAMSON

ADDITION Block: 3 Lot: 37

THRU:- Lot: 40 AND:- Lot: A

TOTAL 0.35 AC+-LOTS 37

THRU 40 & LOT A BEING ADJ

LOT 40 & ALSO PT OF

VACATED ALLEY. SEC 6 T14S

R91W 6PM BK 431 PG 797 (R-

332573) BK 441 PG 1613 (R-

345600) BK 662 PG 389 R-

678685DC R-684709 ESMNT

R-696198SA R-696159 R-

697563CORR

Owner Information

Owner Name ROLF
LORETHA A

Owner Address PO
BOX 511
PAONIA, CO 81428-
0511

Assessment History

Actual (2025)

\$559,605

School Assessed

\$39,452

Non-School Assessed

\$34,975

Tax Area: BR- Mill Levy Total: 73.3220

Mill Levy School:30.6430 Mill Levy Non-School:42.6790

Type	Base Actual	Actual (School)	Actual (Non- School)	Assessed (School)	Assessed (Non- School)	Acres	SQFT	Units
Improvements	\$453,605	\$453,605	\$453,605	\$31,979	\$28,350		3934.000	3.000
Land	\$106,000	\$106,000	\$106,000	\$7,473	\$6,625	0.350	0.000	1.000

Transfers

Sale Date

Sale Price

08/09/2022

\$0

06/21/2017

\$0

01/04/2006

\$0

08/08/1990

\$58,000

Doc Description

QUIT CLAIM DEED

QUIT CLAIM DEED

DEATH CERTIFICATE

WARRANTY DEED JOINT TEN

Images

- [Photo](#)
- [Sketch](#)
- [GIS](#)



Town of Paonia
214 Grand Avenue
Monday, September 8, 2025 6:00 PM
Planning Commission Minutes

Record of Proceedings

Chair Watson calls the meeting to order at 6:00 PM.

Roll Call

Present:

Chair Watson

Vice Chair Howe

Commissioner Bachran (Zoom)

Commissioner Hunter

Commissioner Smith

Commissioner Wynn

Absent:

Commissioner Stelter

Approval of Agenda

Commissioner Hunter makes a motion to approve the agenda, seconded by Commissioner Wynn.

The motion carries unanimously.

Approval of Minutes

Vice Chair Howe makes a motion to approve the August 4th meeting minutes, seconded by Commissioner Hunter.

Voting Aye: Chair Watson, Vice Chair Howe, Commissioner Wynn, Commissioner Smith, Commissioner Hunter

Voting Nay: None

Abstain: Commissioner Bachran

The motion carries with Commissioner Bachran abstaining due to being absent that day.

Public Hearing

Consideration of an Application from Loretha (Barnes) Rolf for a Rezoning of a Property located at 201 Box Elder Avenue, Paonia CO, 81428, from Community Commercial District (C-2) to Higher Density Residential District (R3).

Commissioner Wynn makes a motion for a 5-minute recess, seconded by Vice Chair Howe.

The motion carries unanimously.

Chair Watson opens the public hearing at 6:10 PM.

Clerk Vetter confirms proper notification.

Commissioner Wynn discloses that he prepared the staff report while training the Permit Coordinator.

Commissioner Wynn reads the staff report for the property.

Commissioner Wynn answers Chair Watson's question about what staff members were a part of the preparation. He answers the Utility and Permits Coordinator, Clerk's Office, Public Works, Police Department and Administration.

Liz Heidrick of Needle Rock Realty, appearing on behalf of the applicant, is sworn in and explains the property layout, cost and why rezoning makes sense and that the owner is interested in correcting the non-conforming use.

Public Comment:

Ryan Roscoe, a nearby resident, spoke to clarify whether the rezoning would result in additional units or traffic impacts. He expressed relief that the rezoning primarily served to bring the property into compliance with its existing use.

In rebuttal, Liz Heidrick reiterated that no immediate expansion was planned. Commissioner Wynn clarified that the rezoning itself would not increase the number of units but would permit up to six units on the lot under R3 zoning, provided code requirements were met. He also emphasized that the utility billing issue was one of correcting base rates, not installing new water taps, and that any future expansion would be subject to applicable reviews.

The Commission discussed parking requirements, density allowances, and utility compliance. Commissioners agreed that the rezoning request aligned zoning with actual conditions, supported the Comprehensive Plan, and maintained neighborhood compatibility. Public comments are closed.

Chair Watson lists the documents to be held as public record. There are no objections to the evidence entered into the public record.

Commissioner Hunter asks Mr. Roscoe if his concerns have been alleviated and he does ask if the C-2 designation keeps a fifth unit from being built.

Commissioner Wynn answers, yes but a conditional recommendation could be done, to which Commissioner Hunter comments she is not in favor of adding conditions since it tends to complicate matters that you are trying to make simpler.

Chair Watson asks about parking requirements, setbacks, and other items in the code that could prevent the addition of any more units. Commissioners Wynn, Smith and Hunter discussed why the moratorium would preclude that by itself, and that a special use review would also be needed,

prompting another public hearing and neighbor notifications.

Commissioner Smith asks about the number of base rates for sewer and how it would change.

Vice Chair Howe asks about new garbage rates and how it would affect the billing. A discussion ensues between Commissioners Smith, Watson, Howe and Wynn about how that would be dealt with, including proper addressing.

Chair Watson asks about how rates are being decided with apartments and whether this would be the same way.

Commissioner Wynn points out that rates would be decided separately from the Planning Commission and doesn't have to do with the rezoning.

The Commissioners discuss the potential motions that are available

Vice Chair Howe inquired about the parking situation, specifically whether adequate parking is available and at what point parking requirements apply, noting that this matter does not alter the use but rather addresses its nonconforming status.

Town Municipal Code Section 16-6-10 – Off Street Parking Spaces Required - is read by Commissioner Smith.

Commissioner Hunter comments that this rezoning makes sense.

Chair Watson closes the public hearing at 7:03 PM.

Commissioner Hunter makes a motion to recommend conditional approval of Rezoning Case RES-25-01 for the property at 201 Box Elder Avenue, with the condition that the property owner complies with all provisions of the Town's utility code for water, sewer, and trash, seconded by Commissioner Smith.

Voting Aye:

Chair Watson

Vice Chair Howe

Commissioner Bachran

Commissioner Smith

Commissioner Hunter

Abstain:

Commissioner Wynn

The motion carries.

Adjournment

Chair Watson adjourns the meeting at 7:07 PM.

Samira M. Vetter, Town Clerk

Lynn Howe, Vice Chair

DRAFT



**TOWN OF PAONIA
PLANNING COMMISSION & COMMUNITY DEVELOPMENT
STAFF REPORT**

STAFF REPORT

APPLICATION FOR RE-ZONING REZ-25-01

(Real Estate Parcel Number: 324506139004,

Commonly known as 201 Box Elder Avenue Paonia, CO 81428)

August 29, 2025

Background

REZ-25-01 is an application for zoning amendment as outlined in §16-14-20 of the Town of Paonia's Municipal Code of Ordinances. The property in question is located at 201 Box Elder Avenue, Paonia, CO 81428, and is legally owned by Loretha (Barnes) Rolf, PO Box 511, Paonia, CO 81428. The property assessor has designated this real estate parcel as: 324506139004.

The existing zoning is **C-2 (Community Commercial District)**, and the request is to rezone to **R-3 (Higher Density Residential District)**. The subject property is 0.35 acres (15,246 square feet) and is currently used as a four-unit apartment building. The structure originated as a church and parsonage, as reported by the applicant, later converted into a single-family residence, and subsequently expanded into four units. While the construction of additional units generally followed proper building permits and inspections, zoning approvals were not secured at the time, either due to a lack of enforcement or oversight by the Town. This history has created a **nonconforming use** under the Paonia zoning code.

The applicant has provided the following with the request: a recorded warranty deed with legal description, a written statement addressing rezoning criteria, photographs of the property, proof of fee payment (\$500), and a signed application dated July 5, 2025. Public notice has been properly executed as required by §16-16-10 of the Town's Code: notices were mailed to property owners within 200 feet, and the subject property has been posted.

Applicant's Statement (August 5, 2025)

The applicant asserts that rezoning the parcel from C-2 to R-3:

- Reflects the existing use of the property as multi-family housing.
- Supports the Comprehensive Plan and Housing Needs Assessment goals of increasing affordable housing availability.
- Does not negatively affect public health, safety, or welfare.
- Aligns with neighborhood transitions and trends.

The applicant emphasizes that the property footprint has not expanded and that it includes adequate off-street parking.



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Full Statement Submitted August 5, 2025:

"Dear Members of the Planning and Zoning Commission,

On behalf of property owner Loretha Rolf, we respectfully submit this request to rezone the property located at 201 Box Elder Avenue, Paonia, Colorado from its current C2 (Commercial) zoning designation to R3 (Residential High Density).

The property in question is a 0.35-acre parcel (15,246 square feet) that currently consists of four individual apartment units within a single structure. The building has remained unchanged in footprint since its original construction and continues to provide valuable housing to the community. The site includes ample off-street parking and is well suited to its residential use.

We believe that rezoning this property to R3 is both reasonable and beneficial. The proposed change:

Reflects the existing use of the property as a multifamily residence. Supports the Town's master plan by helping to address the critical need for affordable housing in Paonia. Does not negatively impact public health, safety, or welfare, nor does it place a burden on surrounding properties. Aligns with changes in the surrounding area, which has seen a shift in use and demand since the time the original zoning was established.

We respectfully request the Town's consideration and support in granting this zoning variance. This action will allow the property to continue serving as a vital housing resource in our community, without requiring any physical changes or new development.

Thank you for your time and consideration. please let us know if additional documentation or public input is needed to proceed."

The full application is attached as **Attachment A**.

General Information

The applicant is requesting to rezone a single property consisting of approximately 0.35 acres, identified as Lots 37 through 40 and Lot A of the Foote/Williamson Addition, from its existing zoning designation of Community Commercial (C-2) to Higher Density Residential (R-3). Rezoning would bring the existing four-unit multi-family residential building into conformity with the zoning map and would allow for its continued lawful use as multi-family housing.

All rezoning applications are required to include a recorded warranty deed with a legal description of the property. The Delta County Assessor's Office Property Card with recorded warranty deed and legal description of the property is included with this report as **Attachment B**.

The current zoning designation of Community Commercial (C-2) anticipates commercial and business uses requiring larger ground-level floor areas and access to arterial routes. This designation does not align with the existing residential character and use of the subject property, which has been developed as a four-unit apartment building since its alleged conversion from a church and parsonage beginning in the mid-twentieth century. The use of the property as multi-family housing is inconsistent with the intent of the C-2 district but would be a permitted use under R-3 zoning.



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The Town's Code defines a Higher Density Residential District (R-3) in §16-2-50 as intended to, "...provide for the orderly and creative development of residential areas with density substantially higher than the Low-Density or Medium-Density Districts yet compatible with the present scale and character of the Town. Higher density residential areas may be appropriately located as a part of planned developments, adjacent to medium-density residential areas, commercially zoned areas, adjacent to the core commercial area or downtown and within close proximity to major collector or arterial streets."

The Town's Code defines a Community Commercial District (C-2) in §16-2-80 as intended to, "...augment the commercial and business needs of the community by providing for the orderly development of commercial facilities that, because of their specific nature, require closer access to arterial routes or immediate access to large parking areas or require generally larger ground-level floor areas than the smaller retail shops as encouraged in the core commercial areas."

The subject property is located within a developed neighborhood in the Foote/Williamson Addition and is surrounded primarily by adjacent community commercial (C-2) and Light Industrial uses and properties along arterial routes with residential uses to the rear of the property. The front of the property faces Second street which is predominantly a commercial corridor, with businesses on the immediate West and South sides of the property. There is a Residential neighborhood to the North (rear) of the property along Box Elder, and a residential home to the West, which are also the roadway (Box Elder) for the address of the property.

In community development planning best practices, higher-density residential uses are considered appropriate when located adjacent to more intense districts such as Community Commercial (C-2) or Light Industrial. These multi-family areas serve as effective transition zones between commercial activity and lower-density residential neighborhoods, while also benefiting from existing infrastructure and proximity to services. The current Community Commercial zoning of the subject property is inconsistent with its established residential use and the surrounding neighborhood character, whereas rezoning to Higher Density Residential (R-3) would harmonize the zoning designation with actual conditions, provide a more suitable buffer, and advance broader planning objectives of housing diversity and efficient land use. Rezoning to a higher density residential zoning designation, the property would become a buffer to the R-1 zoning use of the neighborhood to the rear (North) of the property from the C-2 and I-1 uses to the properties immediate West and South.

Comprehensive Plan Analysis

The Town of Paonia Comprehensive Plan (adopted July 16, 2025) provides several relevant guiding principles:

- **Land Use Goal LU-3:** Encourage infill and redevelopment where infrastructure exists. Rezoning this parcel would legalize and stabilize an existing multi-family use, avoiding unnecessary sprawl.
- **Housing Goal H-1:** Ensure adequate and affordable housing options. This rezoning supports continued provision of four affordable units.



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- **Housing Goal H-3:** Commit to inclusivity by ensuring a diversity of housing types. Allowing higher-density zoning near the town center and commercial corridors increases diversity of unit types.
- **Future Land Use Plan:** Identifies opportunities for gradual increases in density within existing neighborhoods, particularly where compatible with existing structures.

Potential concerns may arise with respect to:

- **Land Use Goal LU-2:** Maintaining town character and scale. The existing four-plex is larger than typical single-family homes but is established and integrated into the neighborhood.
- **Infrastructure Element:** Water and sewer capacity constraints under the continuing water tap moratorium remain a policy issue, though this rezoning does not increase current unit count. The property owner has been notified that they are to install three additional meters (one per dwelling unit) or be charged for four water base rates.

Currently, the property is only being billed for one water base rate, two sewer base rates, and up to five garbage cans. The property averages 11,565 gallons of water a month (based on usage for the last twelve months – August 2023 to August 2024). Requiring either four meters or four base rates would not change the volume of water used a month, but would gain compliance with the Town's utility code for accurate billing.

Zoning Code Analysis

- **C-2 (Community Commercial District)** allows commercial and mixed uses but does not primarily support stand-alone multi-family housing.
- **R-3 (Higher Density Residential District)** specifically allows multi-family dwellings, including apartments up to six units per lot by right (with a required minimum lot area of 10,000 square feet, the property has 15,246 square feet).
- The property's current use as a four-unit apartment building is consistent with R-3 but not C-2.

Rezoning corrects a longstanding inconsistency between actual use and zoning designation, bringing the property into conformity with the Paonia Zoning Code and clarifying its permitted status going forward.

Required Findings Needed to Consider a Re-zoning Application:

§16-14-20 of the Town's Code establishes procedures for determining zoning amendments.

- (1) Request for amendment may only be presented by a legal title owner of real property within the area proposed for a change, by the Planning Commission or the Board of Trustees. Requests for a change in the boundary of any zone district by a legal title owner of real property within the area proposed for change shall be accompanied by a petition requesting such change signed by owners of at least fifty percent (50%) of the area of the



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lots included in such change. The applicant produced an application and the required fee for rezoning that included only the property that the applicant owns. Since there is only one applicant in the proposed zoning change, 100% of the area of the lots included in the change have answered in the affirmative that the proposed zoning change is acceptable to them. The applicant also provided a recorded warranty deed with a legal description that establishes their ownership of the property. The applicant also provided a written statement explaining how the request is in compliance with applicable criteria.

Applicant states in their written statement that, “Dear Members of the Planning and Zoning Commission, On behalf of property owner Loretha Rolf, we respectfully submit this request to rezone the property located at 201 Box Elder Avenue, Paonia, Colorado from its current C2 (Commercial) zoning designation to R3 (Residential High Density)... We respectfully request the Town's consideration and support in granting this zoning variance. This action will allow the property to continue serving as a vital housing resource in our community, without requiring any physical changes or new development.” (Applicant’s Statement, August 5, 2025).

- (2) Each amendment shall be submitted to the Planning Commission for its recommendations. Such action by the Planning Commission shall be filed in a report to the Board of Trustees. The applicant has submitted an application for consideration of rezoning to the Planning Commission, and §16-14-10 establishes the authority for hearing such petitions for rezoning. §16-14-30 establishes that after the Planning Commission hears an application for rezoning, recommendations are then submitted to the Board of Trustees for consideration during a public hearing. The public hearing is scheduled for this rezoning application on [insert meeting date], during the Board of Trustees regularly scheduled meeting. The Clerk has verified that the public notice requirements were met as established by §16-16-10 of the Town’s Code.

a) **The amendment is not adverse to the public health, safety, and welfare.**

The applicant’s request is reasonable considering the uses immediately abutting the property along Box Elder Avenue. The request for rezoning does not appear to adversely affect the public health, safety, and welfare. The request for rezoning the property from Community Commercial (C-2) to Higher Density Residential (R-3) would improve the protections of public health, safety and welfare of the existing neighborhood. Specifically, the rezoning would align the zoning designation with the existing multi-family use of the property, avoid the continuation of a nonconforming use, and provide stability to residents. The rezoning would also discourage the close proximity of incompatible land uses where a commercial designation abuts established residential blocks.

AND



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- b) **The amendment is in substantial conformity with the master plan, or i. The existing zoning is erroneous, or ii. Conditions in the area affected have changed materially since the area was last zoned.**

The applicant's request is compatible with the current Comprehensive (Master) Plan for the Town of Paonia (2025). The Comprehensive Plan includes housing goals that encourage the preservation and expansion of affordable housing, support for diverse housing types, and infill development where infrastructure exists. Rezoning this property to R-3 conforms to those goals by stabilizing four affordable apartment units.

Further, the existing C-2 zoning is inconsistent with the long-established residential use of the structure, which allegedly originated as a church and parsonage and later evolved into four units. The residential character of the area and increased demand for affordable, higher-density housing represent a material change in conditions since the original zoning was established. Therefore, the request for rezoning corrects a longstanding inconsistency and harmonizes the zoning map with both the Comprehensive Plan and the existing neighborhood character.



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Staff Recommendation

Based on review of the Comprehensive Plan, zoning code, and applicant materials, staff recommends **conditional approval** of REZ-25-01 to rezone 201 Box Elder Avenue from C-2 (Community Commercial) to R-3 (Higher Density Residential District). This recommendation is supported by the following findings:

- The rezoning brings the property into conformity with the existing use and avoids continued nonconforming status.
- The rezoning supports Paonia's Comprehensive Plan goals related to housing diversity, affordability, and infill development.
- The rezoning does not adversely affect adjacent residential or commercial properties and preserves neighborhood compatibility.

Condition of Approval:

As part of this rezoning approval, the property owner shall be required to achieve compliance with the Town's utility code by installing three additional water meters (one per dwelling unit) or, alternatively, by being billed for four water base rates. Currently, the property is billed for only one water and two sewer base rates, despite operating four residential units. Accurate billing or metering ensures that the Town's infrastructure costs are equitably distributed and consistent with Town code. The property averages 11,565 gallons of water per month (based on usage from August 2024 to August 2025). Requiring either four meters or four base rates will not increase the actual water consumption but will correct the billing structure and maintain compliance with the utility code. The applicant shall comply with the Town's sewer code as well.

Potential Motions:

- 1.) *Approval: "Conditional Approval: "I move to recommend conditional approval of REZ-25-01 because it does not adversely affect public health, safety, or welfare, is in substantial conformity with the Comprehensive Plan, and corrects a longstanding zoning inconsistency, with the condition that the property owner complies with all provisions of the Town's utility code for water and sewer."*
- 2.) *Denial: "I move to recommend denial of REZ-25-01 because the applicant has not sufficiently demonstrated compatibility with the Comprehensive Plan's neighborhood character goals and the amendment may adversely affect adjacent properties."*
- 3.) *Deferral: "I move to defer a decision on REZ-25-01 to allow for further study or additional public input."*
- 4.) *No Recommendation: "I move to offer no recommendation and move REZ-25-01 to the Board of Trustees for a final decision."*

P/Z Meeting Date 9/8/25
BoT Meeting Date 9/23/25
Date Received 8/5/2025
Initials SMY



Town of Paonia

RE-ZONE APPLICATION

It is the applicant's responsibility to submit the required materials. Checks shall be made payable to *Town of Paonia*. The application fee is non-refundable.

Please contact the Town Clerk at (970) 527-4101 for assistance.

ADDRESS OF PROPERTY 201 Box Elder Ave., Paonia, CO
EXISTING ZONING C2 81428
PROPOSED ZONING R3
CURRENT LAND USE 4 units Apartments

PROPERTY OWNER	APPLICANT OR REPRESENTATIVE
NAME: <u>Loretha (Barnes) ROLF</u>	NAME: <u>same</u>
MAILING ADDRESS: <u>PO Box 511</u> <u>201 Box Elder Ave.</u>	MAILING ADDRESS: <u>same</u>
CITY, STATE, ZIP: <u>PAONIA, CO 81428</u>	CITY, STATE, ZIP: <u>same</u>
PHONE: [REDACTED]	PHONE: <u>same</u>
EMAIL: [REDACTED]	EMAIL: <u>same</u>

REQUIRED APPLICATION MATERIALS

This list is intended as a guide and may not be a complete list of all requirements.

- ☒ \$500 NON-REFUNDABLE APPLICATION FEE
- ☒ RECORDED WARRANTY DEED WITH LEGAL DESCRIPTION OF THE PROPERTY
(IF MORE THAN ONE TYPE OF ZONING IS BEING REQUESTED, PROVIDE A
LEGAL DESCRIPTION FOR EACH ZONING AREA)
- ☒ WRITTEN STATEMENT EXPLAINING HOW THE REQUEST IS IN COMPLIANCE
WITH APPLICABLE CRITERIA (SEE RE-ZONE CRITERIA BELOW)
- ☒ PHOTOS OF THE PROJECT AREA

IMPORTANT NOTES

- Applications must be submitted at least 30 days before the next Planning Commission meeting in order to be put on the agenda.
- Any public notice requirements will be the responsibility of the Town of Paonia and will be completed at least 15 days before the public hearing.
- All approved re-zone requests shall be passed by an ordinance adopted by Board of Trustees no less than 45 days after review by the Planning Commission.
- Approval of this application DOES NOT constitute approval of any other Town of Paonia permits or application reviews.
- By signing, you certify that you have read and understood the submittal requirements, and that you understand omission of any listed items may cause delay in processing the application. The undersigned acknowledges that the information supplied in this application is as complete and accurate as possible.


Owner's Signature

7-5-2025
Date


Applicant's or Representative's Signature

7-5-2025
Date

RE-ZONE CRITERIA

(A) Rezoning:

(1) Amendments to the Official Zoning Map involving any change in the boundaries of an existing zoning district, or changing the designation of a parcel or district, shall be allowed only upon findings as follows:

- (a) The amendment is not adverse to the public health, safety, and welfare; and
- (b) The amendment is in substantial conformity with the master plan, or
 - i. The existing zoning is erroneous, or
 - ii. Conditions in the area affected or adjacent areas have changed materially since the area was last zoned.

(2) Rezoning may be requested or initiated by the Planning Commission, the Board of Trustees, or the owner of any legal or equitable interest in the property or his representative. The rezoning shall be reviewed for compliance with the criteria of this subsection in accordance with the review procedure of the Paonia Municipal Code and Administrative policies applicable. The Board of Trustees may initiate rezoning on its own motion, in which case the Board shall hold a hearing either in conjunction with second reading of a rezoning ordinance, or separately. The area considered for rezoning may be enlarged by the recommendation of the Planning Commission on its own motion over the area requested in the application.

(3) The Town may impose conditions as necessary to ensure that the above criteria are met.

To: Town of Paonia
Attn: Planning and Zoning Commission
Date: Tuesday, August 5, 2025

Re: Rezoning Request for 201 Box Elder Avenue, Paonia, CO

Dear Members of the Planning and Zoning Commission,

On behalf of property owner Loretha Rolf, we respectfully submit this request to rezone the property located at **201 Box Elder Avenue, Paonia, Colorado**, from its current **C2 (Commercial)** zoning designation to **R3 (Residential High Density)**.

The property in question is a **0.35-acre parcel** that currently consists of **four individual apartment units** within a single structure. The building has remained unchanged in footprint since its original construction and continues to provide valuable housing to the community. The site includes **ample off-street parking** and is well suited to its residential use.

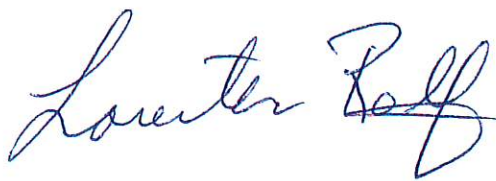
We believe that rezoning this property to R3 is both reasonable and beneficial. The proposed change:

- **Reflects the existing use** of the property as a multifamily residence.
- **Supports the Town's Master Plan** by helping to address the critical need for **affordable housing** in Paonia.
- **Does not negatively impact public health, safety, or welfare**, nor does it place a burden on surrounding properties.
- **Aligns with changes in the surrounding area**, which has seen a shift in use and demand since the time the original zoning was established.

We respectfully request the Town's consideration and support in granting this zoning variance. This action will allow the property to continue serving as a vital housing resource in our community, without requiring any physical changes or new development.

Thank you for your time and consideration. Please let us know if additional documentation or public input is needed to proceed.

Sincerely,



by Liz Heidrich
Agent

Loretha Rolf

#1



2



#25



upstairs
4



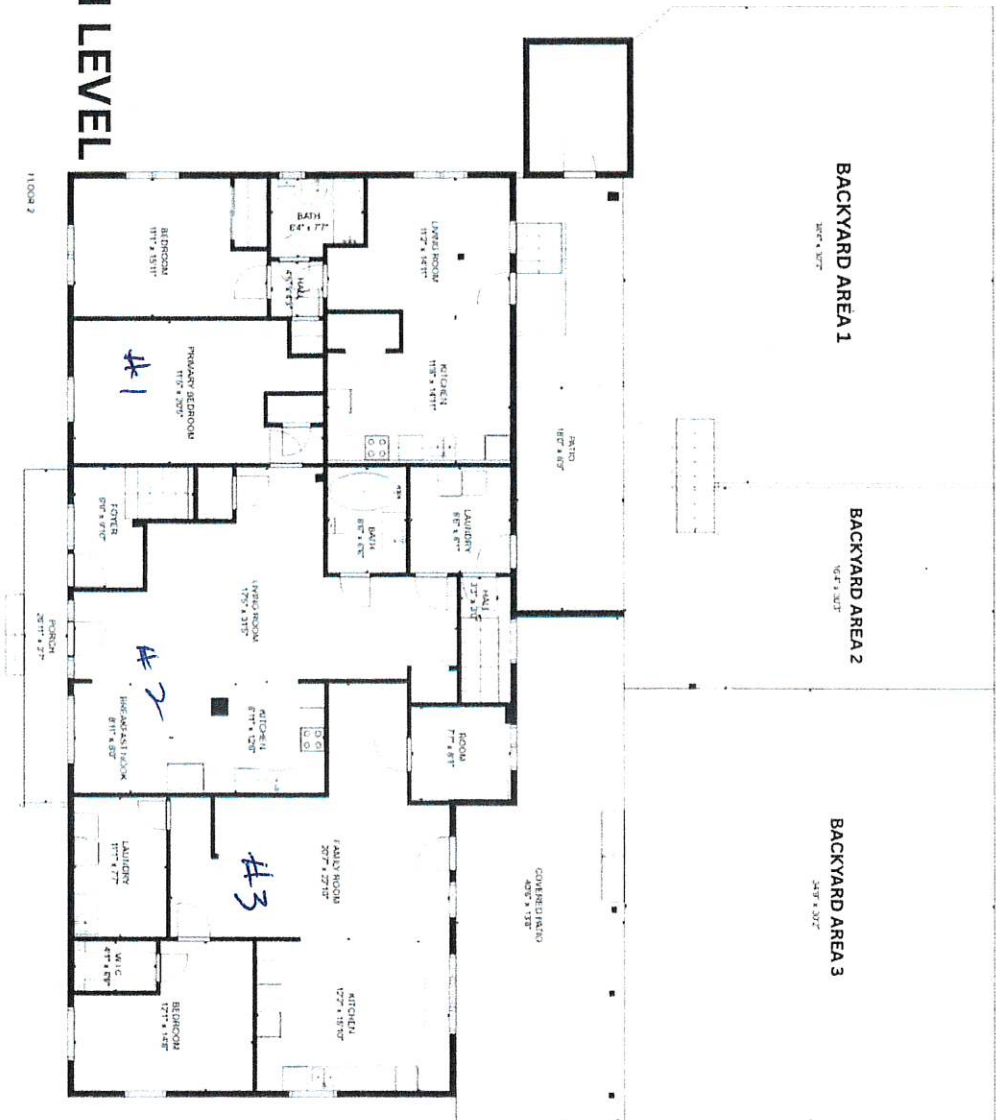
BACKYARD AREA 1
18'0" x 17'0"

BACKYARD AREA 2
16'0" x 10'0"

BACKYARD AREA 3
24'0" x 20'0"

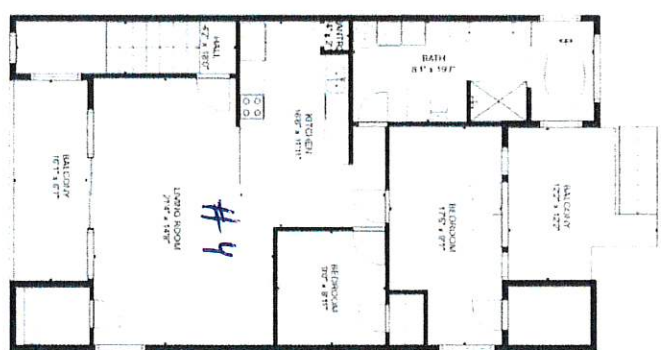
MAIN LEVEL

FLOOR 2



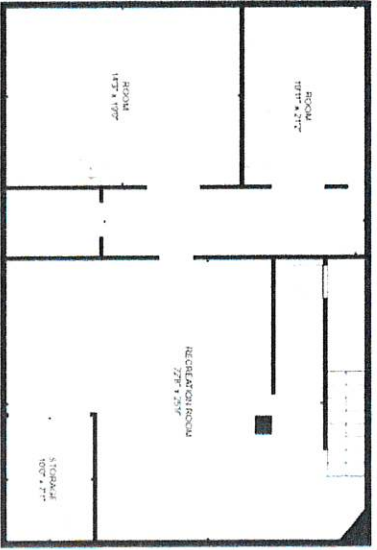
UPSTAIRS

FLOOR 3



BASEMENT

FLOOR 1

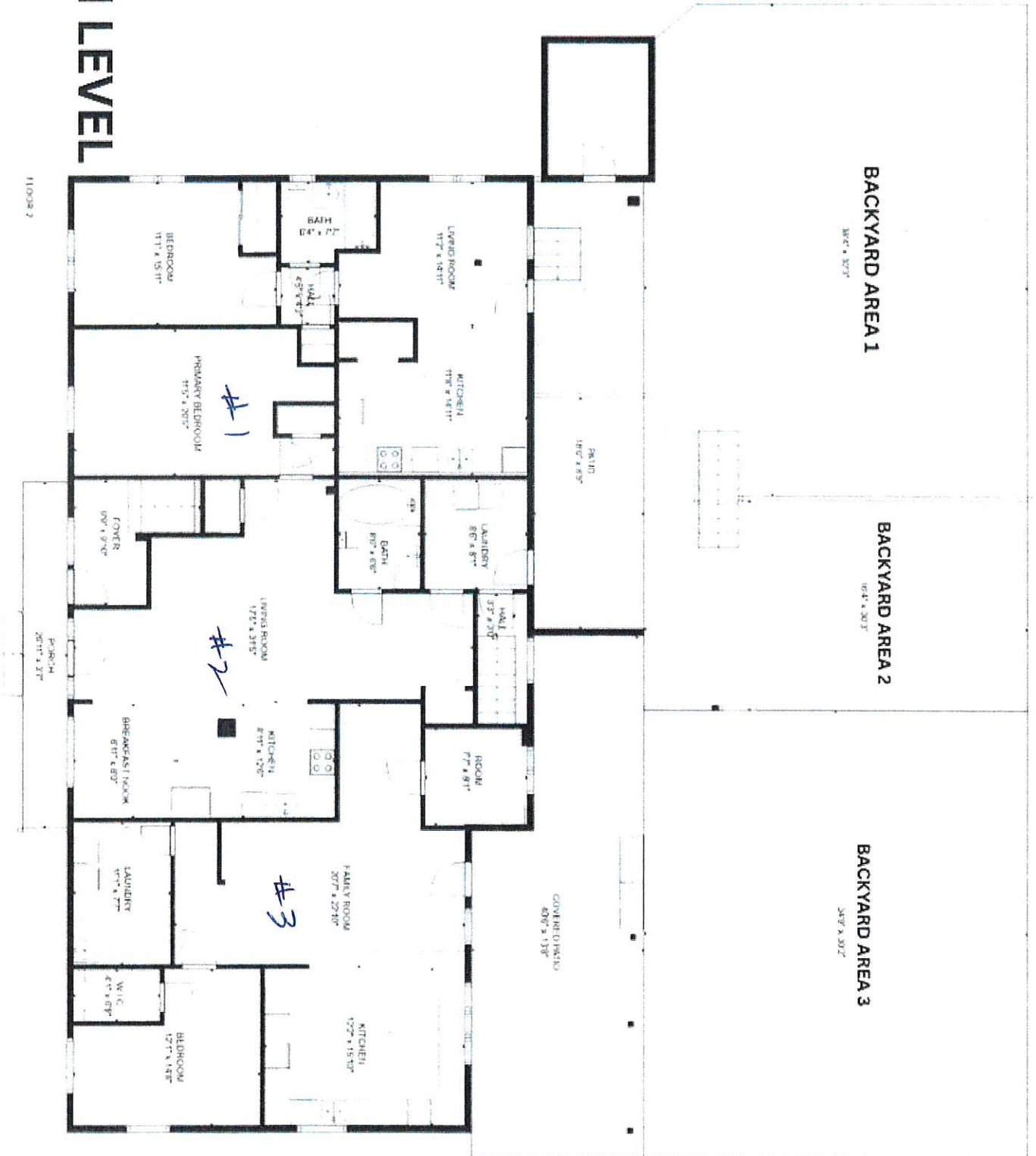


201 BOX ELDER AVE - ALL FLOORS

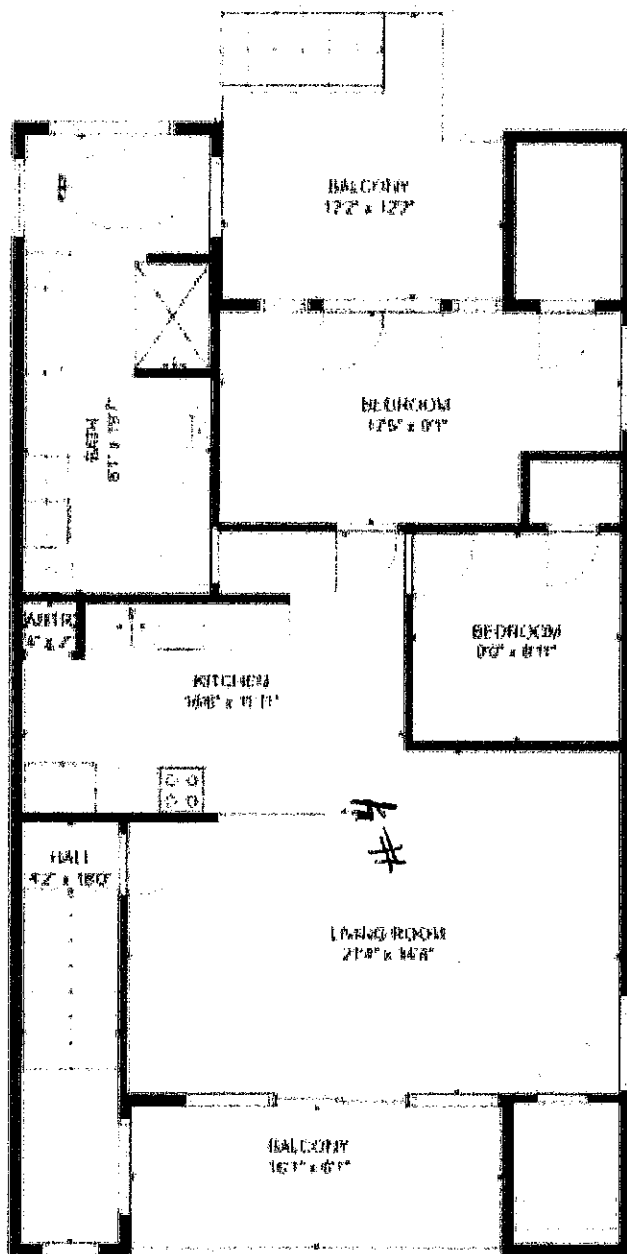
FLOOR PLAN CREATED BY CUBICASA APP. MEASUREMENTS DEEMED HIGHLY RELIABLE BUT NOT GUARANTEED.

MAIN LEVEL

11008 2

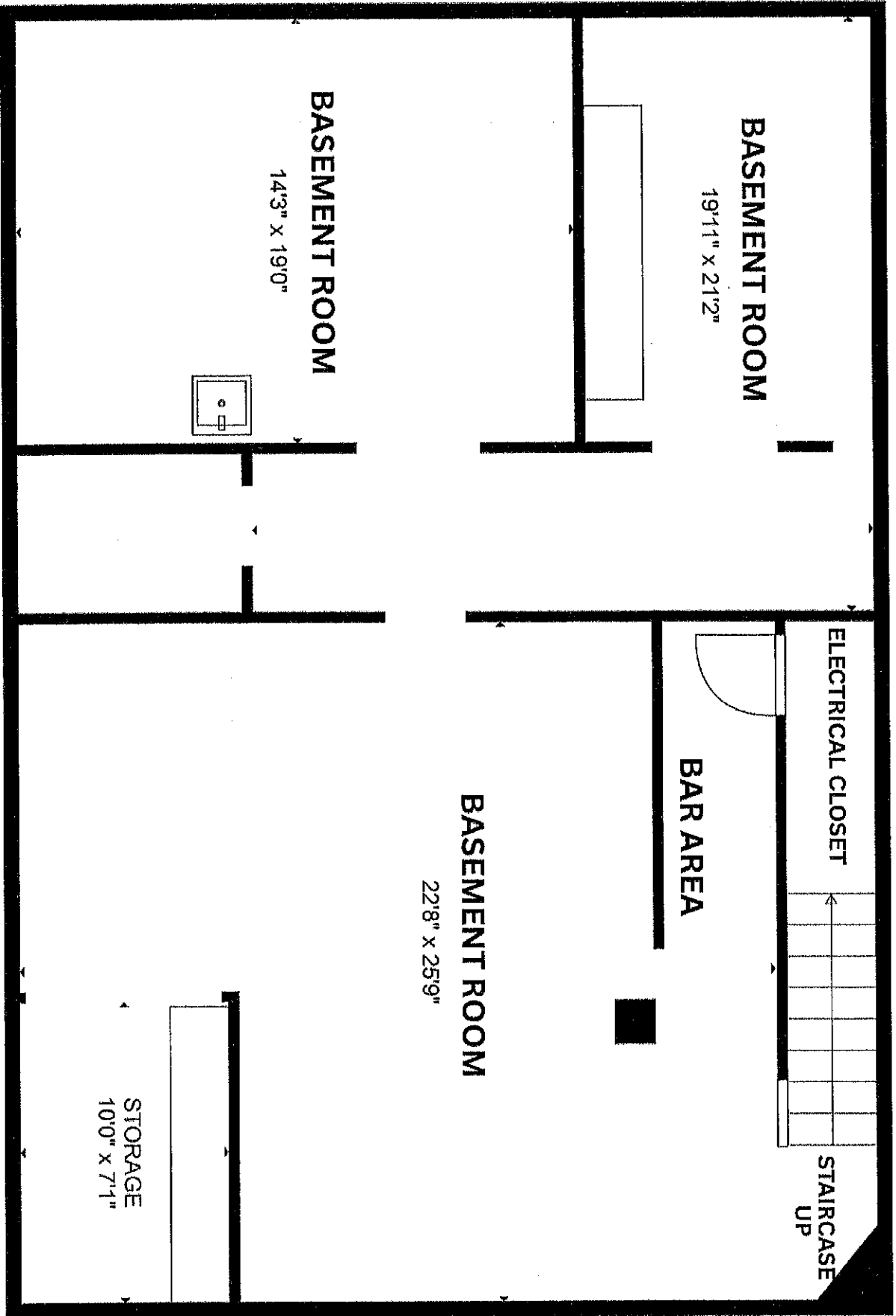


off Street
Parking



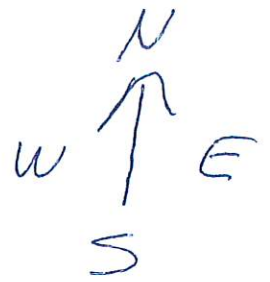
UPSTAIRS

FIGURE 1

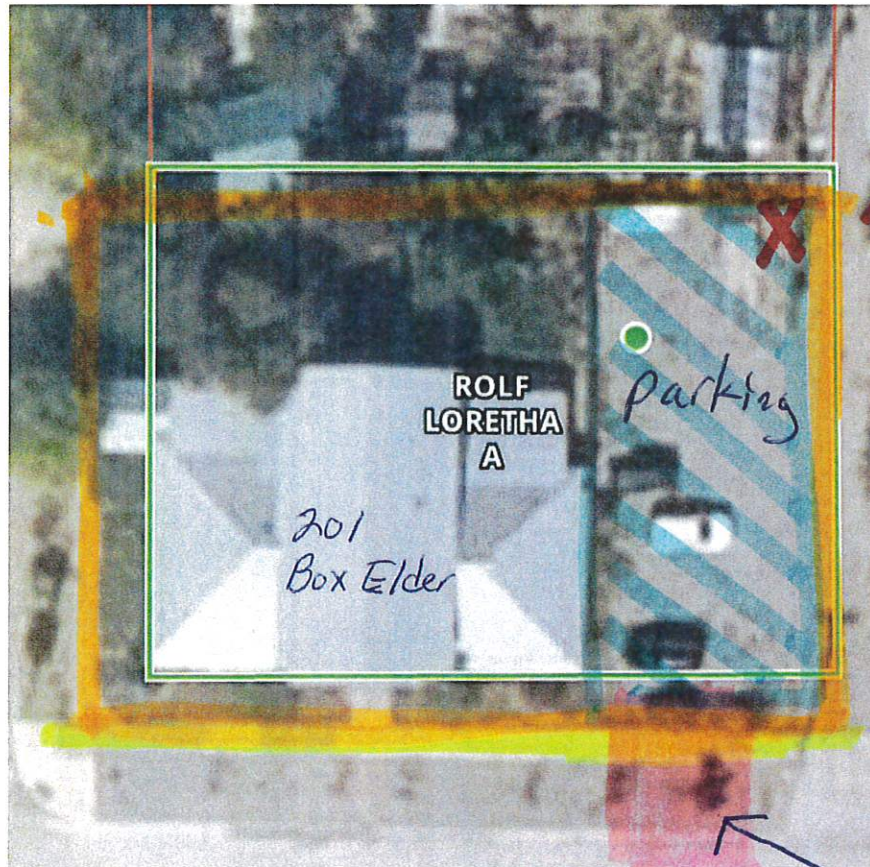


201 BOX ELDER AVE BASEMENT FLOOR PLAN

FLOOR PLAN CREATED BY CUBICASA APP. MEASUREMENTS DEEMED HIGHLY RELIABLE BUT NOT GUARANTEED.



Box Elder

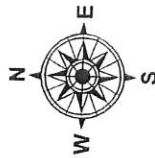
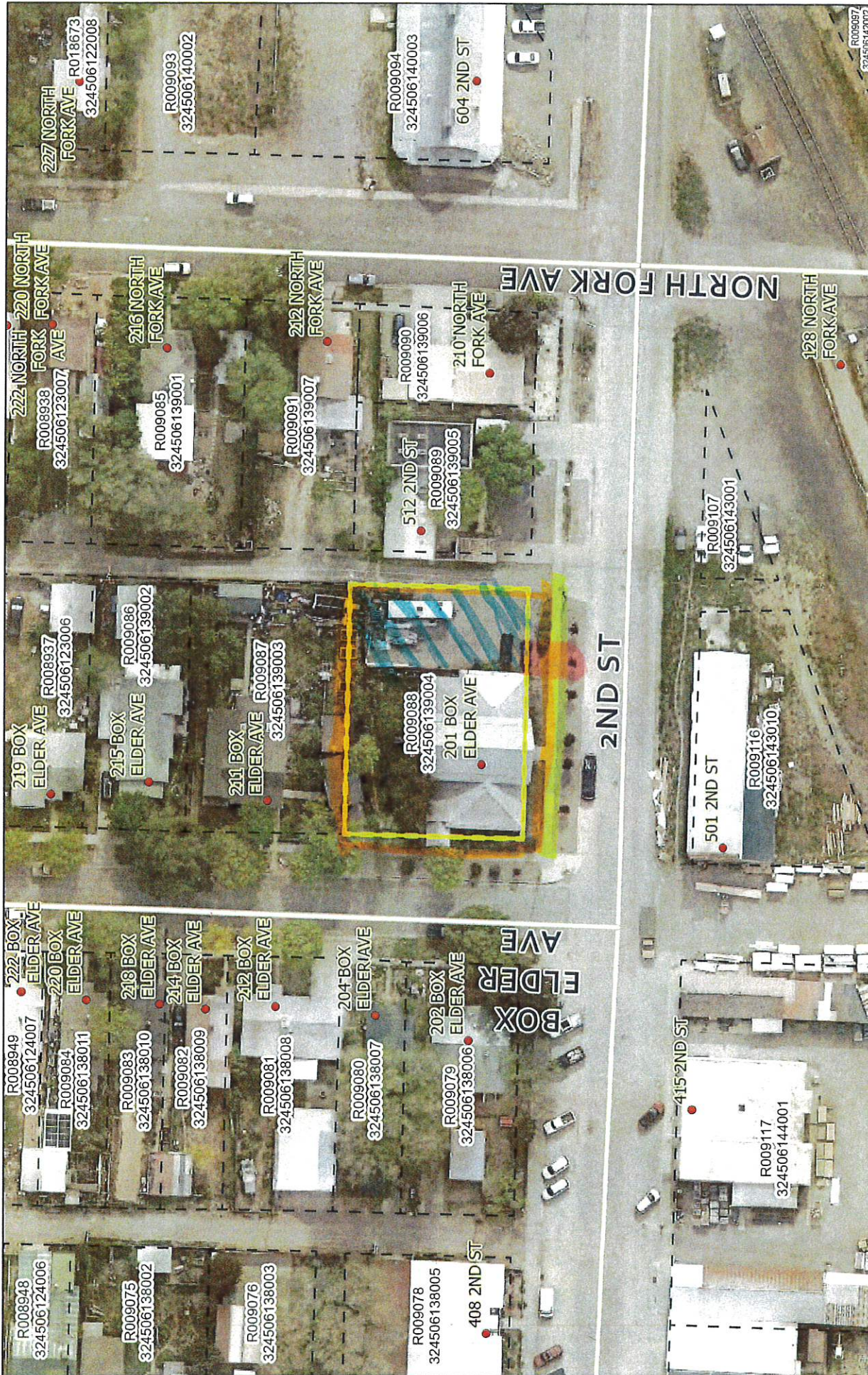


TRASH

2nd Street

Access

- Actual Boundary
- Off Street Parking
- Sidewalk
- Access to off street parking



- Address Point
- Road
- - - Parcel Boundary

Delta County, Colorado

GIS Disclaimer:

This GIS map data is not a legal document or a survey instrument. Delta County assumes no responsibility for any use of the map data or any loss from using the map data. The data is provided on an "as is" basis with no guarantee to be spatially accurate, complete or current. Due to the dynamic nature of data, some inconsistencies will exist.



Delta County
— COLORADO —
G. Guerrero 12/17/2024

Account: R009088

<-Prev 7 of 14 Results Next->

Location

Situs Address 201 BOX ELDER
AVE

City PAONIA

Tax Area Id BR- - - BR-

Parcel Number 324506139004

Legal Summary 201 BOX

ELDER AVE PAONIA 81428 S:

6 T: 14S R: 91W Subdivision:

FOOTE/WILLIAMSON

ADDITION Block: 3 Lot: 37

THRU:- Lot: 40 AND:- Lot: A

TOTAL 0.35 AC+-LOTS 37

THRU 40 & LOT A BEING ADJ

LOT 40 & ALSO PT OF

VACATED ALLEY. SEC 6 T14S

R91W 6PM BK 431 PG 797 (R-

332573) BK 441 PG 1613 (R-

345600) BK 662 PG 389 R-

678685DC R-684709 ESMNT

R-696198SA R-696159 R-

697563CORR

Owner Information

Owner Name ROLF
LORETHA A

Owner Address PO
BOX 511
PAONIA, CO 81428-
0511

Assessment History

Actual (2025)

\$559,605

School Assessed

\$39,452

Non-School Assessed

\$34,975

Tax Area: BR- Mill Levy Total: 73.3220

Mill Levy School:30.6430 Mill Levy Non-School:42.6790

Type	Base Actual	Actual (School)	Actual (Non- School)	Assessed (School)	Assessed (Non- School)	Acres	SQFT	Units
Improvements	\$453,605	\$453,605	\$453,605	\$31,979	\$28,350		3934.000	3.000
Land	\$106,000	\$106,000	\$106,000	\$7,473	\$6,625	0.350	0.000	1.000

Transfers

Sale Date

Sale Price

08/09/2022

\$0

06/21/2017

\$0

01/04/2006

\$0

08/08/1990

\$58,000

Doc Description

QUIT CLAIM DEED

QUIT CLAIM DEED

DEATH CERTIFICATE

WARRANTY DEED JOINT TEN

Images

- [Photo](#)
- [Sketch](#)
- [GIS](#)



RECEPTION#: 696159, 06/22/2017 at 11:35:31 AM, 1 OF 1, R \$13.00
TERI A. STEPHENSON, DELTA COUNTY, CO CLERK AND RECORDER

Re-recording to correct legal description to Reception #696159 and
Reception No. 697563.

QUITCLAIM DEED

THIS DEED is dated June 21, 2017, and is made between Loretha A. Barnes (whether one, or more than one), the "Grantor", of the County of Delta and State of Colorado, and Loretha A. Rolf (whether one, or more than one), the "Grantee," whose legal address is PO Box 511, Paonia, Co 81428 of the County of Delta and State of Colorado.

WITNESS, that the Grantor, for and in consideration of the sum of -0- name change only DOLLARS, (\$ -0-), the receipt and sufficiency of which is hereby acknowledged, does hereby remise, release, sell and QUITCLAIM unto the Grantee, and the Grantee's heirs and assigns, forever, all the right, title, interest, claim and demand which the Grantor has in and to the real property, together with any improvements thereon, located in the County of Delta and State of Colorado, described as follows:

Lots 37, 38, 39, 40 and Lot A (being Lot A adjoining Lot 40), Block 3, Foote Williamson Addition to the Town of Paonia, Colorado

County of Delta, State of Colorado.

also known by street address as: 201 Box Elder Ave., Paonia, Co 81428
and assessor's schedule or parcel number: R 009088

TO HAVE AND TO HOLD the same, together with all and singular the appurtenances and privileges thereunto belonging, or in anywise thereunto appertaining, and all the estate, right, title, interest and claim whatsoever of the Grantor, either in law or equity, to the only proper use, benefit and behoof of the Grantee, and the Grantee's heirs and assigns, forever.

IN WITNESS WHEREOF, the Grantor has executed this deed on the date set forth above.

Loretha A. Rolf

Loretha A. Barnes

STATE OF COLORADO

County of Delta

The foregoing instrument was acknowledged before me this 21st day of June, 2017
by Loretha A. Barnes.

Witness my hand and official seal.

KARRI K. POLSON
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID #19974009779
My Commission Expires August 12, 2021

Karri K. Polson
Notary Public
My commission expires: August 12, 2021

Name and Address of Person Creating Newly Created Legal Description (§ 38-35-106.5, C.R.S.)

CONFIRMED SHOW INSTRUCTIONS

Confirmed Show Instructions Use showing time. 24 hours notice required for current tenants.

SOLD INFO

Contract Date 7/18/2025

Closing Date 8/15/2025

Not All Areas Pictured

ADDITIONAL PICTURES



4 Kitchens

Bed Rooms

4 Bathrooms

4 Living Rooms

Town of Paonia
PO Box 460
214 Grand Avenue
Paonia CO 81428-0460 (970) 527-4101

Receipt No: 1.000186900 Aug 6, 2025

Loretha Rolf

Previous Balance:	.00
App. Fees, Licenses - Town Rezoning App Fee	500.00
Total:	500.00
Check Check No: 3547	500.00
Total Applied:	500.00
Change Tendered:	.00

08/06/2025 10:01 AM

PAID
AUG 06 2025
TOWN OF PAONIA
214 GRAND AVENUE

Property Record Card

DELTA COUNTY Delta County Assessor

ROLF LORETHA A
PO BOX 511
PAONIA, CO 81428-0511

Account: R009088
Tax Area: BR- - BR-
Acres: 0.350

Parcel: 324506139004
Situs Address:
201 BOX ELDER AVE
PAONIA, 81428

Value Summary

Value By:	Market	Override
Land (1)	\$106,000	N/A
Extra Features (1)	\$0	N/A
Multi (1)	\$453,605	N/A
Total	\$559,605	\$559,605

Legal Description

201 BOX ELDER AVE PAONIA 81428 S: 6 T: 14S R: 91W
Subdivision: FOOTE/WILLIAMSON ADDITION Block: 3 Lot: 37
THRU:- Lot: 40 AND:- Lot: A TOTAL 0.35 AC+-LOTS 37 THRU 40 &
LOT A BEING ADJ LOT 40 & ALSO PT OF VACATED ALLEY. SEC
6 T14S R91W 6PM BK 431 PG 797 (R-332573) BK 441 PG 1613 (R-
345600) BK 662 PG 389 R-678685DC R-684709 ESMNT R-696198SA
R-696159 R-697563CORR



Public Remarks

Entry Date	Model	Remark
11/26/2002		MAIL ADD CHNGD AS PER OWNER'S REQ/TREAS 11-02 GW
05/18/2004		UPDATED INVENTORY PER SITE VISIT AND CONVERSATION WITH OWNER 05/04 RH
05/18/2004		FUS IS 62% COMPLETE AS OF 5/04 ESTIMATED TOTAL COMPLETE AT 85% FOR SFR RH
02/10/2016		CHANGED ABSTRACT CODES ON IMP FROM 1212 TO 1215 TO MATCH LAND AND BVAL
06/29/2017		SENT LETTER TO OWNER, LEGAL IS WRONG, SB LOT A NOT LOT 1 - MM 125 X 125 SITE 12/85 JC

Sale Data

Doc. #	Sale Date	Deed Type	Validity	Verified	Sale Price	Ratio	Adj. Price	Ratio	Time Adj. Price	Ratio
B: 662 P: 389	08/08/1990	WJ	UV	Y	\$58,000	964.84	\$58,000	964.84	\$58,000	964.84

Land Occurrence 1

LVal	100411 - PAO TOWN LOT > .13 AC	Abstract Code	1115 - 1115 - duplex/triplex land
Lot Front	0	Lot Depth	0
Adj 1	100	Adj 2	100

Property Record Card

DELTA COUNTY Delta County Assessor

Land Occurrence 1

Adj 3	100	Adj 4	100
Neighborhood	41001 - PAONIA	Road	6 - S PAVED
TOPO	1 - AVG TOPO	Utilities	7 - W/S/E/G
Appr Dist	3 - PAONIA - CHRIS	Subdivision	40002 - PAONIA ORIGINAL
Use Code	1000	Review Date	200405 - 4-May

SubArea	ADJUSTED	HEATED	PRIME	ACTUAL
LT	1			1
Total	1.00			1.00
	Value	Rate	Rate	Rate
	\$106,000	106,000.00		106,000.00

Extra Features Occurrence 1

CODE	15400 - SHED INVENTORY 10 X 10 OR LESS	Abstract Code	1215 - DUPLEX/TRIPLEX IMPROVEMENTS
DIM1	10	DIM2	10
Neighborhood	41001 - PAONIA	ECONAREA	1 - ECONAREA-TOWNS
Review Date	May-04		

SubArea	ADJUSTED	HEATED	PRIME	ACTUAL
UT - UT	100			100
Total	100.00			100.00
	Value	Rate	Rate	Rate
	\$0			

Multi Occurrence 1

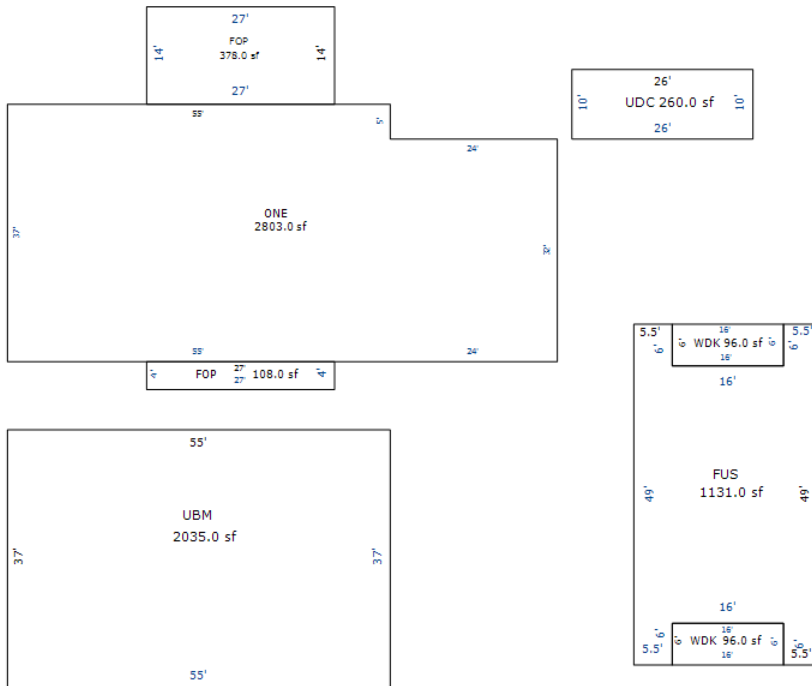
BVAL	121500 - DUP/TRI	Arch Style	3 - DUPLEX/TRIPLEX
Exterior wall	31 - VINYL	RCVR	2 - COMP/SHING
RSTR	4 - GABLE/HIP	Interior Wall	4 - DRYWALL
Flooring	6 - HARDWOOD 12 - FORMICA/LAMINATE	Heating Fuel	3 - GAS
Heating Type	5 - HOT WATER	Air Conditioning	4 - ROOF TOP
QUAL	3 - AVERAGE	Frame type	1 - WOOD FRAME
STYS	1.5 - STYS	Subdivision	40019 - FOOTE/WILLIAMSON ADDITION TO P
Number of Baths	3	RMS	9
Number of Bedrooms	7	Actual Year Built	1930
Effective Year Built	1970	Use Code	RESIDENTIA
DEPR01	1970 - DEPR01		

SubArea	ADJUSTED	HEATED	PRIME	ACTUAL
FOP - F.OPN/PORC	146			486
FUS - F.UPPERST	905	1,131	1,131	1,131
ONE - ONE STORY	2,803	2,803	2,803	2,803
UBM - BASMT/UNF.	407			2,035
UCP - CARPRT/UNF	52			260
WDK - WD DECK/BL	38			192
Total	4,351.00	3,934.00	3,934.00	6,907.00
	Value	Rate	Rate	Rate
	\$453,605	104.25	115.30	65.67

Property Record Card

DELTA COUNTY Delta County Assessor

Multi Occurrence 1



Abstract Summary

Code	Classification	Non-School Actual Value	Non-School Taxable Value	School Actual Value	School Taxable Value	Actual Override	Taxable Override
1115	1115 - duplex/triplex land	\$106,000	\$6,625	\$106,000	\$7,473	\$106,000	\$6,625
1215	1215 - duplex/triplex-improvement	\$453,605	\$28,350	\$453,605	\$31,979	\$453,605	\$28,350
Total		\$559,605	\$34,975	\$559,605	\$39,452	\$559,605	\$34,975

**TOWN OF PAONIA, COLORADO
NOTICE OF PUBLIC HEARING**

Notice is hereby given that the Planning Commission of the Town of Paonia will hold a Public Hearing commencing Monday, September 9th, 2025, at 6:00 p.m., at the Paonia Town Hall, 214 Grand Avenue, Paonia, Colorado 81428. The purpose of the Public Hearing is to consider an application from Loretha (Barnes) Rolf for a Rezoning of the property located at 201 Box, Elder Avenue, Paonia, Colorado 81428, which property consists of 4 lots, which are zoned Community Commercial District (C-2), to Higher Density Residential (R-3).

Further Notice is hereby given that the Board of Trustees of the Town of Paonia will hold a Public Hearing commencing Tuesday, September 23, 2025, at 6:30 p.m., at the Paonia Town Hall, 214 Grand Avenue, Paonia, Colorado 81428. The purpose of the Public Hearing is to consider an application from Loretha (Barnes) Rolf for a Rezoning of the property located at 201 Box, Elder Avenue, Paonia, Colorado 81428, which property consists of 4 lots, which are zoned Community Commercial District (C-2), to Higher Density Residential (R-3).

Any person may appear at the Public Hearings and be heard regarding the matters under consideration. Copies of the proposed subdivision plan and related application materials are on file and available for public inspection in the office of the Town Clerk, 214 Grand Avenue, Paonia, Colorado 81428.

Dated the 8th day of August, 2025.

TOWN OF PAONIA, COLORADO
Sandra Vetter, Town Clerk

NOTICE

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TOWN OF PAONIA, COLORADO
Sandra Vetter, Town Clerk



201

NOTICE

TOWN OF PAONIA, COLORADO NOTICE OF PUBLIC HEARING

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Dated the 8th day of August, 2025.

TOWN OF PAONIA, COLORADO
Samira Vetter, Town Clerk

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☐ Adult Signature Required	\$0.00
☐ Adult Signature Restricted Delivery	\$0.00

Postage \$0.78

Total Postage and Fees \$10.48

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City MOAB, UT 84532-3009

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☐ Adult Signature Required	\$0.00
☐ Adult Signature Restricted Delivery	\$0.00

Postage \$0.78

Total Postage and Fees \$10.48

Sent To

St KARA MANN
PO BOX 965
City PAONIA, CO 81428-0965

PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions



AFFIDAVIT OF PUBLICATION

State of Florida, County of Orange, ss:

Edmar Corachia, being first duly sworn, deposes and says: That (s)he is a duly authorized signatory of Column Software, PBC, duly authorized agent of Delta County Independent, a newspaper printed and published in the City of Delta, County of Delta, State of Colorado, and that this affidavit is Page 1 of 1 with the full text of the sworn-to notice set forth on the pages that follow, and the hereto attached:

PUBLICATION DATES:

Aug. 14, 2025

NOTICE ID: 7loAOrgjt3sgC6ybzr29

PUBLISHER ID: DCI000992

NOTICE NAME: Rezoning

Publication Fee: 22.32

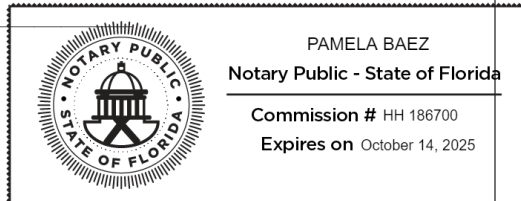
I declare under penalty of perjury under the law of Colorado that the foregoing is true and correct.

Edmar Corachia

(Signed) _____

VERIFICATION

State of Florida
County of Orange



Subscribed in my presence and sworn to before me on this: 08/15/2025

Notary Public

Notarized remotely online using communication technology via Proof.

**TOWN OF PAONIA,
COLORADO
NOTICE OF PUBLIC HEARING**

Notice is hereby given that the Planning Commission of the Town of Paonia will hold a Public Hearing commencing Monday, September, 8th, 2025, at 6:00 p.m. , at the Paonia Town Hall, 214 Grand Avenue, Paonia, Colorado 81428. The purpose of the Public Hearing is to consider an application from Loretha (Barnes) Rolf for a Rezoning of the property located at 201 Box Elder Avenue, Paonia, Colorado 81428, which property consists of 4 lots, which are zoned Community Commercial District (C-2), to Higher Density Residential (R-3).

Further Notice is hereby given that the Board of Trustees of the Town of Paonia will hold a Public Hearing commencing Tuesday, September 23, 2025, at 6:30 p.m. , at the Paonia Town Hall, 214 Grand Avenue, Paonia, Colorado 81428. The purpose of the Public Hearing is to consider an application from Loretha (Barnes) Rolf for a Rezoning of the property located at 201Box Elder Avenue, Paonia, Colorado 81428, which property consists of 4 lots, which are zoned Community Commercial District (C-2), to Higher Density Residential (R-3). .

Any person may appear at the Public Hearings and be heard regarding the matters under consideration. Copies of the proposed subdivision plat and related application materials are on file and available for public inspection in the office of the Town Clerk, 214 Grand Avenue, Paonia, Colorado 81428.

Dated the 8th day of August, 2025.

TOWN OF PAONIA,
COLORADO
Samira Vetter, Town Clerk
Date: August 14, 2025
DCI000992



Name: Marsha Brezonick, on behalf of the Board, North Fork Senior Connections
Address/Email: marshabrezonick@gmail.com PO Box 712 Paonia, CO 81428
Phone: 970-361-6305
Date of Request: September 4, 2025
Meeting Date Request: September 23, 2025
Subject: Request for Donation: Matching Grant for ADA Restroom at Paonia Senior Center
Please describe below, in as much detail as possible, information concerning the item you wish to present before the Board of Trustees. If the Board of Trustees has all the information needed, they can make a decision or render an opinion in a much more expeditious manner. Your appearance is required for the Board of Trustees to make a decision.
Presentation: Dear Administrator Wynn, Mayor Smith, and Town Council Members, On behalf of North Fork Senior Connections (NFSC), I am writing to respectfully request a contribution of \$1,000 from the Town of Paonia to support a matching grant we have received from the Boettcher Foundation for much-needed improvements at Paonia Senior Center. We are thrilled to share that the Boettcher Foundation has awarded NFSC a \$10,000 conditional matching grant to support renovations at the Paonia Senior Center. In order to secure the funds, we must raise \$10,000 in local donations within one year. * Our first priority for these funds is the construction of an ADA-compliant restroom at the Paonia Senior Center. This essential upgrade will ensure that all members of our community—regardless of mobility—can safely and comfortably participate in the meals, programs, and social events we offer. Accessibility is fundamental to our mission, and this project will remove a barrier for many older adults. * Following the restroom upgrade, the next phase of the project will be transforming our kitchen into a fully functional facility, allowing food to be prepared on site, expanding our meal offerings, and our self-sufficiency. * As a community-based organization, we rely on the support of local partners like the Town of Paonia to help us meet these goals. Your contribution would be a meaningful investment in the health, inclusion, and well-being of our senior population—and would be doubled by the Boettcher Foundation’s generous match. Thank you for your consideration and for your ongoing support of our community.

[Save Form](#)[Print Form](#)[Email Form](#)

Body of text copied to clean document since the txt was cut off by the digital form. SMV

ear Administrator Wynn, Mayor Smith, and Town Council Members,

On behalf of North Fork Senior Connections (NFSC), I am writing to respectfully request a contribution of \$1,000 from the Town of Paonia to support a matching grant we have received from the Boettcher Foundation for much-needed improvements at Paonia Senior Center.

We are thrilled to share that the Boettcher Foundation has awarded NFSC a \$10,000 conditional matching grant to support renovations at the Paonia Senior Center. In order to secure the funds, we must raise \$10,000 in local donations within one year. * Our first priority for these funds is the construction of an ADA-compliant restroom at the Paonia Senior Center. This essential upgrade will ensure that all members of our community—regardless of mobility—can safely and comfortably participate in the meals, programs, and social events we offer. Accessibility is fundamental to our mission, and this project will remove a barrier for many older adults. * Following the restroom upgrade, the next phase of the project will be transforming our kitchen into a fully functional facility, allowing food to be prepared on site, expanding our meal offerings, and our self-sufficiency. * As a community-based organization, we rely on the support of local partners like the Town of Paonia to help us meet these goals. Your contribution would be a meaningful investment in the health, inclusion, and well-being of our senior population—and would be doubled by the Boettcher Foundation's generous match. Thank you for your consideration and for your ongoing support of our community.

We hope the Town will consider supporting this important project with a \$1,000 donation. Please feel free to contact us with any questions or to discuss this request further.

Thank you for your consideration and for your ongoing support of our community.

Warm regards,

Marsha Brezonick

on behalf of the Board of Directors

North Fork Senior Connections



Town of Paonia
Office of the Town Clerk
Samira M Vetter, CMC
214 Grand Ave.
P.O. Box 460
Paonia, CO 81428
O: (970) 527-4101
C: (970) 742-4658

September 20, 2025

Honorable Mayor and Board of Trustees,

The Clerk's Office is pleased to present four applications from community members who have expressed interest in serving on the Board of Trustees until April 2026 and in actively contributing to shaping Paonia's future. All four volunteers have been invited to attend tonight's meeting to introduce themselves, respond to any questions from the Board, and also ask any questions they may have about serving in this role. As you move through the process of selecting a new Trustee tonight, I encourage you to not only consider our applicants but also inspire both them and any community members in attendance to participate in the upcoming election cycle when campaigning begins in January.

In preparation, the Clerk's Office has already begun coordinating a training in October with our Town Attorney. This training will serve both as orientation for the appointed Trustee and as a valuable refresher for current Board members.

The four applicants are as follows:

- Monica Schafer
- Karen Tarnow
- Megan Davey
- Hector Mejarado

The Board's process for selection will begin with each applicant providing a brief introduction, followed by an opportunity for Trustees to ask questions. Once all applicants have spoken, the Board may deliberate and then proceed with a vote to appoint one individual to serve the remainder of the term through April 2026. In the

past, the Board has conducted this vote by “secret” ballot, meaning each Trustee writes their own name and their selected candidate’s name on a slip of paper. The Clerk then collects the ballots, reads each vote aloud along with the voter’s name, and tallies the results. In the event of a tie, an additional round of voting may be conducted until a Trustee is appointed.

Respectfully submitted,

Samira M. Vetter, CMC

Town Clerk

**TOWN OF PAONIA, COLORADO
RESOLUTION NO. 23-2025**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF
PAONIA, COLORADO, DECLARING A VACANCY ON THE BOARD OF
TRUSTEES**

WHEREAS, the Town of Paonia (the “Town”) is a statutory town in Delta County, Colorado;

WHEREAS, with respect to a vacancy on the Board of Trustees, C.R.S. § 31-4-303 provides in part:

The board of trustees has the power, by appointment, to fill all vacancies in the board or any other office, and the person so appointed shall hold his office until the next regular election and until his successor is elected and has complied with section 31-4-401. The board also has the power to fill a vacancy in the board or in any other elective office of the town by ordering an election to fill the vacancy until the next regular election and until a successor has been elected and has complied with section 31-4-401. If a vacancy in the board or in such other elective office is not filled by appointment or an election is not ordered within sixty days after the vacancy occurs, the board shall order an election, subject to the municipal election code, to be held as soon as practicable to fill the vacancy until the next regular election and until a successor has been elected and has complied with section 31-4-401....

(emphasis added);

WHEREAS, Section 2-2-10(e) of the Town of Paonia Municipal Code (the “Code”) provides, in part, that “The Board of Trustees shall have power, by appointment, to fill all vacancies in the Board of Trustees or in any other elected office, and the person so appointed shall hold office until the next regular election and until his or her successor is elected and qualified”;

WHEREAS, on August 27, 2025, Trustee John Valentine resigned in writing to the Mayor and Town Clerk due to plans to move out of the town limits of Paonia, Colorado;

WHEREAS, accordingly, the Board of Trustees wishes to declare a vacancy on the Board of Trustees, as set forth herein.

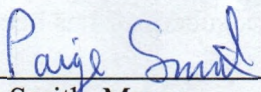
NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF PAONIA, COLORADO:

1. Recitals. The foregoing recitals are incorporated herein as findings of the Board of Trustees.

2. Board of Trustees Vacancy. As a result of Trustee Valentine resigning his appointed Trustee position, the Board of Trustees hereby declares a vacancy on the Board of Trustees effective as of the date of approval of this Resolution.
3. Filling of Vacancy. It is the Board's intention that such vacancy be filled by appointment not later than 35 days from the approval of this Resolution – that is, not later than October 14, 2025; however, the Board shall have until the statutory deadline to make such appointment, at the Board's discretion. The Board will order a special election to fill the vacancy within the statutory timeframe of 60 days from the effective date of this Resolution if the Board does not fill the vacancy by appointment prior to that time.
4. Term. The term of the vacant Trustee position is to and through April of 2026.
5. Information. Information on when and how qualified residents may seek appointments to the Board will be posted on the Town's website, on the Town's Facebook page, in the Delta County Independent, in the Town Clerk's office, and on the bulletin board at Town Hall.

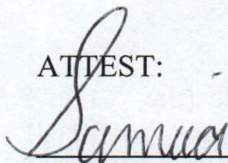
APPROVED AND ADOPTED this 9th day of September, 2025, by the Board of Trustees, Town of Paonia.

TOWN OF PAONIA, COLORADO

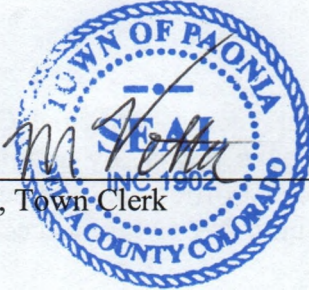


Paige Smith, Mayor

ATTEST:



Samira M. Vetter, Town Clerk



Approved as to form and contents:

Clay Buchner, Town Attorney



Town of Paonia

Application to Serve on a Board, Commission, or Committee

Thank you for your interest in serving the Town of Paonia. Our boards, commissions, and committees play a vital role in shaping the future of our community. Serving in these roles is a voluntary commitment that provides residents with an opportunity to contribute their knowledge, skills, and perspective to local decision-making.

Please complete this application and return it to the Town Clerk's Office. Applications will be reviewed and forwarded to the Board of Trustees for consideration. Appointment to a board, commission, or committee is at the discretion of the Board.

Section 1 – Applicant Information

Full Name: Monica Schafer Phone: [REDACTED]

Mailing Address: PO Box 1142

City / State / ZIP: Paonia, CO 81428-1142

Email Address: paoniapropertyservices@gmail.com

Preferred Method of Contact: ☒ Phone ☐ Email ☒ Text

Section 2 – Board or Committee of Interest

Please indicate the board or committee for which you are applying (check one):

☒ Board of Trustees

☐ Planning Commission

☐ Tree Board

☐ Zoning Board of Adjustments

Have you previously served on a Town board, commission, or committee? ☐ Yes ☒ No

If yes, please specify which and approximate dates: n/a



Section 3 – Qualifications & Background

Professional / Educational Experience:

I have no previous experience in relation to a chair position on any board, however, I *have* been told to run for mayor by many people here... including our last and current mayors • I don't think I would ever run for Mayor, but I wouldn't mind being on a committee.

I struggle with the idea that you have to be semi, or fully retired, to have the time and ability to be involved in volunteer politics, so our generations and the ones after it lack a physical presence.... but our daily personal experiences are so greatly shaped by local policies, that not having a representative on any chair or board is crucial. This town is growing and changing, whether we all want it to, or not. And we need to be able to change with it. I would like to keep this town just as safe and wonderful for our elderly and retired, as I do for our laborers, our families, and our children.

Community / Volunteer Experience:

When I saw this opportunity, I figured it could be a good start to being a part of the politics of the town that I love. I have been to the small town meeting regarding Maui, wanted to volunteer in the previously proposed neighborhood watch group; and have a positive relationship with a majority of the the Town staff, our local police officers, both schools, local business owners, and our community members.

Reason for Applying (What interests you about serving in this role, and what strengths do you hope to contribute?):

I want to represent my demographics where they may be lacking. This would include age group (30-40s), household size (1 adult, 1 child), family unit (solo mother raising tween girl), and profession (small business owner of 3+ years in Paonia). I believe that I could be a great asset to the board and bring forth ideas and questions that inspire and support our community and it's needs.

Additional Comments (Please share any other information you would like the Board to consider):

My highest priority (besides myself) is my child. She is THE REASON I live. So, if it is not convenient for me to be able to accommodate both "Mom Life" and this currently open position, it would be the only reason I decline, if given an offer. However, being on the board would be super cool to show my kiddo that local politics matter and that we can individually make a difference if we make that commitment and put in the effort.

Section 4 – Residency & Eligibility

Note: You must be an in-town resident to serve on the Board of Trustees and the Planning Commission.

Resident of Paonia? ☒ Yes ☐ No

Employed by Town? ☐ Yes ☒ No



Do you have any actual or potential conflicts of interest (such as business, financial, or personal relationships) that could affect your service? ☒ Yes ☐ No

If yes, explain:

*Daughter goes to bed at 8:30 BUT
I will be doing my best to be at every meeting
until the end of the meeting.*

Section 5 – Disclaimers

By submitting this application, I acknowledge and understand the following:

Initial: *WD* This application is a public record under the Colorado Open Records Act.

Initial: *MD* Appointment to a board, commission, or committee is at the discretion of the Town Board of Trustees.

Initial: *MS* Submitting an application does not guarantee appointment.

Initial: *MS* Attendance at meetings is an essential duty; failure to attend may result in removal.

Initial: *MS* If appointed, I agree to comply with all applicable laws, regulations, and Town policies.

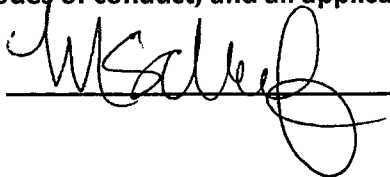
Initial: *MS* If appointed, I understand that I must comply with the Town's adopted Electronic Device and Communication Policy, which requires the use of a Town-issued email address for all Town-related business and recordkeeping.

Initial: *MS* I understand that the Town does not provide or purchase electronic devices for its elected and/or appointed Board, Commission, or Committee members.



Section 6 – Certification

I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that misrepresentation or omission of facts is cause for disqualification or removal. If appointed, I agree to abide by the Town's policies, codes of conduct, and all applicable laws.

Signature:  **Date:** 9/19/25



Town of Paonia

Application to Serve on a Board, Commission, or Committee

Thank you for your interest in serving the Town of Paonia. Our boards, commissions, and committees play a vital role in shaping the future of our community. Serving in these roles is a voluntary commitment that provides residents with an opportunity to contribute their knowledge, skills, and perspective to local decision-making.

Please complete this application and return it to the Town Clerk's Office. Applications will be reviewed and forwarded to the Board of Trustees for consideration. Appointment to a board, commission, or committee is at the discretion of the Board.

Section 1 – Applicant Information

Full Name: Karen Tarnow Phone: [REDACTED]

Mailing Address: [REDACTED]

City / State / ZIP: Paonia, CO 81428

Email Address: [REDACTED]

Preferred Method of Contact: ☐ Phone ☒ Email ☐ Text

Section 2 – Board or Committee of Interest

Please indicate the board or committee for which you are applying (check one):

☒ Board of Trustees

☐ Planning Commission

☐ Tree Board

☐ Zoning Board of Adjustments

Have you previously served on a Town board, commission, or committee? ☐ Yes ☒ No

If yes, please specify which and approximate dates: n/a



Section 3 – Qualifications & Background

Professional / Educational Experience:

I spent my career working in government, mostly in Oregon. I started out doing land use planning in small rural towns. I worked for Oregon's Public Policy Dispute Resolution Program for a couple years, training and advising state employees and Board/Commission members on collaborative decision-making processes. Following that I was a Senior Policy Advisor for Oregon's environmental department. I have never served on a public board or commission, but I have worked with and for them throughout my professional career.

Community / Volunteer Experience:

I moved to Paonia in February 2022 to fill the Americorps position at WSCC. For over a year I conducted community engagement, organized events, led hikes and supported volunteers. I've volunteered for picking in the Park, maintained hikes, and supported volunteers. I've been volunteered for picking in the Park, Gleaning Coordinator for UpRoot. This year I've been hired by UpRoot to be a parttime Gleaning Coordinator for August - October.

Reason for Applying (What interests you about serving in this role, and what strengths do you hope to contribute?):

Given my background in government, I think I could come up to speed fairly quickly and be able to make a contribution within the timeframe of this limited duration position. The timing lines up with a period when I have the availability and capacity to take on the work, and I'm feeling motivated to put in the effort to do my best for the community.

Additional Comments (Please share any other information you would like the Board to consider):

Section 4 – Residency & Eligibility

Note: You must be an in-town resident to serve on the Board of Trustees and the Planning Commission.

Resident of Paonia? ☒ Yes ☐ No

Employed by Town? ☐ Yes ☒ No



Do you have any actual or potential conflicts of interest (such as business, financial, or personal relationships) that could affect your service? ☐ Yes ☒ No

If yes, explain:

I don't think this is a conflict of interest, but just in case - I am friends with both Kathy Swartz and Walter Czech.

Section 5 – Disclaimers

By submitting this application, I acknowledge and understand the following:

Initial: KT This application is a public record under the Colorado Open Records Act.

Initial: KT Appointment to a board, commission, or committee is at the discretion of the Town Board of Trustees.

Initial: KT Submitting an application does not guarantee appointment.

Initial: KT Attendance at meetings is an essential duty; failure to attend may result in removal.

Initial: KT If appointed, I agree to comply with all applicable laws, regulations, and Town policies.

Initial: KT If appointed, I understand that I must comply with the Town's adopted Electronic Device and Communication Policy, which requires the use of a Town-issued email address for all Town-related business and recordkeeping.

Initial: KT I understand that the Town does not provide or purchase electronic devices for its elected and/or appointed Board, Commission, or Committee members.



Section 6 – Certification

I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that misrepresentation or omission of facts is cause for disqualification or removal. If appointed, I agree to abide by the Town’s policies, codes of conduct, and all applicable laws.

Signature: Karen Tarnow **Date:** 9/18/2025



Town of Paonia

Application to Serve on a Board, Commission, or Committee

Thank you for your interest in serving the Town of Paonia. Our boards, commissions, and committees play a vital role in shaping the future of our community. Serving in these roles is a voluntary commitment that provides residents with an opportunity to contribute their knowledge, skills, and perspective to local decision-making.

Please complete this application and return it to the Town Clerk's Office. Applications will be reviewed and forwarded to the Board of Trustees for consideration. Appointment to a board, commission, or committee is at the discretion of the Board.

Section 1 – Applicant Information

Full Name: Megan Davey Phone: [REDACTED]

Mailing Address: [REDACTED]

City / State / ZIP: Paonia, CO 81428

Email Address: [REDACTED]

Preferred Method of Contact: ☐ Phone ☒ Email ☐ Text

Section 2 – Board or Committee of Interest

Please indicate the board or committee for which you are applying (check one):

☒ Board of Trustees

☐ Planning Commission

☐ Tree Board

☐ Zoning Board of Adjustments

Have you previously served on a Town board, commission, or committee? ☐ Yes ☒ No

If yes, please specify which and approximate dates: n/a



Section 3 – Qualifications & Background

Professional / Educational Experience:

3rd year resident of Paonia, previous experience serving on Board of a Conservation District (2020-2022, Mancos Conservation District, SW Colorado).

Community / Volunteer Experience:

Worked at Groundwork Educational Farm last 2 years, instructor at Paonia Yoga & Movement Center for 2 years, local homeowner, member of West Elk Mountain Rescue Team

Reason for Applying (What interests you about serving in this role, and what strengths do you hope to contribute?):

Deep love of Paonia community, and an interest in local policies and government. Curious about the Board of Trustees, and am interested in being an active participant in my local government.

Additional Comments (Please share any other information you would like the Board to consider):

Section 4 – Residency & Eligibility

Note: You must be an in-town resident to serve on the Board of Trustees and the Planning Commission.

Resident of Paonia? ☒ Yes ☐ No

Employed by Town? ☐ Yes ☒ No



Do you have any actual or potential conflicts of interest (such as business, financial, or personal relationships) that could affect your service? ☒ Yes ☐ No

If yes, explain:

new business owner (expected November start)

Section 5 – Disclaimers

By submitting this application, I acknowledge and understand the following:

Initial: MD This application is a public record under the Colorado Open Records Act.

Initial: MD Appointment to a board, commission, or committee is at the discretion of the Town Board of Trustees.

Initial: MD Submitting an application does not guarantee appointment.

Initial: MD Attendance at meetings is an essential duty; failure to attend may result in removal.

Initial: MD If appointed, I agree to comply with all applicable laws, regulations, and Town policies.

Initial: MD If appointed, I understand that I must comply with the Town's adopted Electronic Device and Communication Policy, which requires the use of a Town-issued email address for all Town-related business and recordkeeping.

Initial: MD I understand that the Town does not provide or purchase electronic devices for its elected and/or appointed Board, Commission, or Committee members.



Section 6 – Certification

I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that misrepresentation or omission of facts is cause for disqualification or removal. If appointed, I agree to abide by the Town's policies, codes of conduct, and all applicable laws.

Signature: Megan Dany Date: 9-18-25



Town of Paonia

Application to Serve on a Board, Commission, or Committee

Thank you for your interest in serving the Town of Paonia. Our boards, commissions, and committees play a vital role in shaping the future of our community. Serving in these roles is a voluntary commitment that provides residents with an opportunity to contribute their knowledge, skills, and perspective to local decision-making.

Please complete this application and return it to the Town Clerk's Office. Applications will be reviewed and forwarded to the Board of Trustees for consideration. Appointment to a board, commission, or committee is at the discretion of the Board.

Section 1 – Applicant Information

Full Name: Hector Mejorado Phone: [REDACTED]

Mailing Address: PO Box 985

City / State / ZIP: Paonia, CO 81428

Email Address: [REDACTED]

Preferred Method of Contact: ☐ Phone ☐ Email ☒ Text

Section 2 – Board or Committee of Interest

Please indicate the board or committee for which you are applying (check one):

☒ Board of Trustees

☐ Planning Commission

☐ Tree Board

☐ Zoning Board of Adjustments

Have you previously served on a Town board, commission, or committee? ☐ Yes ☒ No

If yes, please specify which and approximate dates: _____



Section 3 – Qualifications & Background

Professional / Educational Experience:

~~Operations Manager at The Paradise Theatre of Paonia~~

~~Store Manager at Natural Grocers~~

~~General Manager at Vaudeville Gallery and Showroom~~

Community / Volunteer Experience:

~~Volunteered to pay off the Paradise~~

~~Fundraising and Outreach at Farm Runners~~

~~Volunteered for events during Mountain Harvest 2023~~

Reason for Applying (What interests you about serving in this role, and what strengths do you hope to contribute?):

~~I would like to better serve my community. I have a strong leadership~~

~~strength along with planning and organizing.~~

Additional Comments (Please share any other information you would like the Board to consider):

Section 4 – Residency & Eligibility

Note: You must be an in-town resident to serve on the Board of Trustees and the Planning Commission.

Resident of Paonia? ☒ Yes ☐ No

Employed by Town? ☐ Yes ☒ No



Do you have any actual or potential conflicts of interest (such as business, financial, or personal relationships) that could affect your service? ☐ Yes ☒ No

If yes, explain:

Section 5 – Disclaimers

By submitting this application, I acknowledge and understand the following:

Initial: H This application is a public record under the Colorado Open Records Act.

Initial: H Appointment to a board, commission, or committee is at the discretion of the Town Board of Trustees.

Initial: H Submitting an application does not guarantee appointment.

Initial: H Attendance at meetings is an essential duty; failure to attend may result in removal.

Initial: H If appointed, I agree to comply with all applicable laws, regulations, and Town policies.

Initial: H If appointed, I understand that I must comply with the Town's adopted Electronic Device and Communication Policy, which requires the use of a Town-issued email address for all Town-related business and recordkeeping.

Initial: H I understand that the Town does not provide or purchase electronic devices for its elected and/or appointed Board, Commission, or Committee members.



Section 6 – Certification

I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that misrepresentation or omission of facts is cause for disqualification or removal. If appointed, I agree to abide by the Town's policies, codes of conduct, and all applicable laws.

Signature: _____

Date: _____

09/19/25



**TOWN OF PAONIA
BOARD OF TRUSTEES MEETING
STAFF REPORT**

AGENDA ITEM:	Consideration of a Contract with Clayton M Buchner Attorney at Law LLC
SUBMITTED BY:	Samira Vetter, Town Clerk
DATE:	September 23, 2025
BACKGROUND:	In February of 2025 our Attorney moved from a contracted Employee to a salaried one. At this this time Town Attorney Buchner would like to return to being a contractual employee.
BUDGET:	
RECOMMENDATION:	
ATTACHMENT:	CMB Law LLC Contract

EMPLOYMENT AGREEMENT
Paonia Town Attorney

THIS EMPLOYMENT AGREEMENT ("Agreement") is made this ____ day of _____, 2025, by and between the TOWN OF PAONIA (the "Town"), a Statutory Town organized pursuant to Article XX of the Colorado Constitution, and Clayton M. Buchner, PO Box 3855, Pagosa Springs, Colorado ("Employee") (collectively, the "Parties"). This Agreement supersedes any prior employment agreements, written or verbal.

WITNESSETH:

WHEREAS, the Town is in need of a Town Attorney; and

WHEREAS, Clayton Buchner Attorney at Law, LLC is a duly licensed attorney in the State of Colorado, and Clayton Buchner is willing and able to serve as Town Attorney;

THEREFORE, in consideration of the mutual covenants hereinafter contained, the parties hereby agree as follows:

1. Appointment. The Town hereby appoints the Attorney as Town Attorney for the Town of PAONIA and Attorney hereby accepts the position of Town Attorney. It is understood that the work of the Town Attorney will be performed by Clayton Buchner and shall be principally responsible to the Town Board of Trustees (the "Board") for that work.

2. Term. The services to be performed by the Attorney shall begin on October 1, 2025, upon full execution of this Contract and shall terminate upon resignation or removal of the Attorney. The terms of this Contract will be reviewed no later than December 31, 2026. This Contract does not represent a multi-year fiscal obligation by the Town as services may be terminated at any time if funds are not available or not appropriated for these services, except that invoices for all services performed prior to full execution of a Contract between the Town Board and a different Town Attorney shall be paid within thirty (30) days.

3. Review. The Town Board of Trustees shall conduct an annual performance review of the Attorney in October of odd numbered years prior to April election in even numbered years; however, nothing herein shall limit the authority of the Town Board to evaluate the performance of the Town Attorney at any other times or more frequent intervals, in its sole discretion.

4. Removal or Resignation. Attorney shall serve at the pleasure of the Board and may be removed from the position of Town Attorney at any time by affirmative vote of four members of the Board, the removal to take effect upon written notice to the Attorney. Attorney expressly waives any rights to a charge in writing or an opportunity for a hearing prior to removal. Attorney shall be automatically removed from the position upon the full execution of a Contract between the Town Board and a different Town Attorney. Attorney may voluntarily resign as Town Attorney by providing at least sixty (60) days advance written notice to the Town Board, unless a shorter notice period is agreed to by the Town Board.

5. Services. The Attorney shall perform all duties of the Town Attorney for PAONIA required by Constitution, statute, or ordinance, and shall perform other legal services as requested by the Town Board or by such Town officers or employees as designated by the Town Board. Without limiting the foregoing, the Attorney's duties shall include:

- Attend all regular Town Board meetings whenever possible, via Zoom or other live streaming service suffices, to provide counsel on legal issues and attend other meetings as assigned by the Mayor or Board of Trustees. Three times a year or per request of the BOT, an in-person meeting is requested at the rate listed in Section 6 of this contract, and at other times as the BOT requests such meeting be attended in person.
- Ensure acknowledgement of receipt of correspondence from Town Trustees or staff within 24 hours with confirmation of an estimated timeline of resolution of the issue.
- Act as legal advisor to and counsel for the Mayor, Board of Trustees, Town Boards/Commissions, and Town Administrator/Department Heads of the Town of PAONIA.
- Provide guidance on personnel matters, including employee disciplinary and grievance matters.
- Draft, review, or present agreements, bonds, contracts, ordinances, resolutions, and other written instruments pertinent to Town functions or that will be considered by the Town Board, Town Administrator, and Town Staff and provide a legal opinion as necessary as to the consequences of such documents.
- Provide counsel regarding land use rights and the ability to draft, review, and present legal documents relating to acquisitions, easements, variances, rights of way, and other land uses.
- Provide counsel for general municipal procedures and requirements, including without limitation counsel to the Board of Trustees, Town Boards/Commissions and staff on compliance with the Colorado Open Meetings Law, the Colorado Open Records Act, liquor licensing laws, and municipal election law.
- Enforce Town codes, zoning regulations, and building standards through administrative and judicial actions and municipal court prosecution services.

6. Compensation. The Town agrees to pay the Attorney for all services under this Contract at a monthly salary of \$1,650.00 (10 hours), and an hourly rate of \$180.00/hour for any work performed in excess of 10 hours, for Clayton Buchner's legal services. For travel, the Town shall be billed a flat rate of \$800 per round trip if driving and up to \$500 per round trip if flying. If the Attorney needs lodging during any in-person performance of services, the Town shall be billed up to \$120/night for accommodations. Ordinary postage and copies will not be billed to the Town, but charges for extraordinary postage for copies in litigation, serving public notice, or administrative fees (i.e. litigation costs, court filing fees and publication costs) shall be billed to the Town. Bills will typically be delivered by the Attorney electronically or via United States Postal Services, unless the Town directs otherwise.

The Attorney will bill the Town monthly at the end of each month. The bill shall be paid by the Town by the last business day of the following month.

7. Insurance. Attorney shall maintain in full force and effect through the term of this Contract the following types of insurance in at least the limits specified:

Coverage	Minimum Limits of Liability
Professional Liability	\$1,000,000.00

All insurance shall be issued by insurers authorized to do business within the State of Colorado. Prior to the commencement of work, the Licensee shall furnish the Town with certificates of insurance or other satisfactory evidence that such insurance has been acquired and is in full force and effect. Said policies shall not thereafter be canceled, permitted to expire, or permitted to expire without (30) days advance written notice to the Town. In the case of any claims-made policy, the necessary retroactive date(s) and extended reporting period(s) shall be procured to maintain continuous coverage for services under this Contract.

8. Conflicts. Unless otherwise agreed by the Town, Attorney shall not accept work on behalf of any client that will create a conflict or the potential for a conflict with the Town.

9. Compliance with Applicable Laws. The laws of the State of Colorado shall govern the validity, construction, interpretation, and effect of any Contract entered into. The Attorney shall comply with all applicable Federal, State, and local laws and regulations pertaining to the proper provision of services pursuant to this Contract.

10. Outside Legal Counsel. The Town may employ, at the Town's expense, outside the terms of this Contract, other legal counsel determined to be necessary by the Town Board.

11. Amendment. Any amendment to this Contract shall be in writing and agreed to by the Parties.

12. File Retention. The Attorney shall retain files for a period of three (3) years from the completion of a matter unless there is an on-going court retained jurisdiction. The Town may request copies of the files at any time and may have the files at the end of the three (3) year retention period.

13. Independent Contractor.

a. The Attorney shall perform services as an independent contractor to the Town and shall not be deemed by virtue of this Contract to have entered into any partnership, joint venture, employer/employee or other relationship with the Town other than as a contracting party and independent contractor.

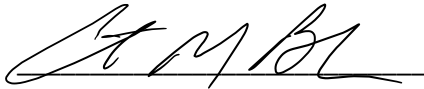
b. The Attorney shall be solely responsible for all compensation, benefits, insurance and employment related rights of any person with the Attorney firm providing the services here under during the course of or arising or accruing as a result of any Attorney firm employment, whether past or present, as well as all legal costs including attorney's fees incurred in the defense of any conflict or legal action resulting from such Attorney firm employment. The following disclosure is provided in accordance with Colorado law:

ATTORNEY ACKNOWLEDGES THAT NEITHER IT NOR ITS AGENTS OR EMPLOYEES ARE ENTITLED TO UNEMPLOYMENT INSURANCE BENEFITS UNLESS ATTORNEY OR SOME ENTITY OTHER THAN THE TOWN PROVIDES SUCH BENEFITS. ATTORNEY FURTHER ACKNOWLEDGES THAT NEITHER IT NOR ITS AGENTS OR EMPLOYEES ARE ENTITLED TO WORKERS' COMPENSATION BENEFITS. ATTORNEY ALSO ACKNOWLEDGES THAT IT IS OBLIGATED TO PAY FEDERAL AND STATE INCOME TAX ON ANY MONEYS EARNED OR PAID PURSUANT TO THIS CONTRACT.

IN WITNESS WHEREOF, the parties hereto have executed this Contract on the dates shown.

Clayton M. Buchner, Attorney at Law, LLC

Town of PAONIA, Colorado



By: Clayton M. Buchner

Its: Owner

Date: 9/19/2025

By:

Its: Mayor

Date:

Attest:

Town Clerk



**TOWN OF PAONIA
BOARD OF TRUSTEES MEETING
STAFF REPORT**

AGENDA ITEM:	Consideration of Extension of Resolution 13-2025 Moratorium of Enforcement
SUBMITTED BY:	Stefen Wynn, Town Administrator & Treasurer
DATE:	9.19.2025
BACKGROUND:	On April 8, 2025, the Board of Trustees adopted Resolution No. 13-2025, which established a 180-day moratorium on the enforcement of certain provisions of the Paonia Municipal Code as they relate to the rental of homes or rooms in homes for less than a monthly basis. The moratorium was adopted in recognition of existing ambiguities in Chapter 16 of the Code, particularly with the definition of “dwelling unit” and the application of room rental provisions, which have created conflicts between the Town and property owners. Resolution No. 13-2025 directed Town staff and the Town Attorney to investigate, review, and analyze potential amendments to the Municipal Code regulating short-term rentals and to present recommendations to the Board of Trustees before the moratorium’s expiration on October 6, 2025. Following the adoption of the moratorium, the Board established a Short Term Rental Ad Hoc Committee to assist with public input and policy recommendations. However, the committee has suspended operations until Trustee Swartz is able to resume participation as the facilitator. This has delayed the committee’s ability to complete its review and provide recommendations for Board consideration. Extending the existing moratorium for an additional six months will allow the committee adequate time to reconvene, continue its work, and complete its recommendations. Without such an extension, the moratorium would expire before the committee has concluded its efforts, potentially resulting in renewed enforcement of ambiguous provisions and continued conflict with property owners.
BUDGET:	N/A
RECOMMENDATION:	RECOMMENDED MOTION: I move to direct staff to draft a new Resolution extending the temporary moratorium on the enforcement of certain provision of Chapter 16 of the Paonia Municipal Code as they apply to Short-term rentals for an additional six months.
ATTACHMENT:	Attachment A: R 13-2025 Temporary Moratorium

**TOWN OF PAONIA, COLORADO
RESOLUTION NO. 13-2025**

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF PAONIA, COLORADO IMPOSING A TEMPORARY 180-DAY MORATORIUM ON THE ENFORCEMENT OF CERTAIN SECTIONS OF PAONIA MUNICIPAL CODE CHAPTER 16 AS IT APPLIES TO THE REGULATION OF ANY RENTAL OF HOMES OR ROOMS IN A HOME FOR LESS THAN A MONTHLY BASIS AND DECLARING THE INTENTION OF THE BOARD OF TRUSTEES TO CONSIDER THE ADOPTION OF AMENDMENTS TO EXISTING REGULATIONS CONCERNING THE SAME.

WHEREAS, the Town of Paonia ("Town") is a statutory Town in Delta County Colorado; and

WHEREAS, Paonia Municipal Code 16-1-100 defines a 'dwelling unit' as meaning "one (1) room or, or rooms connected together constituting a separate, independent housekeeping establishment for owner occupancy, rental or lease on a monthly or longer basis,"; and

WHEREAS, Paonia Municipal Code 16-11-30.-Renting of Rooms refers to 'dwelling units' throughout; and

WHEREAS, this causes an ambiguity in the code as it relates to renting homes or rooms in a home for less than a monthly basis; and

WHEREAS, the Town is at the present time working with a contractor for a re-write of the Paonia Municipal Code meant to clear up ambiguities and conflicts within the Paonia Municipal Code; and

WHEREAS, the Board of Trustees finds that a 180-day moratorium on the enforcement of the regulation of any rental of homes or rooms in a home for less than a monthly basis is reasonable and for the Town to properly investigate, develop and if appropriate adopt and implement any amendments or regulations that will clear up any ambiguity on the same issue; and

WHEREAS, on April 8, 2025, a unanimous vote of the Board of Trustees decided that due to the ambiguity in the Paonia Municipal Code to instruct staff to not enforce the regulation of any rental of homes or rooms in homes for less than a monthly basis, as a moratorium for 180 days starting on April 8, 2025; and

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF PAONIA, COLORADO THAT:

Section 1. The recitals set forth above and its exhibits are incorporated herein.

Section 2. Temporary Moratorium Established Subject to the provisions of Section 3 below, a temporary moratorium is hereby imposed on the enforcement of the regulation of any rental of homes or rooms in homes for less than a monthly basis for 180 days.

Section 3. Applicability and Effective Date of Temporary Suspension. The Board of Trustees finds and determines that, the ambiguity of the current Paonia Municipal Code when it comes to rentals of homes and rooms in homes for less than a monthly basis, creates an atmosphere of conflict between the Town and the citizens of Paonia that cannot easily be resolved with its current form. The temporary moratorium of enforcement of regulation of the rental of homes or rooms in homes imposed by this Resolution shall commence as of the effective date of April 8, 2025, and shall expire on October 6th, unless sooner repealed or extended by a majority vote of the Board of Trustees.

Section 4. Staff to Investigate and Prepare Proposed Regulations. Before the expiration of the temporary moratorium on enforcement imposed by this Resolution, Town staff working with the Town Attorney, shall investigate, review and analyze potential new Town regulations or amendments for the renting of homes or rooms in homes for less than a monthly basis within the Town. Such investigation, review and analysis shall be completed promptly and with due diligence and submitted to the Town Board of Trustees for consideration. The Board of Trustees declares that it will give due and timely consideration to the adoption of any proposed regulations.

Section 5. Effective Date. This Resolution shall become effective immediately and retroactively from April 8, 2025.

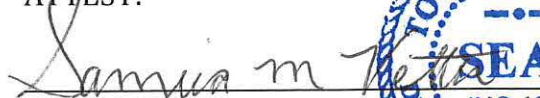
INTRODUCED, READ, APPROVED AND ADOPTED by a vote of 6 for and 0 against at the regular meeting of the Board of Trustees of the Town of Paonia on the 22nd day of April, 2025 at 6:30 P.M., at Paonia Town Hall, 214 Grand Avenue, Paonia, Colorado.

TOWN OF PAONIA, COLORADO



Paige Smith, Mayor

ATTEST:



Samira M. Vetter, Town Clerk





**TOWN OF PAONIA
BOARD OF TRUSTEES MEETING
STAFF REPORT**

AGENDA ITEM:	#5 Consideration of Lowering Cap on Marijuana Licenses from 3 to 2
SUBMITTED BY:	Trustee Hunter
DATE:	9-18-2025
BACKGROUND:	Owners of one of the local dispensaries contacted me to request this change. This is their stated argument: “Whenever Paonia has three dispensaries trying to operate on a daily, one has always closed - most recently Paonia Purple, and EMJ’s in 2023. The community of Paonia cannot support the successful operation of three dispensaries. Proof is in the pudding, so to speak.” Upon speaking with the owner of the other local dispensary, she is in agreement with this request.
BUDGET:	
RECOMMENDATION:	Recommended Motion: “I move to direct Staff to prepare an Ordinance lowering the cap on Marijuana Dispensaries from 3 to 2.”
ATTACHMENT:	



**TOWN OF PAONIA
BOARD OF TRUSTEES MEETING
STAFF REPORT**

AGENDA ITEM:	#6 Discussion about Occupational Tax for Marijuana
SUBMITTED BY:	Trustee Hunter
DATE:	9-18-2025
BACKGROUND:	Owners of one of the local dispensaries contacted me to request this discussion. This is their stated argument: “The \$5 fee per transaction is excessive. Both Jimmy’s Joint and Valley High in Paonia are losing customers to the dispensaries in Hotchkiss due to this high fee. We believe we will be more successful and sustainable matching the Town of Hotchkiss’ sales tax fee of 5% on marijuana purchases.” Upon speaking with the owner of the other local dispensary, she is in agreement with this request. Town Attorney Buchner has confirmed that this change would need to be decided by a ballot vote. Town Clerk Vetter is checking with Delta County Elections as to whether this would need to be on a particular election cycle and what costs to the Town would be.
BUDGET:	Town Clerk Vetter is checking on this.
RECOMMENDATION:	For discussion only at this time.
ATTACHMENT:	Paonia Ordinance 2021-01 Hotchkiss Ordinance 2023-01 Cedaredge Ordinance 2021-02

**TOWN OF PAONIA, COLORADO
ORDINANCE NO. 2021-01**

**AN ORDINANCE OF THE TOWN OF PAONIA, COLORADO AMENDING THE
PAONIA MUNICIPAL CODE CHAPTER SIX ARTICLE 4 CONCERNING THE
REGULATION AND LICENSING OF MEDICAL AND RETAIL MARIJUANA STORES
AND REPEALING ARTICLE 3 CONCERNING PROHIBITING MEDICAL
MARIJUANA STORES**

WHEREAS, Section 14 of Article XVIII of the Colorado Constitution, also commonly known as Amendment 20 of 2000, authorizes the medical use of marijuana.

WHEREAS, Section 16 of Article XVIII of the Colorado Constitution, also commonly known as Amendment 64 of 2012, authorizes a system of state licensing for businesses engaging in the cultivation, testing, manufacturing and retail sale of marijuana.

WHEREAS, Subsection 16(5)(f) of Article XVIII allows localities within their respective jurisdictions: to prohibit state licensing of marijuana establishments; to regulate the time, place and manner in which marijuana establishments may operate; and to limit the total number of marijuana establishments. The authority of localities to prohibit or regulate marijuana stores within their respective jurisdictions, including the authority to engage in local licensing of marijuana establishments, is also reflected in various provisions of the Colorado Retail Code, Article 43.4 of Title 12, C.R.S.; and

WHEREAS, at the Special Election held on November 3, 2020 , a majority of the voters of Paonia approved the following two ballot questions:

TOWN OF PAONIA BALLOT ISSUE 2C

SHALL THE ESTABLISHMENT AND OPERATION OF RETAIL AND MEDICAL MARIJUANA STORES BE PERMITTED IN THE TOWN OF PAONIA, COLORADO SUBJECT TO THE REQUIREMENTS OF THE COLORADO RETAIL MARIJUANA CODE AND REGULATIONS SET BY THE BOARD OF TRUSTEES?

TOWN OF PAONIA BALLOT ISSUE 2D

SHALL TOWN OF PAONIA TAXES BE INCREASED BY \$200,000.00 ANNUALLY IN THE FIRST FISCAL YEAR, AND SUCH AMOUNTS AS ARE RAISED ANNUALLY THEREAFTER, WITH THE LEVY OF AN OCCUPATIONAL TAX OF \$5.00 PER SALES TRANSACTION, EFFECTIVE JANUARY 1, 2021, ON THE SALE OF RETAIL AND MEDICAL MARIJUANA AND MARIJUANA PRODUCTS WITHIN THE TOWN OF PAONIA, WITH THE RESULTING TAX REVENUE USED FOR INFRASTRUCTURE REPAIR AND IMPROVEMENTS, INCLUDING BUT NOT LIMITED TO TOWN STREETS, SIDEWALKS, CURB, GUTTER, DRAINAGE, LANDSCAPING, LIGHTING AND STREETScape AMENITIES, THROUGH 2025, AND THEREAFTER ALLOCATED ANNUALLY BY THE BOARD OF TRUSTEES?

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Which now must be implemented subject to zoning restrictions set forth in the Municipal Code and the licensing and other limitations, location restrictions and regulations provided for in this ordinance.

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF PAONIA, as follows:

Section 1. Chapter 6 of the Paonia Municipal Code is hereby amended to add a new Article 4, to read as follows:

**ARTICLE 4
PAONIA MARIJUANA CODE**

Sections:

6-4-10	Purpose and legislative intent
6-4-20	Defined terms
6-4-30	Effective date; applicability
6-4-40	Local licensing authority
6-4-50	Relationship to Colorado Retail Marijuana Code; other laws
6-4-60	Unlawful acts
6-4-70	Classes of licensing authorized
6-4-80	Screening and response to state license applications
6-4-90	Licensing requirements—provisions applicable to all licenses
6-4-100	Location restrictions and license restrictions
6-4-110	Signs and advertising
6-4-120	Denial for good cause
6-4-130	Transfer of ownership
6-4-140	Change of location; modification of premises
6-4-150	Term of licenses; renewals
6-4-160	Suspension or revocation of license
6-4-170	Operating fees and License Term
6-4-180	Public nuisance
6-4-190	Occupational Tax on the sale of Marijuana
6-4-200	Penalty

6-4-10 Purpose and legislative intent. The purpose of this Chapter 6, Article 4 is to exercise the authority of the Town of Paonia to allow state-licensed retail and/or medical marijuana stores to exist in Paonia in accordance with the applicable state laws and regulations as well as the additional local licensing requirements and other restrictions set forth herein. This Chapter is adopted pursuant to the aforesaid constitutional and statutory authority, as well as the Town's plenary authority as a statutory town to adopt and enforce ordinances under its police power in order to preserve the public health, safety and general welfare and its authority to regulate businesses.

6-4-20 Defined terms.

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The definitions set forth in Subsection 16 (2) of Article XVIII of the Colorado Constitution as well as the Colorado Retail Marijuana Code, § 12-43.4-103, C.R.S., as amended, shall apply equally to this Chapter 6. In addition, the following terms shall have the meanings respectively assigned to them:

A. “Applicant” is an agent under written authority, who applies on behalf of a domestic entity as defined under C.R.S. § 7-90-102(13) to operate a retail and/or medical marijuana store, so long as the written authority is signed by all controlling owners with more than twenty-five percent ownership interest in the domestic entity or its sub entities or an individual, if applying prior to forming a domestic entity.

B. “Block” is piece of land usually bounded on all sides by streets or other transportation routes such as railroad lines, or by physical barriers such as water bodies or public open space and not traversed by a through street. For the purpose of this ordinance, Block shall also include two sides of a municipal street. By way of example, there shall be only one retail and/or medical marijuana store for the 300 block of 2nd Street.

C. "Childcare center" means a facility maintained for the care of children under the age of sixteen (16), including, but not limited to, day camps, nursery schools, day care, preschools and playschools. Such facility shall be licensed by the Colorado Department of Human Services.

D. "Colorado Retail Marijuana Code" means Article 43.4 of Title 12 of the Colorado Revised Statutes, as amended, including all Rules promulgated pursuant to the Colorado Retail Marijuana Code as set forth in the Colorado Code of Regulations Department of Revenue Marijuana Enforcement Division 1 CCR 212.2.

E. "Retail marijuana establishment" means a retail marijuana cultivation facility, a retail marijuana products manufacturing facility, or a retail marijuana testing facility.

F. "Retail Marijuana Store" is an entity licensed to purchase marijuana from marijuana cultivation facilities and marijuana and marijuana products from marijuana product manufacturing facilities and to sell marijuana and marijuana products to consumers, as set forth in Section 16 of XVIII of the Colorado Constitution.

G. "School" means a public or private elementary, middle, junior high, or high school. (Note: "preschools" are included in the Town's definition of "childcare center").

H. “Land Development Regulations” means the zoning and land use regulations as adopted and updated periodically by the Town of Paonia pursuant to Chapter 16 of the Municipal Code.

I. “Marijuana License Cap” is the maximum licenses issued by the Town at any one time being no more than one (1) retail and/or medical marijuana store per commercial block, and no more than six (6) total licenses, and not more than three (3) total locations. At least one location shall be licensed to sell medical marijuana.

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J. “Medical Marijuana Store” is a person licensed to operate a business under C.R.S. § 44-10-104, as amended, that sells medical marijuana to registered patients or primary caregivers as defined in Section 14 of Article XVIII of the Colorado Constitution, but is not a primary caregiver.

K. “Spot Zoning” The granting to a particular parcel or parcels of land a classification concerning its use that differs from the classification of other land in the immediate adjacent area.

6-4-30 Effective date; applicability.

This Article 4 shall be effective thirty (30) days after final adoption and publication in the newspaper of public record; and shall govern all applications submitted to the state licensing authority for licensing of any retail and/or medical marijuana store in the Town under the Colorado Retail Marijuana Code on and after that date.

6-4-40 Local licensing authority.

A. The Board of Trustees is hereby designated to act as the local licensing authority for the Town regarding retail and/or medical marijuana stores. Under any and all circumstances in which state law requires communication to the Town by the state licensing authority or any other state agency in regard to the licensing of retail and/or medical marijuana stores by the state, or in which state law requires any review or approval by the Town of any action taken by the state licensing authority, the exclusive authority for receiving such communications and granting such approvals shall be exercised by the Board.

B. Under no circumstances shall the Board of Trustees receive or act upon any application for local licensing of a retail and/or medical marijuana store in circumstances where the state has failed to act in accordance with Section 16 of Article XVIII of the Colorado Constitution, it being the intent of this Article that no retail and/or medical marijuana store may lawfully exist in the Town of Paonia absent the issuance of a state license and full regulatory oversight of the retail and/or medical marijuana store by the state, as well as the Town. Accordingly, the Board shall not receive or act upon any application for licensing submitted independently and in lieu of state licensing if the state fails to act within ninety (90) days on any specific application for licensing of a retail and/or medical marijuana store in accordance with paragraph 16(5)(g)(III) of Article XVIII of the Colorado Constitution.

C. Any decision made by the local licensing authority to grant or deny a license, to revoke or suspend a license, or to renew or not renew a license shall be a final decision and may be appealed to the district court pursuant to Rule 106(a)(4) of the Colorado Rules of Civil Procedure.

6-4-50 Relationship to Colorado Retail Marijuana Code; other laws.

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Except as otherwise specifically provided herein, this Article 4 incorporates the requirements and procedures set forth in the Colorado Retail Marijuana Code. In the event of any conflict between the provisions of this Article 4 and the provisions of the Colorado Retail Marijuana Code or any other applicable state or local law, the more restrictive provision shall control, except that the location requirements and restrictions set forth in Section 6-4-100 shall apply in all situations of conflict between such provisions and the provisions of state law or regulation regarding matters where the exercise of discretion by local jurisdictions is granted by the constitution or laws of the State of Colorado.

6-4-60 Unlawful acts.

A. It shall be unlawful for any person to operate any retail and/or medical marijuana store in the Town without a license duly issued therefor by the state licensing authority under the Colorado Retail Marijuana Code and compliance with any and all applicable state laws.

B. It shall be unlawful for any person to operate any retail and/or medical marijuana store in the Town without a license duly issued therefor by the Board of Trustees under this Article 4 and compliance with any and all applicable Town laws.

C. It shall be unlawful for any person to engage in any form of business or commerce involving the storage, sale, distribution or consumption of marijuana other than those forms of businesses and commerce that are expressly contemplated by Sections 14 and 16 of Article XVIII of the Colorado Constitution and/or the Colorado Retail Marijuana Code.

D. It shall be unlawful for any licensed retail and/or medical marijuana store to sell, serve, distribute, or initiate the transport of retail and/or medical marijuana or retail and/or medical marijuana products at any time other than between the hours of 8:00 a.m. and 12:00 a.m. daily.

6-4-70 Classes of licensing authorized.

The Board, may issue and grant to the applicant a local license from any of the following classes, and the Town hereby authorizes the issuance of the licenses of the following classes by the state licensing authority within the Town, subject to the provisions, limitations and restrictions set forth in this Article 4:

A. Retail marijuana store.

B. Medical marijuana store.

(Note: A Retail Marijuana Store may be located on the same licensed premises as a Medical Marijuana Store and may be operated by the same licensee, subject to compliance with all state requirements and the requirements of this Town Marijuana Code, and the issuance of a state license allowing for such co-location.)

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6-4-80 Screening and response to state license applications.

A. Upon receipt of notice from the state licensing authority of any application for a license under the Colorado Retail Marijuana Code, the Town Clerk shall:

1. Determine, in consultation with the Town Administrator, or his/her designee, whether the location proposed for licensing complies with any and all applicable zoning and land use laws of the Town, and any and all restrictions on location of retail and/or medical marijuana stores set forth in this Article 4. If the Town makes an initial determination that the proposed license would be in violation of any zoning law or other restriction on location set forth in the Town's laws, the Town shall, no later than forty-five (45) days from the date the application was originally received by the state licensing authority, notify the state licensing authority and the applicant for state licensing in writing that the application is disapproved by the Town. The failure of the Town to make such a determination upon the initial review of a state license application shall not preclude the Town from later determining that the proposed license is in violation of Town's zoning laws or any other restriction on location set forth in Town laws and disapprove the issuance of a state or Town license on this basis.

2. For any application that is not disapproved as provided in paragraph 1 of this Subsection A, the Town shall notify the state licensing authority and the applicant for state licensing in writing that the Town's further consideration of the application is subject to a local licensing process, and that the Town's ultimate decision to approve or disapprove the issuance of the state license for a retail and/or medical marijuana store proposed to be located in the Town of Paonia will be subject to the completion of the local licensing process, as set forth in this Article 4, after which the Town will notify the state licensing authority in writing of whether or not the retail and/or medical marijuana store proposed in the application has or has not been approved by the Town.

6-4-90 Licensing requirements—provisions applicable to all licenses.

A. Criteria for licensing. The Board of Trustees shall consider and act upon all local license applications in accordance with the standards and procedures set forth in this Article 4. The Board may deny any application for a license that is not in full compliance with the Colorado Retail Marijuana Code, this Article 4, and any other applicable state or Town law or regulation. The Board also shall deny any application that contains any false or incomplete information.

B. Application forms and supplemental materials. All applications for local licensing shall be made upon forms provided by the Town and shall include such supplemental materials as required by the Colorado Retail Marijuana Code and rules adopted pursuant thereto, including by way of example: proof of possession of the licensed premises, disclosures related to ownership of the proposed business, fingerprints of the applicants, building plans, and security plans. To the extent any of the foregoing supplemental materials have been included with the applicant's state license application and forwarded to the Town by the state licensing authority, the Town Clerk may rely upon the information forwarded from the state without requiring re-submittal of the same materials in conjunction with the local license application. The Town

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may, at the Town's discretion, require additional documentation associated with the application as may be necessary to enforce the requirements of the Colorado Retail Marijuana Code and this Article 4.

C. Tax bond. Before the Board of Trustees issues a Town license to an applicant for a retail and/or medical marijuana store license, the applicant shall procure and file with the Town evidence of good and sufficient bond in the amount of twenty-five thousand dollars (\$25,000) with corporate surety thereon duly licensed to do business with the State of Colorado, approved as to form by the Town's Attorney, and conditioned that the applicant shall report and pay all Town sales and use taxes as provided by law. A corporate surety shall not be required to make payments to the Town claiming under such bond until a final determination of failure to pay taxes due to the Town has been made by the Finance Officer or a court of competent jurisdiction. All bonds required pursuant to this subsection shall be renewed at such times as the bondholder's license is renewed. The renewal may be accomplished through a continuation certificate issued by the surety.

D. Area maps. All applications for retail and/or medical marijuana store licensing submitted pursuant to this Article 4 shall include an area map drawn to scale indicating land uses of other properties within five hundred (500) feet of each boundary of the lot or parcel upon which the applicant proposes a licensed premise. The map shall depict the proximity of the property to be used as the licensed premises to any school or childcare facility of the type referenced in Section 6-4-100.

E. Notice of applications to departments and agencies. Upon receipt of an application for any class of local marijuana store license, the Town Clerk shall give notice of the application to the Town Administrator, the Finance Officer, the Building Official, the Chief of the Paonia Police Department, the Chief of the Paonia Fire Protection District #2 and appropriate county or local health officials. Any applicant for a license under this Article 4 shall obtain any and all necessary permits, licenses and other regulatory approvals from the other affected Town departments and agencies prior to the issuance of a license under this Article 4. The Town also will consider any recommendations made by the Paonia Fire Protection District #2.

F. Background checks and determination of good character and state residency. Prior to the issuance of any local license, the Board of Trustees shall make a finding as to the good moral character of the applicant and compliance with state residency requirements in accordance with the standards and procedures set forth in the Colorado Retail Marijuana Code, pursuant to C.R.S. 44-10-307. In so doing, the Board may incorporate into its findings any findings as to good character and residency previously made by the state licensing authority and rely upon such findings in making its determination. The Board shall not be required to perform a criminal background check if the state licensing authority has already performed a criminal background check on the applicant.

G. A license pursuant to this ordinance does not eliminate the need for the licensee to obtain other Town licenses and permits, including, but not limited to:

1. Any land use approval, if applicable;

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2. State sales tax license; or
3. Building, mechanical, plumbing, electrical or permit(s).

6-4-100 Location restrictions and license restrictions

A. Permitted locations for sales. All retail and/or medical marijuana store licenses shall be issued for a specific fixed location which shall be designated the licensed premises. Except as provided in Subsection D, all sales, deliveries and other transfers of marijuana and marijuana products by a licensee shall be made at or from the licensed premises.

B. Distance from schools. No retail and/or medical marijuana store license shall be granted with respect to a proposed licensed premise that would be located within five hundred (500) feet of any school that existed at the time of the filing of a complete application for a retail and/or medical marijuana store license with the Town Clerk.

C. Distance from certain childcare facilities. No retail and/or medical marijuana store license shall be granted with respect to a proposed licensed premises that would be located within five hundred (500) feet of any licensed residential child care facility, as defined in Title 26 of the Colorado Revised Statutes, that existed at the time of the filing of a complete application for a retail and/or medical marijuana store license with the Town.

D. No mobile facilities and restrictions regarding deliveries.

1. No retail and/or medical marijuana store shall be located in a movable or mobile vehicle or structure.

2. No retail and/or medical marijuana or marijuana product shall be delivered in the Town unless under the following restrictions;

(i) such delivery is by a retail and/or medical marijuana store licensed by the state to another retail and/or medical marijuana store licensed by the state and the Town, and such delivery is specifically permitted by the Colorado Retail Marijuana Code; or

(ii) such delivery is by a retail and/or medical marijuana store licensed by the Town and also license by the state with a retail marijuana transporter license pursuant to C.R.S. 44-10-605 or a medical marijuana transporter license pursuant to C.R.S. 44-10-505.

3. All sales and distribution of marijuana and marijuana products by a licensed retail and/or medical marijuana store shall occur only upon the licensed premises, unless delivered by a licensed retail and/or medical marijuana transporter. However, in no event shall any sale or distribution of a Town licensed retail and/or medical marijuana store shall occur outside the limits of the Town.

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E. Measurement of distance. Any distance specified in Subsection B or C of this section shall be computed by direct measurement from the nearest property line of the lot or parcel upon which a school or child care facility referenced in Subsection B or C is situated to the nearest property line of the land used or proposed for use as a licensed retail and/or medical marijuana store, using a route of direct pedestrian access, measured as a person would walk safely and properly, without trespassing, with right angles at crossings and with the observance of traffic regulations and lights.

F. Places where retail and/or medical marijuana stores are prohibited. No licensed retail and/or medical marijuana store shall be operated within the boundaries of any residential zone district of the Town as those boundaries exist at the time any complete application for any class of retail and/or medical marijuana store license is filed with the Town Clerk. Retail and/or medical marijuana stores shall only be operated within the boundaries of a C-1 or C-2 commercial zone district of the as those boundaries exist at the time any complete application is filed with the Town Clerk.

G. Any retail and/or medical marijuana licensee and location shall be in compliance with the Town's formula business ordinance, Sec. 16-3-140 of the Town Code.

H. The number of licenses in the Town are limited as follows:

1. The total number of Retail Marijuana Store licenses combined is limited to three (3).

2. The total number of Medical Marijuana Store licenses combined is limited to three (3).

3. A licensee and a licensed facility can have both a Retail Marijuana Store license and a Medical Marijuana Store license. However, a licensee cannot hold more than one (1) Retail Marijuana Store license and not more than one (1) Medical Marijuana Store license.

4. In no event shall there be more than six (6) total licenses, at three (3) locations, issued by the Town. There shall be at least one Medical Marijuana Store.

5. There shall be a maximum of one licensed facility per Block. The Town shall endeavor to prohibit Spot Zoning or the concentration of licenses.

I. All licensees shall put their license(s) to use within sixty (60) days of issuance. Should a license not be put to use sixty (60) days after the issuance date, the license shall be forfeited and revert to the Town. The Town Clerk is granted the authority to effectuate the forfeiture and return of any unused licenses.

6-4-110 Signs and advertising.

A. Any person or premises licensed as a retail and/or medical marijuana store shall comply with all Town ordinances regulating signs and advertising. In addition, no licensed retail and/or medical marijuana store shall use any advertising material that is misleading, deceptive,

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or false, or that, as evidenced either by the content of the advertising material or by the medium or the manner in which the advertising is disseminated, is designed to appeal to minors.

B. For purposes of this section, the terms "advertise," "advertising" or "advertisement" mean the act of drawing the public's attention to a retail and/or medical marijuana store or retail and/or medical marijuana products manufacturer in order to promote the sale of retail and/or medical marijuana by the store or the manufacturer.

C. Except as otherwise provided in this Subsection C, it shall be unlawful for any person licensed under this Title or any other person to advertise any retail and/or medical marijuana or retail and/or medical marijuana product anywhere in the Town where the advertisement is visible to members of the public from any street, sidewalk, park or other public place, including advertising utilizing any of the following media: any billboard or other outdoor general advertising device as defined by the zoning code; any sign mounted on a vehicle, any hand-held or other portable sign; or any handbill, leaflet or flier directly handed to any person in a public place, left upon a motor vehicle, or posted upon any public or private property without the consent of the property owner. The prohibition set forth in this paragraph shall not apply to:

1. Any sign located on the same zone lot as a retail and/or medical marijuana store which exists solely for the purpose of identifying the location of the retail and/or medical marijuana store and which otherwise complies with the Town's sign code, Chapter 18, Article 6 of the Town Municipal Code, and any other applicable Town laws and regulations; or

2. Any advertisement contained within a newspaper, magazine, or other periodical of general circulation within the Town; or

3. Advertising which is purely incidental to sponsorship of a charitable event by a retail and/or medical marijuana store or a retail and/or medical marijuana products manufacturer.

6-4-120 Denial for good cause.

A. The Board of Trustees shall have authority to refuse to issue or renew any retail and/or medical marijuana store license for good cause, subject to judicial review. For purposes of this section, the term "good cause" means:

1. The applicant has violated, does not meet, or has failed to comply with any of the terms, conditions, or provisions of the Colorado Retail Marijuana Code or any rules and regulations promulgated pursuant thereto, or this Title 4 or any rules and regulations promulgated pursuant to this Title;

2. Evidence that the issuance or renewal of the license will adversely impact the health, welfare or public safety of the immediate neighborhood in which the retail and/or medical marijuana store is located or is proposed to be located; or

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3. Evidence that the licensee or applicant has failed to comply with any special terms or conditions that were placed upon the license pursuant to an order of the State Licensing Authority or an order of the Local Licensing Authority.

B. Any decision of the Board of Trustees to approve or deny any license application shall be in writing, stating the reasons therefor.

6-4-130 Transfer of ownership.

Transfer of ownership of any local license issued pursuant to this Article 4 shall be governed by the standards and procedures set forth in the Colorado Retail Marijuana Code and any regulations adopted pursuant thereto, and the Board of Trustees shall administer transfers of local licenses in the same manner as the state licensing authority administers transfers of state licenses. A license must be held by the licensee for at least one year from the date of issuance by the Local Licensing Authority before it may be transferred.

6-4-140 Change of location; modification of premises.

Change of location of any license or any modification of the licensed premises shall be governed by the standards and procedures set forth in the Colorado Retail Marijuana Code and any regulations adopted pursuant thereto, and the Board of Trustees shall administer applications to change location or modify premises in the same manner as the state licensing authority administers changes of location and modification of premises for state licenses. Any proposed modification and any new location to which an existing licensed business is transferred shall fully comply with the location requirements and the requirements for conformance with current zoning as set forth this Title 4.

6-4-150 Term of licenses; renewals.

Any local license issued pursuant to this Title shall be valid for a period of one (1) year from the date of issuance. Any renewal of the license shall be governed by the standards and procedures set forth in the Colorado Retail Marijuana Code and any regulations adopted pursuant thereto, and the Board of Trustees shall administer license renewals in the same manner as the state licensing authority administers renewals of state licenses. An application for renewal shall be made to Staff not less than sixty (60) days prior to the date of expiration and concurrent with the application for renewal filed with the state licensing authority, as required.

6-4-160 Suspension or revocation of license.

A. A license may be suspended or revoked by the Board of Trustees for any of the following reasons:

1. Fraud, misrepresentation, or a false statement of material fact contained in the license application;

2. A violation of any Town, State or Federal law or regulation, other than federal law or regulation concerning the production, transportation, possession, sale or distribution of marijuana that conflicts with Amendment 64;

3. A violation of any of the terms and conditions of the license, including any special conditions of approval imposed upon the license;

4. A violation of any of the provisions set forth in this ordinance; or

5. Cessations of operation at the center for more than thirty (30) days.

B. The Town shall notify the licensee of the issuance of a show cause order to suspend or revoke the license. Notice shall be given by mailing a copy or served by the Paonia Police Department of the order to the licensee by registered mail to the address shown on the license. Notice is deemed to have been properly given upon mailing.

C. A hearing shall then be scheduled before the Board of Trustees within forty-five (45) days of the notice of the show cause order. Such hearing may be continued for good cause. The burden of proof at the hearing shall be on the Town.

D. If the Board of Trustees finds a preponderance of the evidence that the allegations in the show cause order are sustained, the Board of Trustees shall issue such order in writing to the licensee within ten (10) days.

E. Upon such findings, the Board of Trustees shall have the power to revoke, suspend, and/or place additional reasonable conditions on the license.

6-4-170 Operating Fees and License Term.

A. When the application is filed, the applicant shall pay to the Town the applicable application and other fees, as set forth by resolution.

B. Any renewal application filed late will be subject to a late fee and Staff has no authority to waive such late fee.

C. If an application is approved, the applicant shall pay an annual operating fee, if applicable, in such amount as may established from time to time by the Board of Trustees as adopted from time to time by Resolution.

D. Each license issued pursuant to Article 4 shall be valid for a period of one (1) year from the date of issuance and may be renewed as provided in Section 150.

E. All other fees shall be set by and may be subject to amendment via resolution.

F. All fees shall be non-refundable.

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6-4-180 Public nuisance.

A. The unlawful cultivation, manufacturing, sale, offer for sale, or distribution of retail and/or medical marijuana without a license is hereby declared to be a nuisance which may be abated or otherwise dealt with in accordance with the provisions of the Paonia Municipal Code.

6-4-190 Occupational Tax on the sale of marijuana.

There shall be an occupational tax of Five Dollars (\$5.00) per sales transaction on the sale of retail and medical marijuana and marijuana products within the Town as further defined in Chapter 4 of the Town Code.

6-4-200 Penalty.

Failure to comply with the provisions of this Chapter 6, Article 4, shall constitute a violation, and in addition to being grounds for denial, suspension or revocation of a license, such violation may be punished by a civil penalty of not less than Two Thousand Dollars (\$2,000.00) nor more than Five Thousand Dollars (\$5,000.00), per violation. Each day of noncompliance may constitute a separate violation. Prosecution of a violation of this Chapter 6, Article 4 shall be by the Town Municipal Court.

Section 2. Severability.

If any provision, clause, sentence or paragraph of this Ordinance or the application thereof to any person or circumstance shall be held invalid, such invalidity shall not affect the other provisions of this Ordinance which can be given effect without the invalid provision or application, and, to this end, the provisions of this Ordinance are declared to be severable.

Section 3. Repeal of Prior Ordinances.

All other ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 4. Ordinance Effect.

Existing ordinances or parts of ordinances covering the same matters as embraced in this Ordinance are hereby repealed and any and all ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed; provided, however, that the repeal of any ordinance or parts of ordinances of the Town shall not revive any other section of any ordinance or ordinances hereto before repealed or superseded, and further provided that this repeal shall not affect or prevent the prosecution or punishment of any person for any act done or committed in violation of any ordinance hereby repealed prior to the taking effect of this Ordinance.

Section 5. Effective Date.

This Ordinance shall take effect thirty (30) days after passage and publication.

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INTRODUCED, READ AND REFERRED before the Board of Trustees for the Town of Paonia, Colorado, on the 24th day of March, 2021.

HEARD AND FINALLY ADOPTED by the Town of Paonia Board of Trustees for the Town of Paonia, Colorado, on the 27th day of April, 2021.

TOWN OF PAONIA

By: _____ s/s _____
Mary Bachran, Mayor

ATTEST:

_____ s/s _____
Corinne Ferguson, Town Administrator/Clerk

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**TOWN OF HOTCHKISS, COLORADO
ORDINANCE NO. 2023-01**

**AN ORDINANCE OF THE TOWN OF HOTCHKISS, COLORADO AMENDING THE
HOTCHKISS MUNICIPAL CODE CHAPTER 6 ARTICLE 2 CONCERNING THE
REGULATION AND LICENSING OF MEDICAL AND RETAIL MARIJUANA STORES**

WHEREAS, Section 14 of Article XVIII of the Colorado Constitution, also commonly known as Amendment 20 of 2000, authorizes the medical use of marijuana.

WHEREAS, Section 16 of Article XVIII of the Colorado Constitution, also commonly known as Amendment 64 of 2012, authorizes a system of state licensing for businesses engaging in the cultivation, testing, manufacturing and retail sale of marijuana.

WHEREAS, Subsection 16(5)(f) of Article XVIII allows localities within their respective jurisdictions: to prohibit state licensing of marijuana establishments; to regulate the time, place and manner in which marijuana establishments may operate; and to limit the total number of marijuana establishments. The authority of localities to prohibit or regulate marijuana stores within their respective jurisdictions, including the authority to engage in local licensing of marijuana establishments, is also reflected in various provisions of the Colorado Retail Code, Article 43.4 of Title 12, C.R.S.; and

WHEREAS, at the Regular Election held on November 8, 2022 , a majority of the voters of Hotchkiss approved the following ballot question:

TOWN OF HOTCHKISS BALLOT ISSUE 1

BEGINNING JULY 1, 2023, SHALL RETAIL AND MEDICAL MARIJUANA BUSINESSES BE PERMITTED WITHIN THE TOWN OF HOTCHKISS, SUBJECT TO COLORADO LAW AND SUCH ADDITIONAL REGULATIONS AS MAY BE ADOPTED BY THE TOWN OF HOTCHKISS BOARD OF TRUSTEES AND SHALL THE COLLECTION OF THE SALES TAX INCREASE APPROVED BY THE VOTERS IN NOVEMBER 2016 COMMENCE JULY 1, 2023, AND SHALL COLLECTIONS IN 2024 (THE FIRST FULL FISCAL YEAR) NOT EXCEED \$350,000?

WHEREAS, with the passage of Town of Hotchkiss Ballot Issue 1, the Trustees have the responsibility to adopt an ordinance regarding the licensing of Retail and Medical Marijuana Businesses, and the authority pursuant to CRS 43.3-12-101 et. seq and its general police powers to regulate the same.

**NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF
THE TOWN OF HOTCHKISS**, as follows:

Section 1. Chapter VI of the Hotchkiss Municipal Code is hereby amended to add a new Article 2, to read as follows:

ARTICLE 2 MARIJUANA CODE

Sections:

6-2-1	Purpose and legislative intent
6-2-2	Defined terms
6-2-3	Effective date; applicability
6-2-4	Local licensing authority
6-2-5	Relationship to Colorado Retail Marijuana Code; other laws
6-2-6	Unlawful acts
6-2-7	Classes of licensing authorized
6-2-8	Screening and response to state license applications
6-2-9	Licensing requirements—provisions applicable to all licenses
6-2-10	Location restrictions and license restrictions
6-2-11	Denial for good cause
6-2-12	Transfer of ownership
6-2-13	Change of location; modification of premises
6-2-14	Term of licenses; renewals
6-2-15	Suspension or revocation of license
6-2-16	Operating fees and License Term
6-2-17	Public nuisance
6-2-18	Occupational Tax on the sale of Marijuana
6-2-19	Penalty

6-2-1 Purpose and legislative intent. The purpose of this Chapter 6, Article 2 is to exercise the authority of the Town of Hotchkiss to allow state-licensed retail and/or medical marijuana stores to exist in Hotchkiss in accordance with the applicable state laws and regulations as well as the additional local licensing requirements and other restrictions set forth herein. This Chapter is adopted pursuant to the aforesaid constitutional and statutory authority, as well as the Town's plenary authority as a statutory town to adopt and enforce ordinances under its police power in order to preserve the public health, safety and general welfare and its authority to regulate businesses.

6-2-2 Defined terms.

The definitions set forth in Subsection 16 (2) of Article XVIII of the Colorado Constitution as well as the Colorado Retail Marijuana Code, § 12-43.4-103, C.R.S., as amended, shall apply equally to this Chapter 6. In addition, the following terms shall have the meanings respectively assigned to them:

A. "Applicant" is an agent under written authority, who applies on behalf of a domestic entity as defined under C.R.S. § 7-90-102(13) to operate a retail and/or medical marijuana store, so long as the written authority is signed by all controlling owners with more

than twenty-five percent ownership interest in the domestic entity or its sub entities or an individual, if applying prior to forming a domestic entity.

B. "Block" is piece of land usually bounded on all sides by streets or other transportation routes such as railroad lines, or by physical barriers such as water bodies or public open space and not traversed by a through street.

C. "Childcare center" means a facility maintained for the care of children under the age of sixteen (16), including, but not limited to, day camps, nursery schools, day care, preschools and playschools. Such facility shall be licensed by the Colorado Department of Human Services.

D. "Colorado Retail Marijuana Code" means Article 43.4 of Title 12 of the Colorado Revised Statutes, as amended, including all Rules promulgated pursuant to the Colorado Retail Marijuana Code as set forth in the Colorado Code of Regulations Department of Revenue Marijuana Enforcement Division 1 CCR 212.2.

E. "Retail marijuana establishment" means a retail marijuana cultivation facility, a retail marijuana products manufacturing facility, or a retail marijuana testing facility.

F. "Retail Marijuana Store" is an entity licensed to purchase marijuana from marijuana cultivation facilities and marijuana and marijuana products from marijuana product manufacturing facilities and to sell marijuana and marijuana products to consumers, as set forth in Section 16 of XVIII of the Colorado Constitution.

G. "School" means a public or private elementary, middle, junior high, or high school.

H. "Land Development Regulations" means the zoning and land use regulations as adopted and updated periodically by the Town of Hotchkiss pursuant to the Hotchkiss Zoning Ordinance.

I. "Marijuana License Cap" is the maximum licenses issued by the Town at any one time being no more than one (1) retail and/or medical marijuana store per commercial block, and no more than four (4) total licenses, and not more than two (2) total locations. At least one location shall be licensed to sell medical marijuana.

J. "Medical Marijuana Store" is a person licensed to operate a business under C.R.S. § 44-10-104, as amended, that sells medical marijuana to registered patients or primary caregivers as defined in Section 14 of Article XVIII of the Colorado Constitution, but is not a primary caregiver.

K. "Spot Zoning" The granting to a particular parcel or parcels of land a classification concerning its use that differs from the classification of other land in the immediate adjacent area.

6-2-3 Effective date; applicability.

This Article 2 shall be effective thirty (30) days after final adoption and publication in the newspaper of public record; and shall govern all applications submitted to the state licensing authority for licensing of any retail and/or medical marijuana store in the Town under the Colorado Retail Marijuana Code on and after that date.

6-4-40 Local licensing authority.

A. The Board of Trustees is hereby designated to act as the local licensing authority for the Town regarding retail and/or medical marijuana stores. Under any and all circumstances in which state law requires communication to the Town by the state licensing authority or any other state agency in regard to the licensing of retail and/or medical marijuana stores by the state, or in which state law requires any review or approval by the Town of any action taken by the state licensing authority, the exclusive authority for receiving such communications and granting such approvals shall be exercised by the Board.

B. Under no circumstances shall the Board of Trustees receive or act upon any application for local licensing of a retail and/or medical marijuana store in circumstances where the state has failed to act in accordance with Section 16 of Article XVIII of the Colorado Constitution, it being the intent of this Article that no retail and/or medical marijuana store may lawfully exist in the Town of Hotchkiss absent the issuance of a state license and full regulatory oversight of the retail and/or medical marijuana store by the state, as well as the Town. Accordingly, the Board shall not receive or act upon any application for licensing submitted independently and in lieu of state licensing if the state fails to act within ninety (90) days on any specific application for licensing of a retail and/or medical marijuana store in accordance with paragraph 16(5)(g)(III) of Article XVIII of the Colorado Constitution.

C. Any decision made by the local licensing authority to grant or deny a license, to revoke or suspend a license, or to renew or not renew a license shall be a final decision and may be appealed to the district court pursuant to Rule 106(a)(4) of the Colorado Rules of Civil Procedure.

6-4-50 Relationship to Colorado Retail Marijuana Code; other laws.

Except as otherwise specifically provided herein, this Article 2 incorporates the requirements and procedures set forth in the Colorado Retail Marijuana Code. In the event of any conflict between the provisions of this Article 2 and the provisions of the Colorado Retail Marijuana Code or any other applicable state or local law, the more restrictive provision shall control, except that the location requirements and restrictions set forth in Section 6-2-10 shall apply in all situations of conflict between such provisions and the provisions of state law or regulation regarding matters where the exercise of discretion by local jurisdictions is granted by the constitution or laws of the State of Colorado.

6-4-6 Unlawful acts.

A. It shall be unlawful for any person to operate any retail and/or medical marijuana store in the Town without a license duly issued therefor by the state licensing authority under the Colorado Retail Marijuana Code and compliance with any and all applicable state laws.

B. It shall be unlawful for any person to operate any retail and/or medical marijuana store in the Town without a license duly issued therefor by the Board of Trustees under this Article 2 and compliance with any and all applicable Town laws.

C. It shall be unlawful for any person to engage in any form of business or commerce involving the storage, sale, distribution or consumption of marijuana other than those forms of businesses and commerce that are expressly contemplated by Sections 14 and 16 of Article XVIII of the Colorado Constitution and/or the Colorado Retail Marijuana Code.

D. It shall be unlawful for any licensed retail and/or medical marijuana store to sell, serve, distribute, or initiate the transport of retail and/or medical marijuana or retail and/or medical marijuana products at any time other than between the hours of 8:00 a.m. and 12:00 a.m. daily.

6-2-7 Classes of licensing authorized.

The Board, may issue and grant to the applicant a local license from any of the following classes, and the Town hereby authorizes the issuance of the licenses of the following classes by the state licensing authority within the Town, subject to the provisions, limitations and restrictions set forth in this Article 2:

A. Retail marijuana store.

B. Medical marijuana store.

(Note: A Retail Marijuana Store may be located on the same licensed premises as a Medical Marijuana Store and may be operated by the same licensee, subject to compliance with all state requirements and the requirements of this Town Marijuana Code, and the issuance of a state license allowing for such co-location.)

6-2-8 Screening and response to state license applications.

A. Upon receipt of notice from the state licensing authority of any application for a license under the Colorado Retail Marijuana Code, the Town Clerk shall:

1. Determine whether the location proposed for licensing complies with any and all applicable zoning and land use laws of the Town, and any and all restrictions on location of retail and/or medical marijuana stores set forth in this Article 2. If the Town makes an initial determination that the proposed license would be in violation of any zoning law or other restriction on location set forth in the Town's laws, the Town shall, no later than forty-five (45) days from the date the application was originally received by the state licensing authority, notify the state licensing authority and the applicant for state licensing in writing that the application is

disapproved by the Town. The failure of the Town to make such a determination upon the initial review of a state license application shall not preclude the Town from later determining that the proposed license is in violation of Town's zoning laws or any other restriction on location set forth in Town laws and disapprove the issuance of a state or Town license on this basis.

2. For any application that is not disapproved as provided in paragraph 1 of this Subsection A, the Town shall notify the state licensing authority and the applicant for state licensing in writing that the Town's further consideration of the application is subject to a local licensing process, and that the Town's ultimate decision to approve or disapprove the issuance of the state license for a retail and/or medical marijuana store proposed to be located in the Town of Hotchkiss will be subject to the completion of the local licensing process, as set forth in this Article 2, after which the Town will notify the state licensing authority in writing of whether or not the retail and/or medical marijuana store proposed in the application has or has not been approved by the Town.

6-2-9 Licensing requirements—provisions applicable to all licenses.

A. Criteria for licensing. The Board of Trustees shall consider and act upon all local license applications in accordance with the standards and procedures set forth in this Article 2. The Board may deny any application for a license that is not in full compliance with the Colorado Retail Marijuana Code, this Article 2, and any other applicable state or Town law or regulation. The Board also shall deny any application that contains any false or incomplete information.

B. Application forms and supplemental materials. All applications for local licensing shall be made upon forms provided by the Town and shall include such supplemental materials as required by the Colorado Retail Marijuana Code and rules adopted pursuant thereto, including by way of example: proof of possession of the licensed premises, disclosures related to ownership of the proposed business, fingerprints of the applicants, building plans, and security plans. To the extent any of the foregoing supplemental materials have been included with the applicant's state license application and forwarded to the Town by the state licensing authority, the Town Clerk may rely upon the information forwarded from the state without requiring re-submittal of the same materials in conjunction with the local license application. The Town may, at the Town's discretion, require additional documentation associated with the application as may be necessary to enforce the requirements of the Colorado Retail Marijuana Code and this Article 2.

C. Tax bond. Before the Board of Trustees issues a Town license to an applicant for a retail and/or medical marijuana store license, the applicant shall procure and file with the Town evidence of good and sufficient bond in the amount of twenty-five thousand dollars (\$25,000) with corporate surety thereon duly licensed to do business with the State of Colorado, approved as to form by the Town's Attorney, and conditioned that the applicant shall report and pay all Town sales and use taxes as provided by law. A corporate surety shall not be required to make payments to the Town claiming under such bond until a final determination of failure to pay taxes due to the Town has been made by the Finance Officer or a court of competent jurisdiction. All bonds required pursuant to this subsection shall be renewed at such times as the bondholder's license is renewed. The renewal may be accomplished through a continuation certificate issued by the surety.

D. Area maps. All applications for retail and/or medical marijuana store licensing submitted pursuant to this Article 2 shall include an area map drawn to scale indicating land uses of other properties within five hundred (500) feet of each boundary of the lot or parcel upon which the applicant proposes a licensed premise. The map shall depict the proximity of the property to be used as the licensed premises to any school or childcare facility of the type referenced in Section 6-2-10.

E. Notice of applications to departments and agencies. Upon receipt of an application for any class of local marijuana store license, the Town Clerk shall give notice of the application to the Building Official, the Chief of the Hotchkiss Police Department, the Town Attorney, the Mayor and appropriate county or local health officials. Any applicant for a license under this Article 2 shall obtain any and all necessary permits, licenses and other regulatory approvals from the other affected Town departments and agencies prior to the issuance of a license under this Article 2.

F. Background checks and determination of good character and state residency. Prior to the issuance of any local license, the Board of Trustees shall make a finding as to the good moral character of the applicant and compliance with state residency requirements in accordance with the standards and procedures set forth in the Colorado Retail Marijuana Code, pursuant to C.R.S. 44-10-307. In so doing, the Board may incorporate into its findings any findings as to good character and residency previously made by the state licensing authority and rely upon such findings in making its determination. The Board shall not be required to perform a criminal background check if the state licensing authority has already performed a criminal background check on the applicant.

G. A license pursuant to this ordinance does not eliminate the need for the licensee to obtain other Town licenses and permits, including, but not limited to:

1. Any land use approval, if applicable;
2. State sales tax license; or
3. Building, mechanical, plumbing, electrical or permit(s).

6-2-10 Location restrictions and license restrictions

A. Permitted locations for sales. All retail and/or medical marijuana store licenses shall be issued for a specific fixed location which shall be designated the licensed premises. Except as provided in Subsection D, all sales, deliveries and other transfers of marijuana and marijuana products by a licensee shall be made at or from the licensed premises.

B. Distance from schools. No retail and/or medical marijuana store license shall be granted with respect to a proposed licensed premise that would be located within five hundred (500) feet of any school that existed at the time of the filing of a complete application for a retail and/or medical marijuana store license with the Town Clerk.

C. Distance from certain childcare facilities. No retail and/or medical marijuana store license shall be granted with respect to a proposed licensed premises that would be located within five hundred (500) feet of any licensed residential child care facility, as defined in Title 26 of the Colorado Revised Statutes, that existed at the time of the filing of a complete application for a retail and/or medical marijuana store license with the Town.

D. No mobile facilities and restrictions regarding deliveries.

1. No retail and/or medical marijuana store shall be located in a movable or mobile vehicle or structure.

2. No retail and/or medical marijuana or marijuana product shall be delivered in the Town unless under the following restrictions;

(i) such delivery is by a retail and/or medical marijuana store licensed by the state to another retail and/or medical marijuana store licensed by the state and the Town, and such delivery is specifically permitted by the Colorado Retail Marijuana Code; or

(ii) such delivery is by a retail and/or medical marijuana store licensed by the Town and also license by the state with a retail marijuana transporter license pursuant to C.R.S. 44-10-605 or a medical marijuana transporter license pursuant to C.R.S. 44-10-505.

3. All sales and distribution of marijuana and marijuana products by a licensed retail and/or medical marijuana store shall occur only upon the licensed premises, unless delivered by a licensed retail and/or medical marijuana transporter. However, in no event shall any sale or distribution of a Town licensed retail and/or medical marijuana store shall occur outside the limits of the Town.

E. Measurement of distance. Any distance specified in Subsection B or C of this section shall be computed by direct measurement from the nearest property line of the lot or parcel upon which a school or child care facility referenced in Subsection B or C is situated to the nearest property line of the land used or proposed for use as a licensed retail and/or medical marijuana store, using a route of direct pedestrian access, measured as a person would walk safely and properly, without trespassing, with right angles at crossings and with the observance of traffic regulations and lights.

F. Places where retail and/or medical marijuana stores are prohibited. No licensed retail and/or medical marijuana store shall be operated within the boundaries of any residential zone district of the Town as those boundaries exist at the time any complete application for any class of retail and/or medical marijuana store license is filed with the Town Clerk. Retail and/or medical marijuana stores shall only be operated within the boundaries of a C1 or C2 commercial zone district of the as those boundaries exist at the time any complete application is filed with the Town Clerk.

G. The number of licenses in the Town are limited as follows:

1. The total number of Retail Marijuana Store licenses combined is limited to two (2).
2. The total number of Medical Marijuana Store licenses combined is limited to two (2).
3. A licensee and a licensed facility can have both a Retail Marijuana Store license and a Medical Marijuana Store license. However, a licensee cannot hold more than one (1) Retail Marijuana Store license and not more than one (1) Medical Marijuana Store license.
4. In no event shall there be more than four (4) total licenses, at two (2) locations, issued by the Town. There shall be at least one Medical Marijuana Store.
5. There shall be a maximum of one licensed facility per Block. The Town shall endeavor to prohibit Spot Zoning or the concentration of licenses.

H. All licensees shall put their license(s) to use within sixty (60) days of issuance. Should a license not be put to use sixty (60) days after the issuance date, the license shall be forfeited and revert to the Town. The Town Clerk is granted the authority to effectuate the forfeiture and return of any unused licenses.

6-2-11 Denial for good cause.

A. The Board of Trustees shall have authority to refuse to issue or renew any retail and/or medical marijuana store license for good cause, subject to judicial review. For purposes of this section, the term “good cause” means:

1. The applicant has violated, does not meet, or has failed to comply with any of the terms, conditions, or provisions of the Colorado Retail Marijuana Code or any rules and regulations promulgated pursuant thereto, or this Title 4 or any rules and regulations promulgated pursuant to this Title;
2. Evidence that the issuance or renewal of the license will adversely impact the health, welfare or public safety of the immediate neighborhood in which the retail and/or medical marijuana store is located or is proposed to be located; or
3. Evidence that the licensee or applicant has failed to comply with any special terms or conditions that were placed upon the license pursuant to an order of the State Licensing Authority or an order of the Local Licensing Authority.

B. Any decision of the Board of Trustees to approve or deny any license application shall be in writing, stating the reasons therefor.

6-2-12 Transfer of ownership.

Transfer of ownership of any local license issued pursuant to this Article 2 shall be governed by the standards and procedures set forth in the Colorado Retail Marijuana Code and any regulations adopted pursuant thereto, and the Board of Trustees shall administer transfers of local licenses in the same manner as the state licensing authority administers transfers of state licenses. A license must be held by the licensee for at least one year from the date of issuance by the Local Licensing Authority before it may be transferred.

6-2-13 Change of location; modification of premises.

Change of location of any license or any modification of the licensed premises shall be governed by the standards and procedures set forth in the Colorado Retail Marijuana Code and any regulations adopted pursuant thereto, and the Board of Trustees shall administer applications to change location or modify premises in the same manner as the state licensing authority administers changes of location and modification of premises for state licenses. Any proposed modification and any new location to which an existing licensed business is transferred shall fully comply with the location requirements and the requirements for conformance with current zoning as set forth this Title 2.

6-2-14 Term of licenses; renewals.

Any local license issued pursuant to this Title shall be valid for a period of one (1) year from the date of issuance. Any renewal of the license shall be governed by the standards and procedures set forth in the Colorado Retail Marijuana Code and any regulations adopted pursuant thereto, and the Board of Trustees shall administer license renewals in the same manner as the state licensing authority administers renewals of state licenses. An application for renewal shall be made to Staff not less than sixty (60) days prior to the date of expiration and concurrent with the application for renewal filed with the state licensing authority, as required.

6-2-15 Suspension or revocation of license.

A. A license may be suspended or revoked by the Board of Trustees for any of the following reasons:

1. Fraud, misrepresentation, or a false statement of material fact contained in the license application;
2. A violation of any Town, State or Federal law or regulation, other than federal law or regulation concerning the production, transportation, possession, sale or distribution of marijuana that conflicts with Amendment 64;
3. A violation of any of the terms and conditions of the license, including any special conditions of approval imposed upon the license;
4. A violation of any of the provisions set forth in this ordinance; or
5. Cessations of operation at the center for more than thirty (30) days.

B. The Town shall notify the licensee of the issuance of a show cause order to suspend or revoke the license. Notice shall be given by mailing a copy or served by the Hotchkiss Police Department of the order to the licensee by registered mail to the address shown on the license. Notice is deemed to have been properly given upon mailing.

C. A hearing shall then be scheduled before the Board of Trustees within forty-five (45) days of the notice of the show cause order. Such hearing may be continued for good cause. The burden of proof at the hearing shall be on the Town.

D. If the Board of Trustees finds a preponderance of the evidence that the allegations in the show cause order are sustained, the Board of Trustees shall issue such order in writing to the licensee within ten (10) days.

E. Upon such findings, the Board of Trustees shall have the power to revoke, suspend, and/or place additional reasonable conditions on the license.

6-2-16 Operating Fees and License Term.

A. When the application is filed, the applicant shall pay to the Town the applicable application and other fees, as set forth by resolution.

B. Any renewal application filed late will be subject to a late fee and Staff has no authority to waive such late fee.

C. If an application is approved, the applicant shall pay an annual operating fee, if applicable, in such amount as may established from time to time by the Board of Trustees as adopted from time to time by Resolution.

D. Each license issued pursuant to Article 2 shall be valid for a period of one (1) year from the date of issuance and may be renewed as provided herein.

E. All other fees shall be set by and may be subject to amendment via resolution.

F. All fees shall be non-refundable.

6-2-17 Public nuisance.

A. The unlawful cultivation, manufacturing, sale, offer for sale, or distribution of retail and/or medical marijuana without a license is hereby declared to be a nuisance which may be abated or otherwise dealt with in accordance with the provisions of the Hotchkiss Municipal Code.

6-2-18 Sales Tax on the sale of marijuana.

There shall be a sales tax of 5% sale of retail and medical marijuana and marijuana products within the Town as further defined in Chapter 3 of the Town Code.

6-2-19 Penalty.

Failure to comply with the provisions of this Chapter 6, Article 2, shall constitute a violation, and in addition to being grounds for denial, suspension or revocation of a license, such violation may be punished by a civil penalty of not less than Two Thousand Dollars (\$2,000.00) nor more than Five Thousand Dollars (\$5,000.00), per violation. Each day of noncompliance may constitute a separate violation. Prosecution of a violation of this Chapter 6, Article 2 shall be by the Town Municipal Court.

Section 2. Severability.

If any provision, clause, sentence or paragraph of this Ordinance or the application thereof to any person or circumstance shall be held invalid, such invalidity shall not affect the other provisions of this Ordinance which can be given effect without the invalid provision or application, and, to this end, the provisions of this Ordinance are declared to be severable.

Section 3. Repeal of Prior Ordinances.

All other ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 4. Ordinance Effect.

Existing ordinances or parts of ordinances covering the same matters as embraced in this Ordinance are hereby repealed and any and all ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed; provided, however, that the repeal of any ordinance or parts of ordinances of the Town shall not revive any other section of any ordinance or ordinances hereto before repealed or superseded, and further provided that this repeal shall not affect or prevent the prosecution or punishment of any person for any act done or committed in violation of any ordinance hereby repealed prior to the taking effect of this Ordinance.

Section 5. Effective Date.

This Ordinance shall take effect thirty (30) days after passage and publication.

INTRODUCED, READ AND REFERRED before the Board of Trustees for the Town of Hotchkiss, Colorado, on the 9th day of February 2023.

HEARD AND FINALLY ADOPTED by the Town of Hotchkiss Board of Trustees for the Town of Hotchkiss, Colorado, on the 9th day of March 2023.

TOWN OF HOTCHKISS

By: _____
JIM WINGFIELD, Mayor

ATTEST:

GINGER REDDEN, Town Clerk

**TOWN OF CEDAREdge
ORDINANCE 2021-02**

**AN ORDINANCE OF THE TOWN OF CEDAREdge AMENDING THE
CEDAREdge MUNICIPAL CODE BY ADDING A NEW TITLE 11
PERMITTING RETAIL AND MEDICAL MARIJUANA STORES AND
SETTING FORTH REGULATIONS FOR LICENSING WITH PENALTIES
FOR VIOLATIONS; AND REPEALING CHAPTER 5.40 AND 15.40
REGULATING MARIJUANA DISPENSARIES.**

WHEREAS, the Town of Cedaredge electors voting at the November 3, 2020 general election authorized the establishment and operation of retail and medical marijuana stores subject to regulations and requirements adopted by the Board of Trustees as necessary for the proper licensing and administration of such retail and medical marijuana stores.

WHEREAS, electors also approved an additional sales tax of 5% on the sale of retail marijuana products, with the additional revenues to be spent on the Cedaredge Police Department, transportation infrastructure, and parks and recreation.

WHEREAS, previously retail and medical marijuana stores to the extent allowed by law were prohibited under Cedaredge Municipal Code, Chapter 5.40 and to the extent allowed by law regulated under 15.40, respectively.

WHEREAS, on August 8, 2013, the Board of Trustees for the Town of Cedaredge found and determined after a properly noticed public hearing, and under the provisions of Article XVIII, Section 16, of the Colorado Constitution, that operation of marijuana cultivation facilities, marijuana product manufacturing facilities, marijuana testing facilities, retail marijuana stores, and medical marijuana centers were prohibited within Town limits and subsequently adopted Chapter 5.40.

WHEREAS, the Cedaredge Municipal Code, Chapter 5.40 is repealed and the remaining language prohibiting marijuana cultivation, product manufacturing, and testing facilities is now contained in Section 11.010.060 of Title 11 of the Cedaredge Municipal Code adopted herein.

WHEREAS, the Cedaredge Municipal Code, Chapter 15.40 contains regulations concerning Marijuana Dispensaries which were adopted in 2010 and are no longer applicable such that this ordinance repeals Chapter 15.40 entirely.

WHEREAS, applicable law includes these regulations, marijuana rules under 1 C.C.R. § 12-3, and 5 C.C.R. §1006-2:1, statutes contained in Article 10 of the Colorado Revised Statutes, and Section 14 and 16 of XVIII of the Colorado Constitution, 44-10-101, et. Seq., as amended from time to time.

WHEREAS, the license cap contained in these marijuana regulations was determined based on a maximum of two (2) retail marijuana stores and two (2) medical marijuana stores per

2,000 residents or a fraction thereof. Population was based on the most recent data available from the U.S. Census Bureau and the State of Colorado Demographer's office.

WHEREAS, the Cedaredge Board of Trustees having specifically considered whether retail marijuana delivery services should be allowed within Town limits finds by a majority vote to allow retail marijuana delivery within Town limits only in accordance with C.R.S. § 44-10-601(13)(k)(1).

WHEREAS, the Board of Trustees, having conducted multiple work sessions to review draft regulations, and accepting written public comment throughout the process, finds that these marijuana regulations are necessary for the health, safety, and welfare of the public.

BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF CEDAREDDGE, COLORADO that:

SECTION 1: ADDITION OF TITLE 11

Title 11 of the Cedaredge Municipal Code is hereby added as follows:

Title 11

MEDICAL AND RETAIL MARIJUANA REGULATIONS

CHAPTERS:

11.01 General Provisions

11.02 License Application

11.04 Enforcement

Chapter 11.01

GENERAL PROVISIONS

Sections:

- 11.01.010 Definitions.
- 11.01.020 License Required.
- 11.01.030 Local Licensing Authority.
- 11.01.040 General License Requirements.
- 11.01.050 Optional License Uses.
- 11.01.060 Prohibitions.
- 11.01.070 Sales Tax and Delivery Surcharge.

11.01.010 Definitions.

The following words and phrases shall have the following meaning for the purposes of this chapter, unless the context clearly indicates otherwise:

Applicant is an agent under written authority, who applies on behalf of a domestic entity as defined under C.R.S. § 7-90-102(13) to operate a retail or medical marijuana store, so long as the written authority is signed by all controlling owners with more than twenty-five percent ownership interest in the domestic entity or its sub entities or an individual, if applying prior to forming a domestic entity.

Controlling Owner(s) means any person(s) or domestic entity, along with sub entities or person(s), owning more than a 25% interest in the business applying for the license.

Local Licensing Authority is the Town of Cedaredge Board of Trustees.

Major Modification means any (1) increase or decrease in the total physical size or capacity of the licensed premises, (2) sealing off, creation of or relocation of a common entryway, doorway, passage, or other such means of public ingress and/or egress, walk-up window or drive-up window, when such common entryway, doorway, or passage, walk-up or drive-up window alters or changes limited access areas, as defined by the State of Colorado, (3) physical modification that requires installation of additional video surveillance cameras by the State of Colorado, or (4) physical modification that requires a Town of Cedaredge building permit.

Marijuana License Cap is the maximum licenses issued by the Town at any one time being two (2) retail and two (2) medical.

Medical Marijuana Store is a person licensed to operate a business under C.R.S. § 44-10-104, as amended, that sells medical marijuana to registered patients or primary caregivers as defined in Section 14 of Article XVIII of the Colorado Constitution, but is not a primary caregiver.

Planning Commission means the Planning & Zoning Commission defined and appointed under Cedaredge Municipal Code, Section 16.03.060.

Point and Weight System is the competitive application process which uses a Point and Weight Worksheet, approved by the Local Licensing Authority from time to time, to award points upon review of an application using predetermined criteria and weighting.

Private Residence means private premises where a person lives, such as a private dwelling place or place of habitation, and specifically excludes any premises located at a school or on the campus of an institution of higher education, or any other public property.

Retail Marijuana Store is an entity licensed to purchase marijuana from marijuana cultivation facilities and marijuana and marijuana products from marijuana product manufacturing facilities and to sell marijuana and marijuana products to consumers, as set forth in Section 16 of XVIII of the Colorado Constitution.

Staff means Town Administrator or authorized designee.

Town is the Town of Cedaredge.

Town Marijuana Code is this Title 11 regulation, and all other applicable Town codes, policies, resolutions, or ordinances.

11.01.020 License Required.

It is unlawful for any person or domestic entity to own or operate a medical or retail marijuana store within Town limits without first having obtained a license from the Town and the State of Colorado for each facility to be operated in connection with such business.

11.01.030 Local Licensing Authority.

- A. The Local Licensing Authority may enact all reasonable regulations applicable to medical and retail marijuana stores based on local government zoning, health, safety, and public welfare laws for the distribution of medical and retail marijuana.
- B. Local regulations concerning medical marijuana stores may be more restrictive than those in Article 10 of the Colorado Revised Statutes, while regulations concerning retail marijuana stores may be no less restrictive.
- C. The Local Licensing Authority has final review and approval of all licenses for marijuana stores or marijuana delivery permits, and any decision to grant or deny, to revoke or suspend or to renew or not renew a license or permit shall be a final decision and may be appealed to the district court pursuant to Rule 106(a)(4) of the Colorado Rules of Civil Procedure.
- D. In the case of applications resubmitted to the Town directly pursuant to Section 16(5)(h) of Article XVIII of the Colorado Constitution, due to failure of the state licensing authority to act upon an application within ninety (90) days, the Local Licensing Authority will act and approve or deny the same within ninety (90) days after receipt of the resubmitted application so long as demonstrated compliance with all applicable Town regulations is had, and the full application fee is paid to the Town, if not forwarded by the State.
- E. The Local Licensing Authority delegates to Staff the acceptance and processing of all applications for marijuana stores, collection of fees, and maintenance of such applications, forms, and administrative materials as may be required for operation and management of licenses.

- F. The Local Licensing Authority delegates to Staff the responsibility to take administrative actions involving reporting or confirming local approvals of changes in business names, agents, addresses, and similar non-policy matters with state regulators, and to administratively approve license renewal as authorized herein.
- G. The Planning Commission acts as a recommending body to the Local Licensing Authority concerning review of the site development plan in accordance with Cedaredge Municipal Code, Section 16.10.030.
- H. Staff shall act as the recommending body to the Local Licensing Authority concerning applicants' award of points using the Point and Weight System, except Local Licensing Authority shall make the final determination as to the points awarded by a majority vote. The Point and Weight System is the primary selection tool used by Local Licensing Authority when granting a license for competing applications.
- I. Local Licensing Authority may impose reasonable terms or conditions on a license, or deny a license, modification, or renewal of a license, as may be necessary to protect the public health, safety, and welfare of the people of the Town, and to obtain compliance with Town Marijuana Code, applicable state law, and other provisions of the Cedaredge Municipal Code.
- J. All approvals by the Local Licensing Authority will consider whether the proposed activity or facility is compatible with adjacent land uses.
- K. The Local Licensing Authority may deny a license, modification, or renewal of a license if information is presented demonstrating that material information in the application for the initial or prior license was untruthful, misleading, contained material omissions, misstatements or was otherwise intentionally or purposefully calculated to mislead the Local Licensing Authority about any material information, including ownership of the facility, owners, directors, managers, or holders of financial interest in the applicant.

11.01.040 General License Requirements.

- A. Compliance with law. All marijuana stores must comply with this Town Marijuana Code, applicable state law, and any other local laws or regulations. The Local Licensing Authority may revoke any license if the marijuana store fails to comply.
- B. Building codes. All marijuana premises must comply with current building codes adopted by the Town.

- C. Zoning. Medical Marijuana Stores are allowed on property located within MU-C-D1 Mixed-Use Commercial District, B-1 Business District, and MU-R Mixed-Use Residential District. Retail Marijuana Stores are allowed on property located within MU-C-D1 Mixed-Use Commercial District and B-1 Business District. Marijuana stores are not permitted within any other zoning district or within any building that contains a residential dwelling or lodging unit. Marijuana stores shall not be permitted to operate as home occupations.
- D. Other location requirements.
1. No marijuana store shall be issued a license if, at the time of the initial application for such license, the proposed location is:
 - a. Within five hundred (500) feet of any educational institution or school, public or private; or
 - b. Within two hundred (200) feet of any existing licensed childcare facility at the time of initial application.
 2. The distances above are computed by direct measurement from the nearest point of the building used for the sale of marijuana to the nearest portion of the building used for the purposes stated above, using a route of direct pedestrian access. This location criteria applies to all proposed changes in the location of an existing license.
- E. Co-location. A Retail Marijuana Store may be located on the same licensed premises as a Medical Marijuana Store and may be operated by the same licensee, subject to compliance with all state requirements and the requirements of this Town Marijuana Code, and the issuance of a state license allowing for such co-location.
- F. Signs. Signs are allowed in compliance with all applicable state laws, including but not limited to the Outdoor Advertising Act, C.R.S. § 43-1-401, et. seq., and Cedaredge Municipal Code, Chapter 12.
- G. Indoor operation. All marijuana store activities (except transportation) shall be conducted indoors. Products, accessories, and associated paraphernalia shall not be visible from a public sidewalk or right-of-way.
- H. Inspection of licensed premises. During all business hours and other times of apparent activity, all licensed premises shall be subject to inspection by the Chief of Police or the Building Official for the purpose of investigating and determining compliance with the provisions of this Chapter and any other applicable state or local law or regulation. Such inspection may include, but need not be limited to, the inspection of books, records, and

inventory. Where any part of the premises consists of a locked area, such area shall be made available for inspection, without delay, upon request.

- I. Business license. All marijuana store licensees must have a Town business license.
- J. Hours of operation. Marijuana stores may only be open for the sale or distribution of retail marijuana during the hours of 9:00 a.m. to 9:00 p.m. unless the Local Licensing Authority authorizes extended hours of operation as a provision of the license. Such extension may be authorized after determining that such hours of operation are reasonably appropriate for the neighborhood.
- K. Parking. Parking is required in accordance with Cedaredge Municipal Code, Section 16.03.12.
- L. Indemnification. Upon submittal of an application, Applicant agrees to indemnify and hold the Town harmless from injury, claims, losses, or damages.

11.01.050 Optional Uses.

- A. Internet sales. The Town allows orders to be taken by a retail or medical marijuana store by phone or internet, so long as the State of Colorado allows it, and any marijuana store must abide by all state regulations.
- B. Delivery services. Both medical and retail marijuana stores may apply for a delivery permit issued by the Town, approved by the Local Licensing Authority from time to time.
 - 1. Any person delivering retail or medical marijuana or products must have a delivery permit issued by the State of Colorado under C.R.S. § 44-10-501 or 601, and any rules promulgated thereon, as amended from time to time.
 - 2. In addition to meeting all State of Colorado requirements for a delivery permit, any vehicle that will be used for delivery of marijuana or products shall be physically inspected by the Town Police Department as a requirement of the Town permit.
 - 3. Delivery of retail or medical marijuana or products must be by a vehicle inspected by the Town, to a person authorized under state law, at a Private Residence, and no more than one delivery to a Private Residence in a twenty-four hour period.

4. Delivery of retail or medical marijuana and/or products is prohibited outside the Town's jurisdictional boundaries.
5. In accordance with state law, each licensed retail or medical marijuana store that operates under a valid delivery permit will collect a one-dollar surcharge on each delivery and remit the surcharges collected monthly to the Town in accordance with the regulations and penalties set forth in Section 11.010.070 below.

C. Drive through. On premise drive throughs are permitted in B-1, Business District and MU-C-D1 Mixed Use Commercial, as allowed under state law.

11.010.60 Prohibitions.

- A. The following are prohibited in the Town of Cedaredge:
1. Mobile structures used to dispense marijuana.
 2. Automatic dispensing machine used to dispense marijuana.
 3. Alcohol sales or consumption on the licensed premises.
 4. Persons who do not possess a valid identification or other appropriate proof of age who loiter on or about the licensed premises.
 5. On-site consumption of marijuana.
 6. Delivery of marijuana or products inside Town's jurisdictional boundaries to Private Residences without a Permit.
 7. It is unlawful for any person or domestic or foreign entity, as defined in C.R.S. § 7-90-102(13) or (23), to operate, cause to be operated, or permit to be operated, any marijuana cultivation facilities, marijuana product manufacturing facilities, and testing facilities, within the Town's jurisdictional limits, and all such uses are hereby prohibited in any location within the Town, or within any area hereinafter annexed to the Town.
 8. No Licensee may hold both licenses for retail marijuana stores or medical marijuana stores so as to create a monopoly.

11.010.070 Sales Tax and Delivery Surcharge.

- A. An additional sales tax is imposed upon all sales of retail marijuana or products sold within the Town by licensed retail marijuana stores at the rate of five percent (5%) of the gross price paid by the purchaser, rounded off to

the nearest penny. The tax imposed by this Section is in addition to, and not in lieu of, the sales tax owed to the Town and all taxes owed to the State in connection with the sale of retail marijuana and retail marijuana products.

- B. There shall be no Vendor Fee, as set forth in Cedaredge Municipal Code, 3.04.050-B, on marijuana sales tax remittance.
- C. Medical marijuana is tangible property which is subject to sales tax in accordance with C.R.S. § 39-26-105, and all licensees are responsible to remit sales tax.
- D. Failure to remit any sales tax or delivery surcharge on or before the 20th day of each month is grounds for immediate license suspension or revocation. Late payments for any taxes owed to the Town shall accrue a penalty of \$100 per day for each day the payment is missed after the due date.

Chapter 11.02

APPLICATION PROCESS

Sections:

- 11.02.010 Application Requirements.
- 11.02.020 Fees and License Term.
- 11.02.030 Applicant Investigations.
- 11.02.040 Public Hearing – Notice – Publication.
- 11.02.050 License – Issuance or Denial.
- 11.02.060 Modification of Ownership Structure.
- 11.02.070 Modification of Premises.
- 11.02.080 Ownership Transfer

11.02.010 Application Requirements.

- A. A person seeking to obtain a license pursuant to this Title 11 must submit the Town approved application to the Town Clerk after a notice has been published by the Town which establishes a deadline for acceptance of such applications for an open license.
- B. The Town Clerk shall review the applications received for completeness. If the Town Clerk finds an application is incomplete, the Town Clerk shall notify the Applicant in writing of the deficiencies and allow the Applicant to correct such deficiencies within ten (10) days from the date of the notice.
- C. The inclusion of preliminary plans does not render the application incomplete, so long as the application includes documentation that an appropriate professional has been retained and a deadline has been established for submission of final plans.

- D. An issued license does not eliminate the need for the licensee to obtain other required licenses and permits related to the operation of the marijuana stores, including, without limitation, any development approval required by this Code; a sales tax license; a Town of Cedaredge business license; and a building, mechanical, plumbing, or electrical permit.
- E. An application shall include the following information and any additional information required by the Town Clerk.
1. Applicant's name, address, telephone number, social security number and date of birth, and the name(s), address(es), date of birth, and social security numbers for all Controlling Owners with more than twenty-five percent ownership interest in the domestic entity or any sub entities.
 2. A completed set of the Applicant(s) and Controlling Owner(s) fingerprints.
 3. The street address of the proposed marijuana store.
 4. Proof of ownership, or if the applicant is not the owner of the proposed location of the retail marijuana store, satisfactory proof that the applicant is or will be entitled to possession of the premises under a lease, rental agreement, or other written agreement, including authorization to use the premises for a marijuana store for a minimum of one year for which the application is made.
 5. An acknowledgment that the applicant and its owners, officers and employees may be subject to prosecution under federal laws relating to the possession and distribution of controlled substances; that the Town accepts no legal liability in connection with the approval and subsequent operation of the marijuana store; and that the application and documents submitted for other approvals relating to the marijuana store operation are subject to disclosure in accordance with the Colorado Open Records Act or other applicable law.
 6. A Site Development Plan and architectural elevations submitted in accordance with Cedaredge Municipal Code, Chapter 16.04.
 7. A traffic, parking impact, and/or drive through analysis, including current background traffic information, completed by a licensed engineer which minimizes traffic congestion, provides for off-street parking for all uses including recreational vehicles and trailers, includes traffic circulation drives and aisles plan, a parking layout, and ingress and egress to an improved public right-of-way so located to promote safety, and adequate turning radius.

8. A business plan.
9. A floor plan of the proposed store.
10. A signage plan.
11. All marijuana stores shall be equipped with proper ventilation system that filters out the odor of marijuana so that the odor is not capable of being detected by a person with a normal sense of smell at the exterior of the retail marijuana store or any adjoining business, parcel, or tract of real property. All applicants for a new retail marijuana store license shall submit a ventilation and odor mitigation plan with their application, which shall be subject to review and approval by the Local Licensing Authority prior to issuance of a new license.
12. Certification that Applicant and all individual Controlling Owners are not prohibited from becoming a licensee due to violating provisions of C.R.S. § 44-10-307.
13. In addition to the foregoing, an applicant shall also submit all other information required by any other state and local applications, if requested by Staff.

11.02.020 Fees and License Term.

- A. When the application is filed, the applicant shall pay to the Town the applicable application fee, as set forth by resolution, plus the local share of the state application fee, as established by state statute, unless the State has already forwarded such fee to the Local Licensing Authority. Said local share of state application fee will be refunded to Applicant when state submits the local share of state fee to the Town.
- B. Any renewal application filed late will be subject to a late fee and Staff has no authority to waive such late fee.
- C. If an application is approved, the applicant shall pay an annual operating fee, if applicable, in such amount as may be established from time to time by the Board of Trustees as adopted from time to time by Resolution.
- D. Each license issued pursuant to this Title 11 shall be valid for a period of one (1) year from the date of issuance and may be renewed as provided in this Section. An application for renewal shall be made to Staff not less than sixty (60) days prior to the date of expiration and concurrent with the application for renewal filed with the state licensing authority, as required.

11.02.030 Applicant Investigation.

- A. After all applications are accepted as complete by the Town Clerk, the Town Clerk shall transmit copies of the application to the Police Department, the Town Administrator, the Planning and Building Department and the Town Attorney and no further amendments shall be permitted.
- B. In investigating the fitness of the applicant, the Town may obtain criminal history record information furnished by a criminal justice agency subject to any restrictions imposed by such agency. In the event the Town takes into consideration information concerning the applicant's criminal history record, the Town shall also consider any information provided by the applicant regarding such criminal history record, including but not limited to evidence of rehabilitation, character references and educational achievements, especially those items pertaining to the time between the applicant's last criminal conviction and the consideration of the application for a license.
- C. The license will be administratively renewed by Staff unless the renewal is denied by the state licensing authority or unless it appears to Staff that good cause exists to deny the renewal application, in which case Staff shall refer the application to the Local Licensing Authority for review at a public hearing.
- D. Good cause for referral to the Local Licensing Authority includes, the licensee has any unresolved or unmitigated complaints filed against it, or the licensee has a history of three or more violations or allegations against the licensee that would constitute good cause for denial of a license. The procedures provided in Section 11.01.030 above shall apply to the Local Licensing Authority's review and determination whether to renew a license. A review by the Local Licensing Authority requires an additional fee equal to one-half the application fee for that term paid prior to the Local Licensing Authority's review.
- E. The ventilation and odor mitigation plan will be reviewed and approval by Staff each renewal period. Staff may refer such plan submitted with a renewal application for review by the Local Licensing Authority, who will conduct such review, with or without a public hearing.
- F. The lack of an approved ventilation and odor mitigation plan shall be grounds for denial of a new license or renewal of an existing license. Failure to install or maintain the ventilation system required by an approved ventilation and odor mitigation plan shall constitute a violation of this Title 11 and shall be grounds for suspension or revocation of a license.

- G. Staff will begin processing a new license application concurrently with the state licensing authority's application. Prior to issuing the local license the Town shall have the right to investigate the state application in any manner.

11.02.040 Public Hearing – Notice – Publication.

- A. Upon receipt of an application for a local license, except an application for renewal or for transfer of ownership, the Local Licensing Authority shall schedule a public hearing upon the application, to be held not more than sixty (60) days after the date of the application completeness, unless extended for good cause. The Applicant shall post and publish public notice thereof not less than ten (10) days prior to the hearing. The Applicant shall give public notice by the posting of a sign in a conspicuous place on the retail or medical marijuana store for which application has been made and by publication in a newspaper of general circulation in the County, and written notice by certified letter, return receipt requested, sent to any property owners within a 200' radius of the property line of the proposed premises.
- B. Public notice by posting shall include a sign of suitable material not less than twenty-two (22) inches wide and twenty-six (26) inches high, composed of letters not less than one (1) inch in height, and stating the type of license applied for, the date of the application, the date of the hearing, the name and address of the applicant and such other information as may be required to fully apprise the public of the nature of the application. The sign shall contain the names and addresses of the officers, directors, or manager of the facility to be licensed.
- C. Public notice given by publication shall contain the same information as that required for the posting of signs.
- D. If the building in which a marijuana store is to be located is in existence at the time of the application, the sign shall be posted to be conspicuous and plainly visible to the public. If the building is not constructed at the time of the application, the applicant shall post a sign at the premises upon which the building is to be constructed in such a manner that the notice shall be conspicuous and plainly visible to the public.

11.02.050 License – Issuance or Denial.

- A. Not less than five (5) days prior to the date of the public hearing, Staff shall make known its findings, based on its investigation, in writing to the applicant and other parties of interest. The Local Licensing Authority has authority to refuse to issue a license for good cause, subject to judicial review.

- B. Before entering a decision approving or denying the application for a local license, the Local Licensing Authority may consider, except where this Title 11 specifically provides otherwise, the facts and evidence adduced as a result of Staff investigation, as well as any other facts pertinent to the application, including the number, type and availability of marijuana stores located in or near the premises under consideration and any other pertinent matters affecting the qualifications of the applicant.
- C. Within five (5) days after the public hearing or completion of the application investigation, the Local Licensing Authority shall issue its decision approving or denying an application for local licensure. The decision shall be in writing and shall state the reasons for the decision. The Local Licensing Authority shall send a copy of the decision by mail to the applicant at the address shown in the application.
- D. After an award of a license, the Local Licensing Authority shall not issue a local license until the premises are ready for occupancy with such furniture, fixtures and equipment in place as are necessary to comply with the applicable provisions of this Title, and then only after the Town Building Inspector has inspected the premises to determine that the applicant has complied with these regulations and any License conditions imposed by the Local Licensing Authority.
- E. If a license is awarded to an Applicant, the Licensee shall be open to the public within six months of the date of the award, unless the Local Licensing Authority extends the deadline for good cause shown. Absent an extension, if the store is not open to the public by the deadline, the license is automatically revoked.
- F. After approval of an application for local licensure, the Applicant shall notify the state licensing authority of such approval by submitting the license containing the following:
 - 1. The name of licensee, date of license issuance, and physical and mailing address of the licensed premises.
 - 2. Any conditions of approval imposed by the Local Licensing Authority.
 - 3. The license expiration date; and
 - 4. The signature of the Applicant and the Town Clerk.

11.02.060 Modification of Ownership Structure.

- A. In determining whether to allow a modification of ownership structure, the

Local Licensing Authority shall consider the requirements of these regulations and the modification of ownership structure application filed by the Licensee.

- B. No change in ownership structure will be approved unless the Licensee has held its license for at least one year from the time the medical, retail, or co-located store opened to the public.
- C. The license will be administratively modified by Staff unless the modification is denied by the state licensing authority or unless it appears to Staff that good cause exists to deny the renewal application, in which case Staff shall refer the application to the Local Licensing Authority for review at a public hearing.

11.02.070 Modification of Premises.

- A. Major modification of the licensed premises is prohibited unless the Local License Authority approved the major modification.
- B. In determining whether to allow a Major Modification of premises, the Local Licensing Authority shall consider the requirements of these regulations and the modification of premises application filed by the Licensee.
- C. Upon receipt of a Major Modification application, the Town shall treat such modification the same as it does for an initial application and a public hearing in accordance with Section **11.02.040** is required prior to issuing the modification.
- D. A change in location shall be considered a modification of premises for purposes of processing the change in location application.

11.02.80 Ownership Transfer.

- A. In determining whether to allow a transfer of ownership, the Local Licensing Authority shall consider the requirements of these regulations and the transfer filed by the Licensee.
- B. No transfer of ownership will be approved unless the Licensee has held its license for at least two (2) years from the time the medical or retail marijuana store opened to the public, except that the Local Licensing Authority may waive this requirement if the Licensee shows good cause.
- C. The Local Licensing Authority may hold a hearing on the application for a transfer of ownership, provided that the Local Licensing Authority shall not hold a hearing pursuant to this Section until the Applicant has posted a notice

of hearing the manner described in Section 11.02.030. A transfer fee shall accompany each application for a transfer of ownership, in such amount as is established from time to time by the Board of Trustees by resolution.

Chapter 11.04

ENFORCEMENT

Sections:

11.04.010 Suspension or Revocation.

11.04.020 Penalty.

11.04.010 Suspension or Revocation.

- A. The Local Licensing Authority may revoke or elect not to renew any license if it determines that the licensed premises were not open to the public for a period of three (3) months or more, where each day the Licensee is not open to the public is counted whether consecutive or not.
- B. In addition to any other sanctions prescribed by this Title, the Local Licensing Authority has the power, on its own motion or on complaint, after investigation and opportunity for a public hearing at which the licensee shall be afforded an opportunity to be heard, to suspend or revoke a license issued by the Local Licensing Authority for a violation by the licensee, or by any of the agents or employees of the licensee, of the provisions of this Title 11 or of any of the terms, conditions, or provisions of the license. The Local Licensing Authority has the power to administer oaths and issue subpoenas to require the presence of persons and the production of papers, books and records necessary to the determination of a hearing that the state or Local Licensing Authority is authorized to conduct.
- C. The state licensing authority or Local Licensing Authority shall provide notice of suspension, revocation, fine or other sanction, as well as the required notice of the hearing pursuant to Section 11.02.030, and by mailing the same in writing to the licensee at the address contained in the license. Except in the case of a summary suspension, a suspension shall not be for a longer period than six (6) months. If a license is suspended or revoked, a part of the fees paid therefor shall not be returned to the licensee. Any license or permit may be summarily suspended by the Local Licensing Authority without notice pending any prosecution, investigation, or public hearing pursuant to the terms of C.R.S. § 24-4-104(4).
- D. Whenever a decision of the Local Licensing Authority suspending a license for fourteen (14) days or less becomes final, the licensee may, before the operative date of the suspension, petition for permission to pay a fine in lieu of having the license suspended for all or part of the suspension period.

Upon the receipt of the petition, the Local Licensing Authority may, in its sole discretion, stay the proposed suspension and cause any investigation to be made which it deems desirable and may, in its sole discretion, grant the petition if the Local Licensing Authority is satisfied that:

1. The public welfare and morals would not be impaired by permitting the licensee to operate during the period set for suspension and that the payment of the fine will achieve the desired disciplinary and deterrence purposes.
 2. The books and records of the licensee are kept in such a manner that the loss of sales that the licensee may suffer if the suspension goes into effect can be determined with reasonable accuracy; and
 3. The licensee has not had his or her license suspended or revoked, nor had any suspension stayed by payment of a fine, during the two (2) years immediately preceding the date of the motion or complaint that resulted in a final decision to suspend the license or permit.
- E. The fine accepted shall be not less than two thousand dollars (\$2,000.00) nor more than five thousand dollars (\$5,000.00).
- F. Payment of a fine shall be in the form of cash, a certified check or a cashier's check made payable to the Local Licensing Authority.
- G. Upon payment of the fine pursuant to subsection (C) above, the Local Licensing Authority shall enter its further order permanently staying the imposition of the suspension.

11.04.020 Penalty.

Failure to comply with the provisions of this Title 11 shall constitute a violation, and in addition to being grounds for denial, suspension or revocation of a license, such violation may be punished by a civil penalty not less than two thousand dollars (\$2,000.00) nor more than five thousand dollars (\$5,000.00) with each day being a separate violation. Proceedings for the determination of such liability and imposition of such civil penalty shall be conducted in the Municipal Court in the same manner as proceedings relating to noncriminal Town municipal code infractions and upon the issuance of a complaint and summons. In no case shall any defendant found guilty of any violation of this Title 11 be punished by imprisonment for such violation.

SECTION 2: REPEAL CHAPTER 15.40

Chapter 15.40 of Title 15 of the Cedaredge Municipal Code is hereby repealed.

SECTION 3: REPEAL CHAPTER 5.40

Chapter 5.4 of Title 5 of the Cedaredge Municipal Code is hereby repealed.

SECTION 3: SEVERABILITY

Each section of this Ordinance is an independent section and a holding of any section or part thereof to be unconstitutional, void, or ineffective for any cause shall not be deemed to affect the validity or constitutionality of any other section or part thereof.

SECTION 4: SAFETY CLAUSE

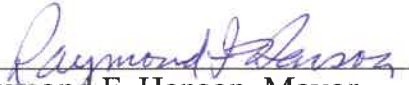
The Town Board of Trustees hereby finds, determines, and declares that this Ordinance is promulgated pursuant to the Town's home rule authority and under the general police power of the Town of Cedaredge and that it is promulgated for the protection of the health, safety, and welfare of the citizens of the Town of Cedaredge. The Board of Trustees further determines that this Ordinance bears a rational relationship to the legislation proposed hereof.

SECTION 5: EFFECTIVE DATE

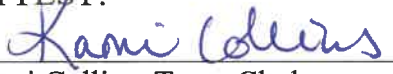
This Ordinance shall become effective thirty (30) days after publication as provided in Cedaredge Home Rule Charter, Section 1-8.

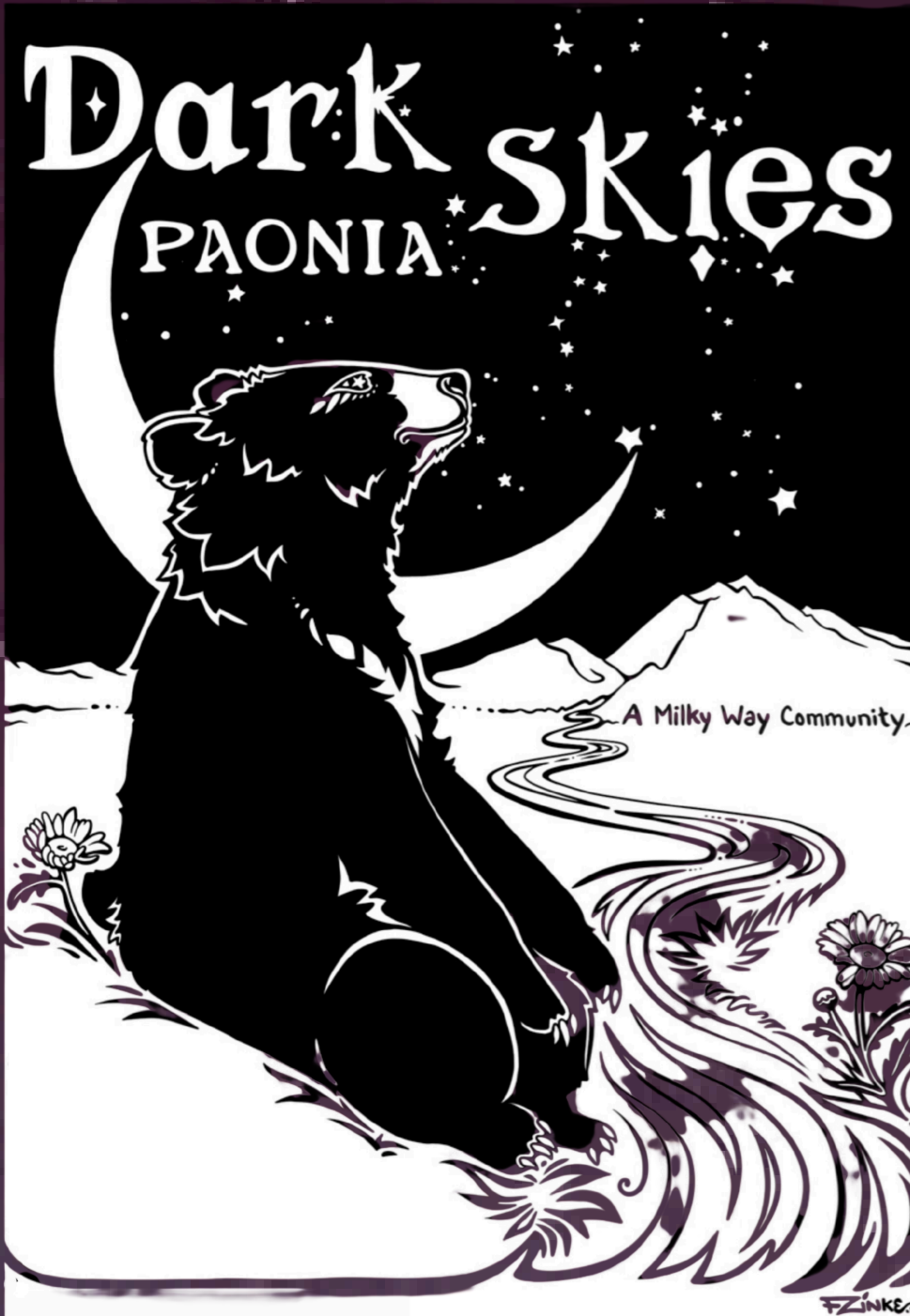
Introduced, read, passed, and ordered published according to law this 25th day of February 2021 by the Board of Trustees of the Town of Cedaredge, Colorado.

TOWN OF CEDAREGE

By: 
Raymond F. Hanson, Mayor

ATTEST:


Kami Collins, Town Clerk



Dark Skies Paonia

**... has matching funds
available for a limited time
to replace or improve your
home or business lighting.**

**Contact us for a free
assessment.**

**Fill out a contact form and
leave it with a librarian. We'll
be in touch.**

**Help us keep Paonia skies
dark!**

**Learn more about us at our
website:**

darks skiespaonia.com





Dark Skies Paonia is pleased to offer funding to replace or improve your home or business lighting to preserve the dark skies over Paonia.

Please provide us with the information requested below and leave this form at the circulation desk.

**YES! I would like a free assessment for lighting improvement
at my home or business.**

PLEASE CONTACT ME TO SET UP AN APPOINTMENT

Name _____

Address _____

Contact phone _____

Contact email _____

You may leave this form at the library circulation desk or:

- mail your application to Dark Skies Paonia / PO Box 807 / Paonia, CO 81428, or
- send your contact information via email to darkskiespaonia@gmail.com, or
- visit our website and fill out the application on-line at darkskiespaonia.com, or
- leave us a message at (970) 510-6285 and we'll call you back.

Thank you for helping keep our night skies dark.



MEMORANDUM

To: Paonia Tree Board

From: Town Administrator & Treasurer

Date: August 20, 2025

Subject: Re-stated Procedures for Budget Requests and Use of Budgeted Funds

This memorandum is intended to clarify the procedures that the Tree Board must follow regarding budget participation and the use of budgeted funds. We have already met twice this year to review this process, first on March 12th and again on May 8th. In addition, I met with members of the Tree Board during an impromptu site visit in July after the Board visited a resident's property to examine work performed on a tree by Public Works. When I approached during that visit, I was disappointed to observe that the discussion appeared to disparage and critique the Town rather than address proper practices for tree maintenance and care in the public rights-of-way.

It is important to emphasize that the Tree Board is advisory in nature, and it serves at the pleasure of the Mayor and Board of Trustees. Members are not required to reside within Town limits, and accordingly, the Tree Board does not exercise independent authority over Town operations, finances, or policy implementation. Following the July incident with tree trimming, I also requested that the Tree Board hold a second, more intensive training session with the Public Works Department on proper tree trimming and care for rights-of-way. That training has not yet occurred, and it remains a necessary step to ensure consistent standards are followed.

The intent of this memorandum is to restate proper procedures so that the Tree Board can fulfill its advisory role effectively and in compliance with the Town's adopted code and procurement policies.

AUTHORITY AND ROLE OF THE TREE BOARD

Pursuant to **Chapter 2, Article 7 of the Paonia Municipal Code**, the Tree Board serves as an advisory body. Its duties include making recommendations to the Town Administrator and Board of Trustees on the planting, maintenance, and care of trees, promoting healthy horticultural practices through education and community events, and preparing the annual Tree City USA application.

The Tree Board does not have independent spending or procurement authority.

PARTICIPATION IN THE BUDGET PROCESS

1. During the Town's annual budget cycle, the Tree Board may submit requests for funding through the **Public Works Director**.
2. Each request must be made in writing and include:
 - a. A description of the proposed project or item,
 - b. An estimated cost, and

- c. An explanation of how the request aligns with the Tree Board's statutory duties and Town objectives.
3. Requests are reviewed by the **Town Administrator and Finance Department** and considered by the **Board of Trustees** during budget adoption.

ACTIVATING BUDGETED FUNDS

Even when funds are approved in the annual budget, all expenditures must comply with the **Town's Purchasing Policy Manual** and **Ordinance 2024-03 (Procurement Policy)**.

- All purchases are subject to availability of funds.
- The Public Works Director must initiate all requisitions and purchase orders on behalf of the Tree Board.
- Expenditures must follow procurement thresholds:
 - Up to \$1,000: no formal competition required.
 - \$1,001 – \$5,000: at least three documented quotes required.
 - \$5,001 – \$10,000: three written quotations and Town Administrator approval required.
 - \$10,001 or greater: formal competitive bid and approval by the Board of Trustees.
- Purchases outside this process are void and unenforceable under the Town Code

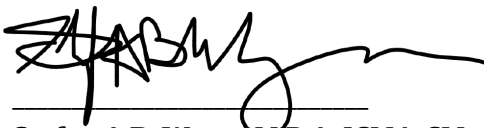
COMPLIANCE AND POINT OF CONTACT

To ensure compliance with Town policy, the Public Works Director, Nicki Poulos, or her designee, is the point of contact for all Tree Board-related procurement requests. She will coordinate with Finance and myself to confirm funding availability and ensure that all requests follow the proper procurement pathway.

The Town appreciates the Tree Board's commitment to improving Paonia's tree canopy and maintaining our standing as a Tree City USA community. By adhering to these established procedures, the Tree Board can focus on its advisory role, strengthen collaboration with Public Works, and ensure that its work remains both effective and compliant with Town policy.

Please prioritize scheduling the requested training session with Public Works so that all members are properly aligned on standards for tree trimming and maintenance in public rights-of-way.

In Public Service,



Stafen A.B. Wynn, M.P.A. ICMA-CM
Paonia Town Administrator

ARTICLE 7. - TREE BOARD

Sec. 2-7-10. - Purpose.

It is the purpose of the Town to promote and protect the public health, safety, and general welfare by providing for the regulation of planting, maintenance, and removal of trees on Town-owned property and within town rights-of-way. There is hereby created a Tree Board which shall be advisory in character and will represent the Paonia community in providing guidance and input to the Town Administrator, Town Board of Trustees, and Town staff on trees as defined under Article 7, Section 2-7-30.

(Ord. No. 2014-04, § 1, 1-13-2015; Ord. No. 2014-09, § 5, 1-13-2015; Ord. No. 2020-05, § 2, 5-26-2020; Ord. No. 2021-04, § 2, 6-8-2021)

Sec. 2-7-20. - Membership; terms.

The Tree Board shall consist of a minimum of two (2) and a maximum of six (6) volunteer community members, who need not reside within the limits of the Town and one (1) member of the Board of Trustees. Members shall serve without compensation. There will be a chair and secretary of the Tree Board, as chosen by majority vote of its members. All Tree Board members shall be appointed by the Board of Trustees. The terms of office for the Tree Board shall be two (2) years renewable by the Board of Trustees; and the member of the Board of Trustees consistent with his/her term of office.

(Ord. No. 98-05, § 3, 1998; Ord. No. 2005-02, 2005; Ord. No. 2014-04, § 1, 1-13-2015; Ord. No. 2014-09, § 5, 1-13-2015; Ord. No. 2020-05, § 2, 5-26-2020; Ord. No. 2021-04, § 2, 6-8-2021)

Sec. 2-7-30. - Duties.

- (a) It shall be the responsibility of the Tree Board to advise the Town Board and Town Administrator about the selection, planting, and care of trees in the town of Paonia referring when applicable to the most recent guidelines document or master plan.
- (b) The Tree Board shall support and promote healthy horticultural practices for our climate through public education by celebrating Arbor Day every year, by maintaining a website, and through other community events.
- (c) The Tree Board shall prepare, in a timely fashion, the Tree City USA application and information required to maintain the Town of Paonia's status as a Tree City USA community, as approved by the National Arbor Day Foundation.
- (d) The Tree Board, when requested by the Town Administrator, shall consider, investigate, make findings, report, and recommend upon any special matter of question coming within the scope of its work and expertise.

(Ord. No. 98-05, § 4, 1998; Ord. No. 2014-04, § 1, 1-13-2015; Ord. No. 2014-09, § 5, 1-13-2015; Ord. No. 2020-05, § 2, 5-26-2020; Ord. No. 2021-04, § 2, 6-8-2021)



**TOWN OF PAONIA
BOARD OF TRUSTEES MEETING
STAFF REPORT**

AGENDA ITEM:	Consideration of Suspending PMC §8-2-10 through §8-2-80.
SUBMITTED BY:	Stefen Wynn, Town Administrator & Treasurer
DATE:	9.19.2025
BACKGROUND:	Paonia Municipal Code (PMC) §8-2-10 through §8-2-80 regulates the operation of “nonlicensed vehicles” within the Town. These provisions include requirements for permits, equipment, operating hours, insurance, and compliance with the Model Traffic Code. The definitions section explicitly categorizes motorized wheelchairs and other mobility devices designed for disabled persons as “nonlicensed vehicles”. As written, the ordinance requires that powered wheelchairs obtain permits, display safety equipment such as slow-moving vehicle emblems and flags, and comply with restrictions on hours of operation. The ordinance also ties authorization to annual permitting and fee requirements. These requirements, as applied to individuals with disabilities, are inconsistent with federal law and risk discriminatory impact. Americans with Disabilities Act (ADA): Title II of the ADA prohibits public entities, including municipalities, from discriminating against qualified individuals with disabilities in services, programs, or activities (42 U.S.C. §12132). The U.S. Department of Justice regulations (28 C.F.R. Part 35) require that people with disabilities be provided equal access to public rights-of-way. This includes the use of wheelchairs and other mobility devices. Case law and guidance clarify that powered wheelchairs are not subject to the same restrictions as recreational vehicles; they are essential mobility aids protected under federal disability law. Colorado Law: State law mirrors federal protections, requiring reasonable accommodations for persons with disabilities in the use of public facilities, including transportation routes and public streets. While municipalities may regulate recreational nonlicensed vehicles (e.g., golf carts, ATVs), regulations cannot impair the rights of disabled individuals to use mobility devices in public spaces.
BUDGET:	N/A
RECOMMENDATION:	RECOMMENDED MOTION: I move to Suspend enforcement of PMC §8-2-10 through §8-2-80 as applied to powered wheelchairs and other ADA-protected mobility devices, pending formal amendment to the ordinance.
ATTACHMENT:	Attachment A: Mini-Grant Application_Paonia and NFVCC_f Attachment B: Paonia-Signage-Summary-Booklet-web-2018.08.08_f

ARTICLE 2. OPERATION OF NONLICENSED VEHICLES

Sec. 8-2-10. Definitions.

The term *nonlicensed vehicle* as used herein shall refer to golf carts and other nonlicensed motorized vehicles defined as follows:

Golf cart means a four-wheel pneumatic tired vehicle powered by a gasoline or electric motor that is designed for use as a transport device upon a golf course.

Other nonlicensed motorized vehicles means a motorized wheelchair or other vehicle powered by a gasoline or electric motor that is designed specifically for the transport of disabled persons; excluding therefrom motorcycles, dirt bikes and all-terrain vehicles.

(Ord. No. 2000-01, § 20-1, 2000; Ord. No. 2014-04, § 1, 1-13-2015)

Sec. 8-2-20. Operation authorized.

- (a) The operation of nonlicensed vehicles is hereby authorized upon the public streets of the Town upon the conditions and subject to the regulations established herein.
- (b) No person shall operate a nonlicensed vehicle within the Town without having first obtained a permit for such operation from the Chief of Police for the Town, which permit shall be valid for one (1) year from the date of issuance unless revoked for just cause. The fee for the issuance of such permit shall be the sum of twenty-five dollars (\$25.00), which fee may be altered by action of the Board of Trustees by resolution.

(Ord. No. 2000-01, § 20-2, 2000; Ord. No. 2014-04, § 1, 1-13-2015)

Sec. 8-2-30. Minimum equipment requirements.

Any nonlicensed vehicle operated within the Town shall be equipped with:

- (1) A slow-moving vehicle emblem as required by the Model Traffic Code of the Town and a triangular flag of not less than forty (40) square inches in area made of reflective material, red in color and mounted upon a mast located at the rear of the cart or vehicle such that the flag will be located not more than eight (8) feet or less than six (6) feet above the ground level;
- (2) An adequate steering system consisting of a steering wheel or handle bars;
- (3) A foot- or hand-controlled accelerator; and
- (4) A foot- or hand-controlled braking system, all in good working order.

(Ord. No. 2000-01, § 20-4, 2000; Ord. No. 2014-04, § 1, 1-13-2015)

Sec. 8-2-40. Hours of operation.

No nonlicensed vehicle shall be operated upon the streets of the Town earlier than sunrise or later than sunset.

(Ord. No. 2000-01, § 20-5, 2000; Ord. No. 2014-04, § 1, 1-13-2015)

Sec. 8-2-50. Driver's licenses required.

The operator of any golf cart vehicle operated within the Town shall possess a valid state driver's license.
(Ord. No. 2000-01, § 20-6, 2000; Ord. No. 2014-04, § 1, 1-13-2015)

Sec. 8-2-60. No impedance of traffic.

The operator of a nonlicensed vehicle within the Town shall not operate such vehicle in any way or at a speed which would impede the normal flow of traffic upon the Town streets, and the operator of such vehicle shall pull over to the right side of the road at the first available opportunity to allow vehicles approaching from the rear to pass such vehicle without undue delay or deviation from the normal driving lane.

(Ord. No. 2000-01, § 20-7, 2000; Ord. No. 2014-04, § 1, 1-13-2015)

Sec. 8-2-70. Liability insurance required.

The operator of any golf cart shall carry on his or her person proof of recreational vehicle or similar insurance that is current and provides coverage for injury to persons or property of not less than one hundred thousand dollars (\$100,000.00) per incident and three hundred thousand dollars (\$300,000.00) general liability. Such minimum coverage may be amended by the Board of Trustees of the Town, by resolution, from time to time.

(Ord. No. 2000-01, § 20-9, 2000; Ord. No. 2014-04, § 1, 1-13-2015)

Sec. 8-2-80. Model Traffic Code applicable.

The operator of a nonlicensed vehicle upon the public streets of the Town shall comply with the provisions of the Model Traffic Code as adopted by the Town and as the same may be amended from time to time; except that specific provisions relating to the equipment requirements for nonlicensed vehicles shall apply in lieu of the provisions of Article 19 of the Model Traffic Code.

(Ord. No. 2000-01, § 20-10, 2000; Ord. No. 2014-04, § 1, 1-13-2015)



**TOWN OF PAONIA
BOARD OF TRUSTEES MEETING
STAFF REPORT**

AGENDA ITEM:	Sole Source Roop Excavating for temporary tank tie in
SUBMITTED BY:	N. Poulos and S. Wynn
DATE:	9-23-25
BACKGROUND:	The Temp tank was installed by Colorado Linings International. Their contract excluded disinfection, tank fill and de-watering, rainwater and snow removal, piping and pipe work, electrical, concrete, earthwork, permits, bonds, surveying and water quality testing. See sole source questions and answers for more information
BUDGET:	60-50-73 = \$2,952,802.18
RECOMMENDATION:	Recommend approval of sole source

ATTACHMENT:	Sole Source Questions and answers
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Sole Source Questions

1. What capability does the proposed contractor have that is critical to the specific effort and makes the contractor clearly unique compared to other contractors in the same general field?

Roop Excavating (Roop) has extensive knowledge of the water system and what parts and equipment are needed. Roop also was available for the short window the Town had for plumbing in the Temporary tank.

2. What prior experience of a highly specialized nature does the proposed contractor have that is vital to the proposed effort?

Roop was the hired contractor by the town of water and wastewater repair and maintenance for several years while Public Works was understaffed. Roop also performed many of the emergency repairs for the Town's systems due to their location, experience, knowledge of the Town's system, and immediate availability.

3. Does the proposed contractor have a substantial investment that would need to be duplicated at the Town's expense by another contractor entering the field?

Roop is within the local 81428 zip code, and keeping mobilization costs down significantly, and has the equipment to perform the tasks. Due to Roop's established professional relationship with suppliers and vendors in the area, they are able to get parts and materials expeditiously.

4. If timelines are involved, why are they critical and why can the proposed contractor best meet them?

The timeline was critical due to grant funding deadlines and reimbursements, Environmental Clearance that was delayed and therefore, we needed a contractor who could show up within a few days' notice. Precision in schedules was needed to coordinate the setup of the contractor for the temporary tank and contractors for the 2M gallon tank relining. In anticipation of moving to the temporary tank, the Town implemented water restrictions to reduce the amount of water being used in the system. Due to these issues, getting a local contractor already familiar with the system was of utmost importance.

5. Is competition precluded because of the existence of patent rights, or copyrights?

No, competition was precluded due to timeline, and the temporary tank was procured on a sole source waiver. Due to the temporary tank being sourced through a single vendor with specialized products and knowledge, it required the Town to procure a contractor in the same manner for connecting the tank to the water treatment plant.

6. Does this acquisition require compatibility with any existing Town equipment?

Yes, knowledge of the temporary tank and existing 2M gallon tank were necessary and were critical to selecting Roop as a contractor as well as availability. Roop had to plumb the temporary tank into the distribution line and the water plant. He also installed a truck fill to assist in emptying both tanks when the time comes to empty the tank. His knowledge and background working for the Town made them the only candidate with the specialized knowledge, availability and professional relationships with local suppliers to get the job completed.

7. What unique characteristics does the equipment or material offered by the proposed contractor possess that are required to meet the Town's needs?

Roop is a local contractor and had the ability to mobilize his equipment within hours, not days. He was able to obtain all parts within a week due to his relationship with local suppliers. The Town also has active water restrictions implemented and expedient work was necessary in order to get ready for relining the tank.

8. Is competition precluded because of existing equipment maintenance program/contracts/warranties?

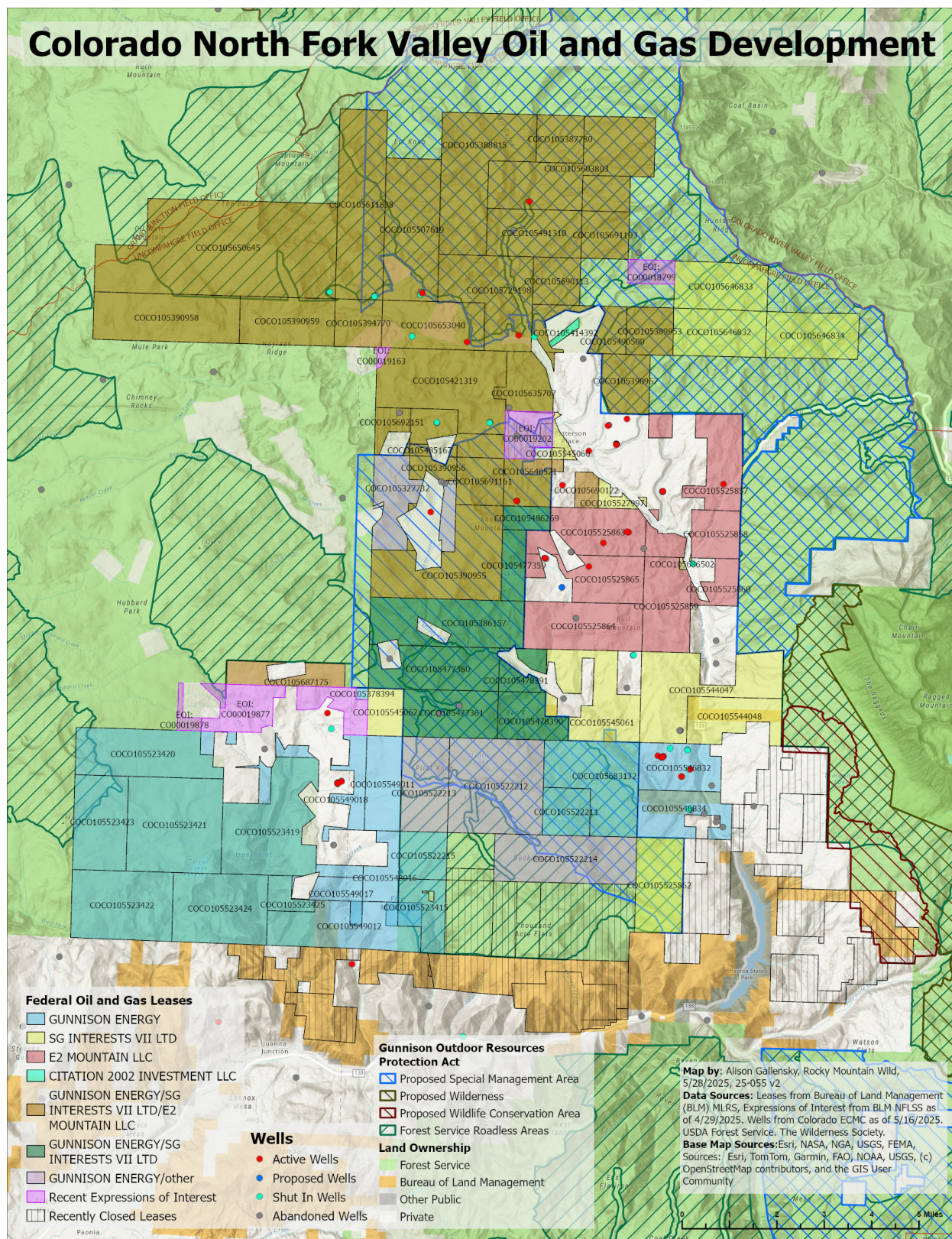
Yes. Scheduling between two major contractors (temp tank and 2M gal tank) has to have enough time between the scheduling to disinfect temporary tank, fill temp tank, empty 2M gal tank and distribute solely from temp tank until 2M gal tank is relined.



**TOWN OF PAONIA
BOARD OF TRUSTEES MEETING
MAYOR REPORT**

AGENDA ITEM:	Consideration of Approval of Town's Scoping Comments Regarding the BLM Colorado March 2026 Oil & Gas Lease Sale, specifically pertaining to parcels CO-2026-03-6157 and CO-2026-03-6169 within the Uncompahgre Field Office
SUBMITTED BY:	Mayor Smith
DATE:	September 23, 2025
BACKGROUND:	The Town has historically commented on oil and gas drilling activities occurring within the BLM Uncompahgre Field Office area northeast of Paonia because of the potential impacts to the agricultural and cultural economic legacy in the North Fork Valley. The Colorado State BLM Office has published its intent to hold an oil and gas lease auction in March of 2026, which includes two parcels (299.5 acres and 1324.16 acres, respectively) located within the Uncompahgre Field Office, specifically in the watersheds northeast of Paonia. The last date for submission of comments is October 2, which is why the draft letter is coming before you at this regular meeting. I've included a map as Attachment A which (though busy) depicts the extent of leasing, status of wells drilled and other land features present in the area within and surrounding the areas of leased acreage. I believe it's important for the Town to maintain a presence in the public record expressing concern about the potential serious environmental impacts associated with more acreage being made available for leasing. Therefore, I'm presenting the attached letter for your consideration.
BUDGET:	n/a
RECOMMENDATION:	Make a motion to approve the letter with any agreed upon changes.
ATTACHMENTS:	A: Map of North Fork Valley Oil and Gas Development as of May 28, 2025 B: Draft Comment Letter to the Colorado BLM re: a March 2026 Lease Sale

Colorado North Fork Valley Oil and Gas Development





Town of Paonia

214 Grand Ave.
Paonia, CO 81428
O: (970) 527-4101
F: (970) 527-4102

9/23/2025

Doug Vilsack
State Director
BLM - Colorado State Office
Attn: 922 Lease Sale Comments
P.O. Box 151029
Lakewood, CO 80215

RE: Scoping Comments on the BLM Colorado March 2026 Oil & Gas Lease Sale, specifically pertaining to parcels CO-2026-03-6157 (299.5 acres) and CO-2026-03-6169 (1324.16 acres) within the Uncompahgre Field Office

Submitted via <https://eplanning.blm.gov/eplanning-ui/project/2040193/595/8021488/comment>

Dear Mr. Vilsack,

The Town of Paonia (Town) respectfully submits scoping comments on the Bureau of Land Management (BLM) Colorado, March 2026 Oil & Gas Lease Sale. The Town has commented previously on gas development projects impacting the Town including the Dual Operator 5-Pad Proposal EA and Bull Mountain Unit Master Development Plan EIS, the North Fork Mancos Master Plan, and the Uncompahgre Field Office Resource Management Plan (RMP) and RMP Amendment and previously proposed lease sales.

For over a decade the Town has expressed concern through these previously mentioned comment letters regarding the impacts of new gas leasing and development on the Town's citizens, economy, infrastructure, and public health and safety. Our concerns continue as more acreage is being proposed to be made available for gas exploration and development.

The North Fork Valley's thriving agricultural economy is based on over 1,200 acres of irrigated pastureland and 2,000 acres in organic orchards, vineyards, heirloom wheat, and an abundance of vegetable crops, ten wineries and two cideries and is a place like none-other in Colorado or the surrounding states. The North Fork Valley is home to the West Elks American Viticultural Area, one of only two such designated areas in Colorado. Maintaining this thriving, unique local economy, which is equally important to the overall economy of Delta County relies on clean water. This water largely originates from the West Muddy Creek, East Muddy Creek, and Hubbard Creek-North Fork of the Gunnison River watersheds currently supporting a checkerboard of existing wells, abandoned wells, undeveloped leases and the accompanying miles of roads and subsurface pipeline infrastructure. This area currently contains 67,649 acres of active leases of which 19,685 acres are supporting producing wells. Please refer to Figure 1 below for a depiction of current leases.

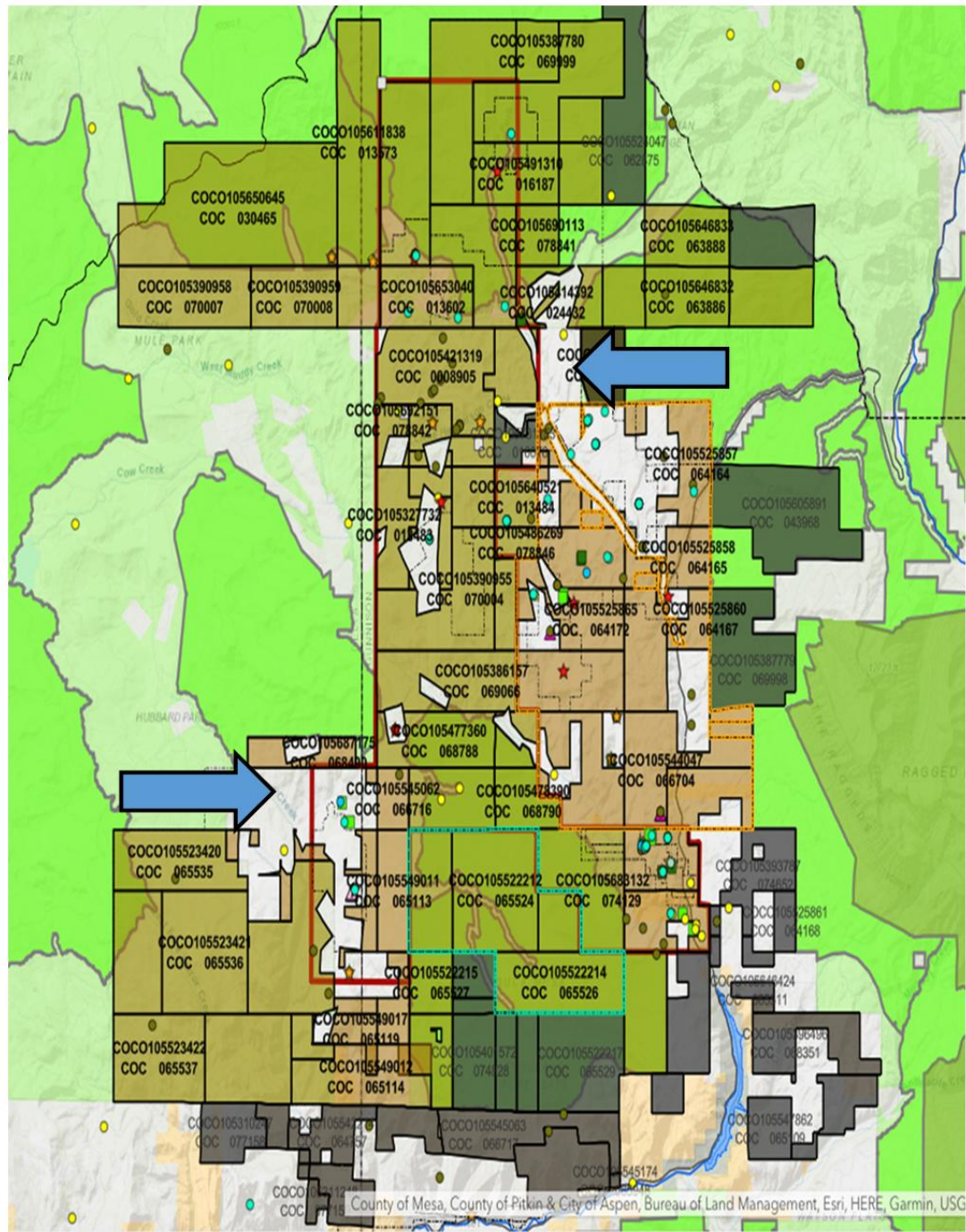


Figure 1: Leases currently existing in the West Muddy Creek, East Muddy Creek, and Hubbard Creek-North Fork of the Gunnison River Watersheds. Blue arrows indicate the locations of the two parcels included in the March 2026 lease sale.

The Town has previously highlighted the BLM's acknowledgement in the Uncompahgre Field Office RMP of the negative effects of gas exploration and production on the North Fork Valley's hydrological and strongly associated economic health through the following excerpts from the RMP:

Page 4-65 (Volume I) Environmental Consequences (Water Resources) "If contamination of aquifers from oil and gas development occurs, changes in groundwater quality could impact downstream users diverting water from groundwater sources, such as municipal and public wells, domestic wells, springs, and surface water diversions that communicate with groundwater. The extent of potential contamination would depend on the point of contamination and volume of the contaminant. Rigorous well-casing protocols can reduce the risk of such contamination. The organic farming industry relies on clean water for agricultural production. Contamination of irrigation waters could affect the ability of local organic farms to maintain their designations."

Page 4-65 (Volume I) continued - "The Upper North Fork River Valley and Terraces groundwater study from Hotchkiss to northeast of Paonia in Delta County (Kolm and van der Heijde 2013) indicates that the hydrology of a natural groundwater hydrologic system may be altered by the construction and operation of proposed oil and gas wells. During drilling and hydraulic fracturing, the oil and gas operations may behave like a connection mechanism between the deep and shallow aquifers, mixing water of various chemistries from various bedrock and shallow aquifers. Depending on management strategies for produced water disposal and use, groundwater levels in the shallow unconsolidated systems may be altered with respect to the amount, velocity, storage, and direction of the local groundwater system and related regional groundwater levels and discharges. Changes to the natural groundwater system will likely have ecological, geohydrological, and, potentially, legal consequences."

Page 4-446 (Volume II) Environmental Consequences (Socioeconomic) "The organic farming and agritourism industry could be impacted by real or perceived effects from development. Potential impacts include changes to water quality or quantity, soil quality, or other factors that result in a decrease in quantity or quality of the product produced, impacts due to a perceived degradation of the area's quality of product that resulted in decreased sales and/or visitation."

These federally identified potential consequences of drilling and production continue to be cause for alarm. Spills of contaminated fluids are real life, tangibly identified risks to the health of the watersheds supporting the North Fork Valley. There have been a total of eighteen spills of contaminated fluids within the last ten years, with the latest spill occurring as recently as October of 2024 in the vicinity of Cottonwood Creek.

The Town has also previously pointed out the extremely unstable soils and geology that occur naturally within the watersheds northeast the North Fork Valley. Collapses observed on June 24, 2023, along the road adjacent to Clear Fork Creek which provides sole access to the Gunnison Energy Federal 16-4 well is evidence of this instability. It's unknown how long this road was impassable and how required field monitoring and removal of tank fluids could be conducted under such conditions. Please note the fluid level on June 24th in the secondary containment.





The true risk to the North Fork Valley and the Town is in the continued leasing of lands within the North Fork Valley's vital watersheds. The BLM historically relies on mitigation rather than avoidance to correct the types of environmental consequences that have been occurring and which cannot be guaranteed to not continue. Seventy-one percent of the leased acreage shown in Figure 1 currently remains undeveloped. We suggest that additional leasing at this time is not in the best interest of this publicly held gas resource, which will become more valuable in the future as gas deposits are diminished.

The traditionally offered solution of mitigation is not a viable strategy for protecting the unique values present in the North Fork Valley. Consequently, the Town respectfully requests that the two parcels within the Uncompahgre Field Office currently identified for inclusion in the March 2026 lease sale be removed from consideration.

Sincerely,

Paige Smith
Mayor, Town of Paonia
E: PaigeS@TownofPaonia.com



**TOWN OF PAONIA
BOARD OF TRUSTEES MEETING
STAFF REPORT**

AGENDA ITEM:	Consideration of Accepting the Region 10 Grant
SUBMITTED BY:	Stefen Wynn, Town Administrator & Treasurer
DATE:	9.19.2025
BACKGROUND:	In 2018, the Paonia Creative District, in partnership with the Town, developed the Paonia Creative District Signage and Wayfinding Plan. That plan emphasized cohesive design, placemaking, and improved navigation for residents and visitors alike. It also identified the importance of maintaining existing signage infrastructure and creating new elements that reinforce Paonia's cultural and creative identity. The Town has since pursued phased implementation of the plan. Many of the original "Welcome to Paonia" signs and supporting elements are now in need of repair and reinvestment. This grant builds directly upon the original vision while addressing deferred maintenance and introducing new cultural programming through seasonal banners. The Welcome to Paonia: Entry Beautification and Cultural Expression Project was awarded funding through the Community Development Mini-Grant program. The project scope includes the following key elements. Rehabilitation of Gateway Signs. Seasonal Banner Program. Public Parking Lot Wayfinding Sign.
BUDGET:	Total Project Cost: \$22,500Grant Request: \$10,000 Town Match: \$12,500 (funded through the Sales Tax Capital Improvement Fund)
RECOMMENDATION:	RECOMMENDED MOTION: I move to accept the Region10 Mini-Grant and direct staff to begin working with the North Fork Valley Creative Coalition and Region10 on the procuring and planning improvements.
ATTACHMENT:	Attachment A: Mini-Grant Application_Paonia and NFVCC_f Attachment B: Paonia-Signage-Summary-Booklet-web-2018.08.08_f

COMMUNITY DEVELOPMENT MINI-GRANT APPLICATION

PROJECT BASICS & CONTACT INFORMATION

Project Title <i>Welcome to Paonia: Entry Beautification and Cultural Expression Project</i>		Jurisdiction <i>Town of Paonia</i>		Date <i>7/9/2025</i>
Total Cost of Project <i>\$22,500.00</i>		Amount Requested (may not be more than 50%) <i>\$10,000.00</i>		Cash Match <i>\$12,500.00</i>
Assuming the project is funded, when will it begin and what is the timeframe for completion? All projects must be fully completed by April 30, 2026. If funded, this project will begin in late-summer, art contest to last until August 30th, selection will take a week and selected art will be sent to the manufacturer for production. Procuring necessary materials should be completed no later than September 30th, and installation would take place over the winter and be completed by April 17th, 2026.				
Name of Person Completing Application <i>Stefen Wynn</i>		Phone # <i>(970) 914-2214</i>	Email Address <i>StefenW@TownofPaonia.com</i>	
Address <i>214 Grand Ave. (PO BOX 460) Paonia, CO 81428-0460</i>	City	State	Zip	
Name of Person Responsible for Completion of Project <i>Stefen Wynn & Jess Dervin-Ackerman</i>		Phone # <i>(970) 914-2214</i>	Email Address <i>StefenW@TownofPaonia.com</i>	
Address <i>214 Grand Ave. (PO BOX 460) Paonia, CO 81428-0460</i>	City	State	Zip	

DETAILS OF PROJECT

Please provide the following information. Use a separate attachment if necessary (two pages maximum).

- 1) Briefly describe the project. Why is the project needed at this time? How does the implementation of this project address the need?

The Town of Paonia is launching a comprehensive beautification and cultural engagement project to enhance the community's identity, improve the aesthetics of key gateways, and create a more vibrant and welcoming experience for both residents and visitors. The project includes the rehabilitation of all "Welcome to Paonia" signs, which are currently in need of repair, repainting and xeriscaping. To improve nighttime visibility and support the Town's commitment to sustainability, new solar-powered lighting will be installed that complies with Paonia's Dark Skies program.

In addition to the entrance improvements, the project introduces a new seasonal banner program for the downtown corridor. A total of 30 high-quality banners will be produced using a patented poly-canvas manufacturing process that ensures long-lasting durability and vibrant color retention. The banners will be displayed in two seasonal sets: 15 for Spring-Summer and 15 for Fall-Winter. Weather-resistant brackets will be installed on street poles and posts to support the secure and attractive display of each banner set.

The project also includes the installation of public parking lot directional signs, designed and fabricated by the same local artist who created Paonia's original wayfinding signage. This ensures the new signs will seamlessly match the Town's established wayfinding system, maintaining a cohesive look across all public signage while improving visitor navigation to parking facilities.

To celebrate Paonia's local culture and artistic talent, the Town will partner with the North Fork Valley Creative Coalition to sponsor a public art contest. Winning artists will be selected and compensated for their original designs, which will be featured on the seasonal banners and acknowledged in related materials.

This project directly addresses the need to restore the Town's aging signage infrastructure while introducing a rotating visual art program that reflects the community's creativity and natural beauty. Through thoughtful upgrades and a focus on local expression, the initiative reinforces Paonia's values of sustainability, cultural vitality, and civic pride.

2) Explain why this project is important to your community. What measurable results do you expect? How will these results be measured?

This project is important to the Town of Paonia because it strengthens community identity, improves the aesthetic appeal of our public spaces, and deepens engagement with our vibrant local arts community. The existing “Welcome to Paonia” signs are worn and no longer reflect the pride or character of the Town. Updating these signs with restored paint, better landscaping, and solar-powered, dark-sky-compliant lighting will make the entrances to town more attractive, safer, and more consistent with Paonia’s values of sustainability and rural charm.

The installation of seasonal banners downtown further supports Paonia’s goals for creative placemaking, tourism, and economic vitality. By featuring original artwork from local artists through a public contest, the project celebrates our creative community while offering visitors and residents a dynamic visual experience that evolves throughout the year.

The addition of parking lot directional signs crafted by a local artist ensures residents and visitors can more easily locate public parking, while maintaining consistency with Paonia’s wayfinding system. These signs enhance accessibility, support local businesses by improving visitor circulation, and strengthen the Town’s visual identity.

Measurable results include:

- Refurbishment of all gateway “Welcome to Paonia” signs, including repainting, xeriscaping, and installation of solar-powered, dark-sky-compliant lighting
- Installation of **new public parking lot directional signs** created by the Town’s original wayfinding artist
- Installation of 30 high-quality, patented poly-canvas banners (15 for Spring–Summer and 15 for Fall–Winter)
- Mounting of new banner brackets on street poles and posts throughout downtown
- Completion of a community art contest and compensation of selected local artists
- Seasonal rotation of banners over a minimum of seven years (based on manufacturer warranty)

Measurement methods include:

- Visual verification of installed improvements and signage
- Documentation of installation dates, locations, and maintenance records
- Tracking of artist participation and contest submissions
- Collection of public feedback on signage, banners, and downtown aesthetics
- Monitoring of increases in downtown foot traffic, event attendance, and social media engagement connected to the banners, wayfinding signs, and public art

3) How many people or lives will be improved either directly or indirectly through the completion of this project? Explain.

The completion of this project is expected to directly and indirectly improve the lives of thousands of people in and around the Town of Paonia. Paonia’s population is just under 1,500 residents, all of whom will benefit from improved gateway signage, enhanced safety through better nighttime visibility, and a more vibrant and welcoming downtown environment. Residents will experience an increased sense of community pride and belonging, and local artists will have new opportunities for recognition and paid work through the seasonal art contest.

Indirectly, the project will positively impact the broader North Fork Valley region and the estimated 10,000 – 15,000 annual visitors who travel to Paonia for its wineries, arts events, agritourism, and public festivals. The upgraded signage will make the town’s entrances more appealing and easier to identify, while the rotating seasonal banners will provide a dynamic cultural experience that enhances the visitor impression and encourages repeat tourism. This increased interest and foot traffic support local businesses and contribute to the vitality of Paonia’s economy.

In total, between residents, visitors, and members of the regional creative community, the project stands to improve the quality of life for more than 10,000 people annually—by making public spaces more beautiful, expressive, and reflective of the values and identity of Paonia.

4) How was the budget determined? Do you have price quotes for the items being purchased, and did you obtain more than one bid? Note: If you have price quotes, they must be attached to be considered for award.

The budget for the proposed signage and improvements was developed using formal price quotes and by aligning the project with the Town of Paonia’s established wayfinding plan.

Price quotes were obtained for the items included in this request. Specifically, Craftsmen Industries provided a detailed estimate for new Town of Paonia pole banners and bracket sets, totaling \$9,290.70. In addition, Alcon Lighting provided specifications and cost information for solar-powered sign lighting. These quotes are attached as supporting documentation.

The budget also incorporates planned improvements to public parking lot directional signage. In this case, the Town will contract with the same local artist who originally designed and fabricated Paonia’s official wayfinding signs, as reflected in the Paonia Wayfinding Plan. This approach ensures that new directional signage will be visually consistent with the existing wayfinding system and maintain the Town’s cohesive design standards.

Multiple bids were reviewed where available, and all items will be purchased in accordance with the Town’s adopted Purchasing Policy and Procurement Ordinance. Copies of the relevant price quotes are attached for consideration as part of this request.

5) Is there any other information that will help the members of the evaluation committee in their review of your application?

The Town of Paonia has structured this project to maximize impact while ensuring fiscal responsibility, transparency, and alignment with community values. Several factors highlight the strength of this proposal:

- **Consistency with Adopted Plans:** This project builds directly upon the Town’s established wayfinding plan, ensuring that new signage, including public parking lot directional signs, matches existing design standards and preserves Paonia’s cohesive identity. By contracting with the same local artist who created the original wayfinding system, the Town will maintain design continuity while supporting local talent.
- **Sustainability and Compliance:** All lighting upgrades will utilize solar-powered fixtures that comply with Paonia’s Dark Skies program. This approach reflects the Town’s commitment to sustainability, energy efficiency, and preservation of its rural character.
- **Community and Cultural Impact:** By incorporating a public art contest administered in partnership with the North Fork Valley Creative Coalition, the project directly engages local artists and provides compensation for their creative contributions. This fosters cultural vitality while celebrating Paonia’s identity as a creative community.
- **Fiscal Stewardship:** The total project cost is \$22,500, with a local cash match of \$12,500. The Town’s grant request of \$10,000 represents less than 50 percent of the project cost, demonstrating the Town’s commitment to investing its own resources. Matching funds will be provided from budgeted capital improvement and beautification allocations within the General Fund.
- **Readiness and Feasibility:** The project has a clearly defined schedule, with implementation beginning in

Fall 2025 and completion by April 17, 2026, well ahead of the April 30, 2026, deadline. Formal quotes have been obtained for banners, brackets, and solar lighting, and the Town has a proven track record of managing similar projects successfully.

In summary, this project represents a balanced investment in Paonia's future, blending beautification, sustainability, cultural expression, and community engagement. It is both realistic in scope and transformational in impact, ensuring measurable benefits for residents, visitors, and the regional economy.

PROJECT BUDGET

Title of Project: *Welcome to Paonia: Entry Beautification and Cultural Expression Project*

JURISDICTION BUDGET	
What is your jurisdiction's 2025 General Fund budgeted expenditures? \$1,625,650.00	What is your jurisdiction's 2025 General Fund budgeted revenue? \$1,625,650.00
What is your jurisdiction's 2024 General Fund-Fund Balance (do not include restricted funds i.e. TABOR reserve) \$ 752,493; Sales Tax Capital Improvement Fund: \$847,008	
Identify the source of matching funds Sales tax Capital Improvement Fund	

PROJECT BUDGET			
Project Revenues:		Project Expenses:	
Grant Request	\$10,000.00	Artist Compensation	\$2,500.00
Local Cash Match	\$12,500.00	Various Poly-Canvas Banners (30 count)	\$5,000.00

Other	\$0.00	(8) Model 31026 Outdoor Commercial Solar-Powered LED Sign Lights	\$4,500.00
		(15) Bracket sets for wayfinding banners	\$1,500.00
		Materials to repair existing Welcome to Paonia Signs	\$1,500.00
		Public Parking Signs – match wayfinding plan	\$7,500
Total Project Revenues	\$22,500.00	Total Project Expenses	\$22,500.00
Total Project Revenues should equal Total Project Expenses			

Features:

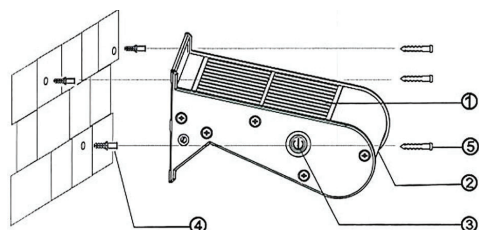
1. Easy Installation with integrated design
2. Battery can support 3-nights with cloudy days
3. Super Bright led, Aluminum case, never fade
4. Waterproof IP65
5. Different Power for your options

Note: The light will automatically turn off when it detects low voltage from the battery. This might happen after 3-4 cloudy days. For best charging performance place light in as much direct sunlight as possible.

Specifications:

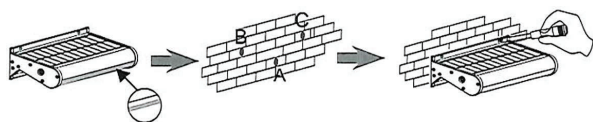
Length	1 Foot	2 Foot	4 Foot
LED	5W	10W	20W
Solar panel	4.5W	9W	18W
Battery Sensor	Rechargeable Lithium-ion Battery		

Product Structure Diagram



1. Solar Panel
2. LEDs Panel
3. ON/OFF
4. Wall Anchor(3PCS)
5. Screws(3PCS)

Installation Steps

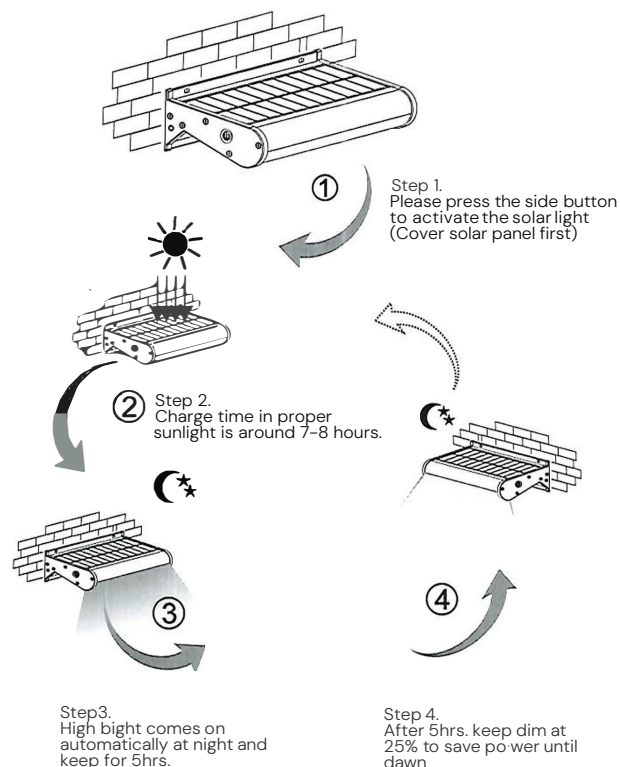


Please remove protect film from lens.

Drill three holes on the support surface and set one screw from A, then hang the solar light.

Fix the solar light with screws on B+C

Working Steps



Craftsmen Industries

3101 Elm Point Industrial Drive
 Saint Charles, MO 63301
 Ph: (636) 940-8400
 FAX: (636) 940-8499
 Email: sales@craftsmenind.com
 Web: http://www.craftsmenind.com



Created Date:	7/9/2025 2:42:00PM	Prepared For:	Cash Sale
Salesperson:	Zane House	Contact:	Cash Sales
Email:	zanehouse@craftsmenind.com	Office Phone:	(636) 940-8400
Phone:	(636) 940-8400	Email:	ar@craftsmenind.com
Entered by:	Scott Chitwood	Address:	St. Louis, MO

Description: Town of Paonia Pole Banners and Bracket Sets

ESTIMATED FOR: Stefen Wynn
 Town of Paonia
 PO Box 460
 214 Grand Avenue
 Paonia, CO 81428
 (970) 527-4101
 StefenW@TownofPaonia.com
 townofpaonia.colorado.gov

		Quantity	Unit Price	Subtotal
1	Product: Digital Printing Description: Town of Paonia Pole Banners 30" wide x 60" high 30 banners from 1 art file 4CP UV inks on 8.4 oz DekoTex 7048Sun fabric; Sew back-to-back for double-sided finish with opaque liner, same image both sides; 4" pole pockets top and bottom with 3" openings; Double-stitched seam on side edges; 2 grommets • 30, 30 in x 60 in Back to Back Banner, Made From DekoTex 7048Sun Fabric - 126in x 246ft	30	\$153.71	\$4,611.30
2	Product: Pole Banner Brackets Description: WindSAVER XL Single Bracket Sets for 30" Wide Banners SET CONTENTS: 2 armatures (fiberglass rod, cast aluminum rod holder); 6 stainless steel screw bands; 2 zip ties • WindSaver XL 33 inch Single,	30	\$87.58	\$2,627.40
3	Product: Pole Banner Brackets Description: WindSAVER XL Double Bracket Sets for 30" Wide Banners SET CONTENTS 4 armatures (fiberglass rod, cast aluminum rod holder) 6 stainless steel screw bands 4 zip ties • WindSaver XL 33 inch Double,	15	\$136.80	\$2,052.00



Craftsmen Industries

3101 Elm Point Industrial Drive
Saint Charles, MO 63301
Ph: (636) 940-8400
FAX: (636) 940-8499
Email: sales@craftsmenind.com
Web: http://www.craftsmenind.com

Estimate #: 3597

Page 2 of 3

Estimate Total:	\$9,290.70
Subtotal:	\$9,290.70
Total:	\$9,290.70

Payment Terms: Balance due upon receipt. We accept Visa, MasterCard, American Express and Discover.
A 3% Service Fee will be applied to all transactions paid by Credit Card over \$5000.00.
Refund Policy: All sales are final.
Privacy Policy: We do not sell, trade or transfer customer information to third parties.

Total may not include applicable sales tax or shipping charges.
Prices are subject to change after 30 days

Client Reply Request

☐ **Estimate Accepted "As Is". Please proceed with Order.**

☐ **Other:** _____

☐ **Changes required, please contact me.**

SIGN: _____ **Date:** / /

Print Date: 7/9/2025 2:48:23PM



WARRANTY INFORMATION

3M Manufacturer

VJC17529 vinyl with 8518, 8519 or 8520 laminates

Vehicle vertical application 7 years

Vehicle in southwest sunbelt states vertical application 5 years

Outdoor applications 4 years

Indoor applications 7 years

Marine applications 2 years

Note: Outgassing time is 24 hours for the ink; rush jobs void the warranty

Avery Manufacturer

MPI 1105 vinyl with 1060 laminate

Vehicle vertical application 5 years

Vehicle in southwest sunbelt states vertical application 3 years

Outdoor applications 5 years

Indoor applications 8 years

Marine applications 3 years

Note: Outgassing time is 24 hours for the ink; rush jobs void the warranty

Window Perf Manufacturer

1 year

Pigmented vinyl Manufacturer

Vehicle vertical application 10 years

Vehicle in southwest sunbelt states vertical application 8 years

Vehicle Graphic Removal

Paint & clearcoat may be negatively affected by the stripping process, therefore Craftsmen cannot be held liable for any damages to paint or clearcoat.

Signage Manufacturer

Printed on the uv flatbed inks are a 1-year warranty

Note: Cure time is 24 hours for the ink; rush jobs void the warranty

Craftsmen does offer a 1-year warranty, given that the product has been properly cared for as per the manufacturer specifications

Note: All vinyl warranty is pro-rated per manufacturer's specifications:
<http://graphics.averydennison.com/en/home/resource-center/durability-and-warranty.html>
http://www.3m.com/3M/en_US/graphics-signage-us/resources/warranties/



3101 Elm Point Ind. Dr.

St. Charles, MO 63301

t: 636.940.8400

f: 636.940.8499

www.craftsmenind.com

SMF-112 Rev B

Page 1

9/27/21



Paonia Creative District Signage & Wayfinding Plan

August 9, 2018

Prepared for the Paonia Creative District & the Town of Paonia, Colorado



A photograph of a park entrance featuring a large, dark, curved archway made of wood or metal. A sign hangs from the center of the arch, reading "Paonia River Park". The background shows green trees and a clear blue sky. A semi-transparent red box is overlaid on the lower half of the image, containing text.

Paonia River Park

Signage & Wayfinding Overview

Central to the success of any signage & wayfinding program is its ability to communicate a memorable, compelling, understandable, and authentic story about place. A great community wayfinding program not only highlights key attributes of a place, it also creates an emotional bond with residents and visitors, and provides jurisdictional representatives with a solid foundation for marketing and promotion. Having connections to planning, graphic design, marketing, consensus-building and stakeholder engagement, a successful signage & wayfinding plan is grounded in a broad and deep understanding of what makes a great place experience.

Paonia Creative District Signage & Wayfinding Plan

TABLE OF CONTENTS

Purpose of the Branding, Signage & Wayfinding Plan		Implementing the Final Design Vision	
Project Context & Background		08	Implementation Plan
01	Project Communication & Information-Gathering	09	Sign Quantities & Cost Estimate
02	Info Point & Intercept Survey	10	Construction Documentation
03	Context Analysis		
04	Existing Conditions Analysis		
Signage & Wayfinding Design Development			
05	Messaging Plan		
06	Preliminary Design Options		
07	Final Design		

The background image is a composite. The top half shows a mural on a wall depicting a mountain range, with green trees to the left. The bottom half shows a red dirt path leading to a concrete picnic table in a park setting with green grass and bushes.

Purpose & Goals of the Signage & Wayfinding Plan

Design signage & wayfinding that helps direct residents and visitors to destinations within Paonia

Develop a signage & wayfinding plan that identifies the style, quantity and type of signage needed in Paonia

Develop an implementation plan that outlines the costs and resources needed to implement the new signage & wayfinding designs

PROJECT CONTEXT & BACKGROUND

As both a tourist destination and a long-standing and deeply rooted Colorado community, Paonia is in a unique position to capitalize on recent progress toward better understanding of how to tell its story through signage and wayfinding, while not losing sight of what makes its resources, history and destinations unique. The new signage will stand on the shoulders of both the completed work of the Paonia Creative District, as well as the long history of the Paonia community, and its potential for future growth and economic development.

The Project Goals:

- Create a cohesive, iconic, and welcoming wayfinding system that celebrates the community and directs visitors into and through the Paonia community
- Alert and direct visitors and residents into downtown Paonia, as well as create more significant directional signage from Highway 133 (West Elk Loop Road)
- Identify travel paths and key decision points for the different travel modes of visitors to Paonia to help guide decision making about investments in wayfinding
- Consider decision points for pedestrians, vehicles, and bicycles

Project Description

In a continuation of efforts to support Paonia as a Creative District and a primary travel destination with a distinctive shopping, dining, and entertainment area, a variety of public recreation amenities, and services for residents and visitors alike, the Paonia Creative District seeks to develop distinct signage and wayfinding that can be phased in, modified, or expanded as needed. The wayfinding signage program should meet the needs of the residents as well as visitors. All transportation modes within the town limits and along major access thoroughfares should be considered. Street level vitality, legibility, safety, maintenance, and replacement costs are all major concerns in creating an informational, user-friendly, wayfinding signage program. The primary focuses of the program include, but are not limited to, increasing visitor and resident traffic to the variety of major destinations in Paonia, reduce inefficiencies in traffic flow (considering interactions of all modes of transportation), and enhancing & reinforcing placemaking in conjunction with the Town of Paonia.

Goals & Objectives of the Signage & Wayfinding System Design

- **Placemaking** – Reinforce a sense of place for Paonia, enhancing the community image and character
- **Brand Awareness** – Support, brand, and identify a distinct identity for Paonia with signage that blends with the historic yet modern and creative feel of the area
- **Legibility** – Highlight important community resources and destinations, and how to access them through clearly defined directional information
- **Highway Visibility** – Direct visitors to Paonia destinations from major transportation arteries
- **Economic Development** – Increase awareness of the Paonia area and its destinations and resources, helping to increase sales tax revenues, general interest in the area, economic growth, and investment

Project Deliverables

- Final Design Intent Drawings (exact dimensions, letter heights, materials, mounting details, color specifications, and material performance standards) with written statement regarding rationale for design choices, materials, method of fabrication, and how systems can be modified over time
- Statement of Probable Cost for the fabrication, installation, and maintenance of the system, including number of various sign types, and locations
- Develop design plans in collaboration with local fabricators and artists for fabrication and installation of the new signs

PROJECT SCHEDULE & MILESTONES

Phase 1: 2018

"Welcome to Paonia" Gateway Signs on Highway 133 and Creative District Signs/Banners on Grand Avenue

- Task 1: Project Initiation - On-Site Kick-Off Meeting & Site Analysis
- Task 2: Document Existing Conditions
- Task 3: Context Analysis
- Task 4: Preliminary Design Options
- Task 5: DRAFT & FINAL Wayfinding Elements and Recommendations Document

Phase 2: 2018

Wayfinding Signage & Visitor's Kiosk - Final Design & Construction Documentation

- Task 1: Refinement of Design Options
- Task 2: Sign Quantities & Cost Estimates
- Task 3: Community Open House to Review Final Design Direction
- Task 4: Additional Design Refinements
- Task 5: Final Design Intent Drawings, Mock-Ups, Cost Estimate, and Bidding/Construction Document Set

Phase 2: 2019

Historic Walking Tour Signage

- Task 1: Refinement of Design Options
- Task 2: Sign Quantities & Cost Estimates
- Task 3: Community Open House to Review Final Design Direction
- Task 4: Additional Design Refinements
- Task 5: Final Design Intent Drawings, Mock-Ups, Cost Estimate, and Bidding/Construction Document Set

01

Project Communication & Information-Gathering

DESIGN WEEK - MAY 30TH TO JUNE 5TH

In order to kick-off the Signage & Wayfinding Master Planning process, the NORTH FORK VALLEY CREATIVE COALITION sponsored a community-wide "Design Week" of fun events, community-created improvements, and "Neighbors Are Designers" events in which community members can help design the new signage and wayfinding improvements.



Design Week promotional poster/handout was distributed via social media and posted throughout town to help promote community participation in the signage & wayfinding events

PAONIA CREATIVE DISTRICT
Collaborating to Create Signage & Wayfinding for Paonia, Colorado

Signage & Wayfinding Master Plan

What is a Signage & Wayfinding Plan?
Signage & Wayfinding illuminates what is special about your community, and encourages residents and visitors to linger, explore and discover. Wayfinding and signage helps people feel more connected has a direct line to economic development, because signage and brands that compellingly tell a story of the collective shared experience of a place are powerful place attractors and builders.

HOW WILL WAYFINDING HELP PAONIA?
1. Identify local resources and destinations, and promote them
2. Support community-led efforts to grow arts and culture within Paonia
3. Help make connections to trails, open space, and recreational amenities
4. Identify local resources for designing and fabricating the new signage

DESIGN WEEK : MAY 30TH - JUNE 5TH

In order to kick-off the PAONIA Signage & Wayfinding Master Planning process, NORTH FORK VALLEY CREATIVE COALITION is sponsoring a "Neighbors Are Designers" event, in which community members can help design the new signage and wayfinding improvements. Please join us in celebrating place and community in Paonia!

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY
May 30th 10am - 1pm TOWN HALL 214 Grand Ave Paonia	May 31st 10am - 1pm TOWN HALL 214 Grand Ave Paonia	June 1st 10am - 1pm TOWN HALL 214 Grand Ave Paonia	June 2nd 10am - 1pm TOWN HALL 214 Grand Ave Paonia	June 3rd 10am - 1pm TOWN HALL 214 Grand Ave Paonia	June 4th 10am - 1pm TOWN HALL 214 Grand Ave Paonia	June 5th 10am - 1pm TOWN HALL 214 Grand Ave Paonia
"Neighbors Are Designers" Community Conversations 5pm - 7pm Community Workshop	Research & Info-Gathering Drop in to provide your input & direction for the new signage!	Research & Info-Gathering Drop in to provide your input & direction for the new signage!	Pancake Breakfast Design Check-In Come have breakfast & see where preliminary design ideas!	Pancake Breakfast Design Check-In Come have breakfast & see where preliminary design ideas!	Pancake Breakfast Design Check-In Come have breakfast & see where preliminary design ideas!	Pancake Breakfast Design Check-In Come have breakfast & see where preliminary design ideas!

"Neighbors Are Designers" Community Conversations
Community conversations are open sessions for gathering ideas, direction, and input from the Paonia community. Drop in when you can to talk to us about Paonia signage & wayfinding!

Pancake Breakfast Design Check-In
The community workshop will provide a hands-on opportunity to talk to your neighbors about your goals, ideas, and direction for the new Paonia signage.

Community Workshop
5pm - 7pm
Wednesday, May 30

Design Presentation & Open House
We've worked hard to capture the preliminary signage design ideas, and we'll be presenting them to the Paonia community during the open house!

NEED MORE INFO?
Kristin Cypher
C+B Design
720-280-4349
kristin@cpubdesign.com

Sadie Keldis Lowe
North Fork Valley Creative Coalition
970-275-3453
sawickid@nfvcc.com

ART WORKS
for the life

CO
Creative Coalition

DESIGN WEEK - MAY 30TH TO JUNE 5TH



8 Paonia Creative District Signage & Wayfinding Plan

SIGNAGE CORE VALUES AND GOALS

Character

- Heritage quirkiness
- "Rustic Chop"
- People should know they're in a creative district
- Rural charm
- Pioneering spirit
- Valley – iconic image and pace
- "Invitation" want people to feel invited (hospitality culture)
- Friendly signage messaging – Iceland speeding signs (green happy face, red frowning face)
- Modern and rustic
- Make the signs fun! (and informative)
- Longevity and artifact-like quality
- Consistent theme
- Nod to history with timeless style
- Keep it simple – prevent from looking too 'Denver'
- Legible but not too industrial/modern/urban in character
- Texture and transparency – things that play with light and change with the light
- Honoring legacy – coal mining and agriculture

Destinations/Amenities

- Overflow parking in the soft lot behind Town Hall
- Bike parking
- Restrooms
- Parks
- Trails
- Wineries Map
- Bike signs!
- Event signs
- More recreation signage
- Mt. Jumbo
- Wineries

- Town Park
- Recreation
- Multiple destination signage (AVA wineries)
- Services – bathrooms
- Restaurants
- Wineries
- Galleries
- Historic Sites

Signage Design – Sign Types

- Interested in gateway sign to help promote the arts and crafts and farm-to-table
- Kiosk at 3rd and Grand, with poster space for temporary events
- Kiosk at/near the parking lots with info
- Temporary info point at Cirque – can the town help support this?
- Temporary signs – events, dates, and integrating temporary messages
- Kiosk/Billboard for special events
- Kiosk or shared info point (combined community schedule?)
- Painted crosswalks on the street
- No bike lanes or bike signage, but surrounded by beautiful biking – need bike lanes!
- Iceland – 3D crosswalks slow people down



SIGNAGE CORE VALUES AND GOALS (CON'T)

Signage Design – Materials

- Natural materials, but highly visible
- Recycled materials for signs
- Recycled/vintage wood and metal – “one shot” painting
- Solar-powered lights

Signage Design – Overall Design

- Low maintenance (fading, painting, weather)
- Landscape is not cluttered with signs, how do we keep it that way?
- How do we present Paonia?
- Make artists part of the design
- Is there a plan to maintain signs over time?
- Don't overwhelm the town with signs
- Direct
- Stuff moves around, how would it be designed to change over time?
- “Makers on Display”- 2nd story studio on Grand Avenue – would like to have their location in a place where people walking down the street can see into the studio and see things created

Signage Content/Messaging

- Maps – evocative & artist-created
- Maps, can they be art?
- A map
- “2nd friendliest town around” ;)
- Welcoming – where is the parking? Is it 2-hour?
- Easy and cost-effective sign updates (changeable messages)
- Emphasize TOWN, not a city
- Know they've arrived in Paonia, and where to turn off highway
- Signs pulling travelers into Paonia highlighting the art and landscape
- Creative District logo and colors
- Signs/directions to schools
- Farms/food/wineries – where are they?

- Does Paonia have a city logo? Use in signage?
- Emphasize wine
- Emphasize farms/orchards
- Emphasize Robini Art – haha!
- Helping people know what to do once they're in town is important (wineries, artist studios, restaurants, farms)
- Inform how to get into town off the highway and from Crawford Road

Existing Signage

- Landfill sign – remove
- Parking messaging – currently negative, instead, “Welcome to Paonia, stay as long as you'd like!”
- Take down parking signs that aren't enforced, replace with welcoming messages
- Less signs at highway 133 turnoff...it is disorderly (landfill sign on highway 133)

Use Local Fabricators

- Ellza (marble/stone sculpture - marble yard in Delta)
- Andrea Lecos (artist & graphic designer)
- Ira Houseworth (metalwork at the park)
- Phil Wassell (created icons for the school)
- Ellie Roberts (safe routes to school – 970-274-1878, francis.roberts@deltaschools.com)
- Peter Heller (“The Painter” “The Dogstar”)
- Steve Clisset (720 280 9826 – copper roofs)
- Erick Ingraham (graphic design)
- Ben deLeiris (802 585 7057 – timber framed structures)
- Shawn Guerreo (did the benches and design elements at Crested Butte)
- Josh Milner (wood and metalwork)
- Ben Lehman (photographer, benlehmanimages.com)

Written notes on the community input banners



VISUAL PREFERENCE IMAGE DISPLAY BANNERS



Visual Preference Exercise

The purpose of the visual preference banner exercise was to help members of the Paonia community identify the materials, colors, and signage types that would fit the character of the new signage. The visual preference images were drawn from 'best practice' signage examples designed and installed in other locations throughout the US and globally. In order to help identify the different signage types, the images were grouped into the following categories:

- Gateway Images
- Auto Signs
- Pedestrian Signs
- Kiosk Signs
- Bike/Trail Signs
- Historic/Interpretive Signs

Design preference banners displayed images of different signage types, materials, sizes, and colors. Preferences for what types of signage examples were selected helped the design team develop the preliminary sign palette ideas.

VISUAL PREFERENCE DOT VOTING RESULTS

After a week of being on display at Paonia Town Hall, there were some clear themes that emerged from the community dot voting preferences.

Materials

There is a strong preference for natural, authentic materials. Many of the selected signs were made of naturally rusting (cor-ten) steel, wood, stone, and metal. The materials all reflected their 'natural' state, with little to no added color or 'overworking' of the materials (especially stone). The organic, naturally evolving patina of rusting steel was especially prevalent, but stone and wood were also used in their natural, unrefined states (where possible).

Colors

Due to the preference for natural materials, there were very few selected signage images that illustrated strong or bright colors. The exception to this rule were the 'placemaking' images - especially murals - that used bright, eye-catching palettes and more contemporary graphics. Where color was selected, the colors were very muted and natural (for example, preferring golden amber and brown powdercoated auto signs, versus the blue/green/purple auto signs that looked very similar, except for the color palette).

Forms/Massing

Most of the preferred signage forms were comprised of very simple/strong rectilinear or circular shapes. However, although the forms themselves were strongly geometric, the preferred images all bisected these strong forms with laser-cut patterns and openings that gave the overall structure a lighter and more open appearance. Many of these cut-outs were also organic and irregular, standing in contrast to the formal geometry of the overall global sign shapes.

The massing of elements was another striking feature of the preferred signage images. Many of the larger geometric forms (such as rectangles or circles) were comprised of several smaller, repeated forms that came together to create the greater whole. Multiples and repetition were a common massing theme among the preferred sign images.

Lighting

When lighted images were selected, the preference was for soft, glowing, warmly-hued, star-like lighting that accentuated the mass-void of laser-cut structures.

Messaging

Although there were many signs selected that did not have prominent text or naming, there were several preferred signs that incorporated the community or destination name in the overall design. There was a strong preference for signs utilizing icons and images to convey amenities and directional information. Natural, organic forms also were preferred as a messaging/icon shorthand. The scale of messages was also consistent, with a preference for not too many messages on one sign - not too much clutter on the sign faces. Overly, the naming seems to take a secondary seat to a more prominent, sculptural statement that alludes to character, rather than direct naming.

Maps & Graphics

For more pedestrian-level signage, it appears that the overall style and design of the preferred signs was given preference over the signage content. In order to better understand community preferences for things like maps and historic/interpretive information, we will need to show more concrete examples during the preliminary design phase, and gauge the community desire for these elements during that time.

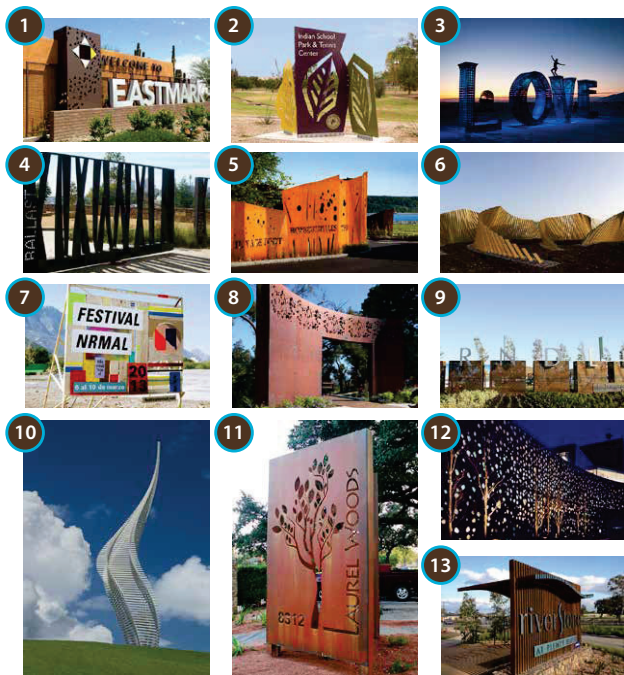
Scale

Even among the large gateway signs, there was a strong preference for more pedestrian-scaled and humbly sized signs. Although smaller signs were chosen, there were several images in which multiple signage elements created a larger sense of signage through having more than one stand-alone sign.



Gateway Images

The purpose of community gateways is to let people know they've arrived in Paonia



GATEWAY IMAGE COMMENTS AND DOT VOTES

#1 - Zero Dots

- Too busy – keep it simple
- This one reminds me too much of the city
- Avoid fads
- Too corporate!!!

#2 - 3 Dots

- Glass or reflective elements in something like this – catches the light and angled
- Joy – lightness – movement – openness
- Use the Paonia Creative District icon in something like this, and embed with glass
- Use Paonia cherries and 4th of July as symbols
- Font in this one doesn't match (the design character of the rest of the sign)

GATEWAY IMAGE COMMENTS AND DOT VOTES (CONTINUED)

#3 - 10 Dots

- ➔ No way too happyish
- ➔ Symbol/art instead of "Paonia" for gateway?
- ➔ Impossible
- ➔ This one is amazing
- ➔ Selfie sign – use the outline of Lambourne and Land's End mountains
- ➔ Amazing, I LOVE!!! It
- ➔ When did love become happyish – love it!

#4 - Zero Dots

- ➔ Negative feel
- ➔ Very unattractive

#5 - 1 Dot

- ➔ On the right track! (referring to the cutouts in the metal)
- ➔ Artistic – makes a statement
- ➔ Low maintenance

#6 - Zero Dots

- ➔ Not a sign
- ➔ Reminds me of the desert

#7 - Zero Dots

- ➔ Not
- ➔ No
- ➔ Nope
- ➔ Eesh

#8 - 4 Dots

- ➔ Mountainscape with eagles (pointing to the cut-outs at the top of the sign)
- ➔ Good (pointing to the cutouts at the top of the sign)
- ➔ Cutouts visually interesting
- ➔ Can the local forge make these?

#9 - 2 Dots

- ➔ Not too bad

#10 - 3 Dots

- ➔ No
- ➔ Eh
- ➔ This one is terrible

#11 - 22 Dots (most preferred)

- ➔ Cutout of the mountains (referring to the cutout design)
- ➔ Great start
- ➔ Metal signs – small, large
- ➔ Low maintenance
- ➔ Like the materials and the cutouts
- ➔ City logo in image (referring to the cutouts)
- ➔ Clean but airy and text easy to read
- ➔ Add amenity categories to this sign – shopping, dining, art, wineries, local food
- ➔ Don't like the box – organic edge?

#12 - 13 Dots

#13 - 6 Dots

- ➔ Unreadable
- ➔ Interesting/characterful font

#14 - 1 Dot

- ➔ Nope, this is not Central Park, NYC
- ➔ Like the new (river, town) park gateway
- ➔ Meh
- ➔ Like the arch aesthetic

#15 - 9 Dots

- ➔ Clever
- ➔ Riverpark animals repurposed feel – good for Paonia

#16 - 2 Dots

- ➔ Too generic

#17 - 11 Dots

- ➔ Texture and richness and origami feel
- ➔ Hawks (pointing to doves on sign)
- ➔ Beautiful & elegant
- ➔ Very artistic and unique
- ➔ Would love it to be kinetic and change with the seasons!
- ➔ Howzabout a...wait for it...PEONY!!!

#18 - 1 Dot

- ➔ Too industrial
- ➔ Too contemporary

#19 - 11 Dots

- Like the idea of SYMBOL instead of "Paonia"
- Could be incorporated into local art (e.g. Strands weaving)

#20 - 5 Dots

- Unreadable

#21 - 1 Dot

- Too Denver/Boulder-ish
- Retro – old-fashioned – something more funky?

Auto Signs

The purpose of auto signage is to navigate people to places in Paonia who are driving



AUTO SIGN IMAGE COMMENTS AND DOT VOTES

#22 - 5 Dots

#23 - Zero Dots

#24 - 9 Dots

- Hello, my name is FUGLY

#25 - 12 Dots

- Cute!

#26 - 3 Dots

- Very clean - easy to read
- Too sterile – not unique enough for our town

#27 - 1 Dot

- No (check mark, blue dot)

#28 - 3 Dots

- Yes – low maintenance materials
- Easy to read – large font size
- No

#29 - 7 Dots

- Makes me feel like I'm in the forest
- This one is very cute for our signs in Paonia
- Even this along highway?
- Like the Delta pointing signs (this is similar)
- No

Pedestrian Signs

The purpose of pedestrian signage is to navigate people to places in town who are walking



PEDESTRIAN SIGNS IMAGE COMMENTS AND DOT VOTES

#30 - Zero Dots

- Too much like a hospital – SECOND
- YES!!!
- Triangular kiosk style sign and poster boards on a couple of corners

#31 - 2 Dots

- Wood <3 <3
- No images boo
- Historic images on top or part of sign?
- Yakisugi burnt cedar
- YAY historic pix!

#32 - 2 Dots

- Natural materials and a map

#33 - 1 Dot

- Map – special interest info – nice slim signage profile

#34 - 5 Dots

#35 - 18 Dots

- Bad font
- This one is very cute and suits our town
- Mimic the new park signs – sidewalk arch
- On Grand Ave – can we incorporate art into poles, bridges – gateway at bridge
- Bridge on Samuel will be redone – new bridge art!
- I would want the sign to just say Paonia

#36 - Zero Dots

#37 - 1 Dot

- Too busy

#38 - 1 Dot

- Lame

Bike/Trail Signs

The purpose of bike/trail signage is to help encourage biking & hiking in and around Paonia



BIKE/TRAIL SIGNS IMAGE COMMENTS AND DOT VOTES

#40 - 4 Dots

- Too national park-ish
- Like this one

#41 - 7 Dots

- Interesting shadows
- Good at the River Park
- No
- Interpretive and nature signs
- Natural feel <3 <3

#42 - Zero Dots

- Too generic!!!
- Consider referring bike/hike rural pathway and farm/wine visiting signage near 'The Warm Farm' in Wisconsin and Willamette Valley in Oregon
- <3

#43 - 9 Dots

- Circle is nice
- Simplicity and cost – important

#44 - 4 Dots

- Not 'country' enough

#45 - 10 Dots

- Overhang is nice, and nice materials
- Info & history 'storytelling' and nature info
- Super useful for town
- Places and events – need an info point
- Thanks in advance for going with local
- Just metal or just wood...MIX is better

#46 - 5 Dots

#47 - Zero Dots

- No

#48 - Zero Dots

BIKE/TRAIL SIGNS IMAGE COMMENTS AND DOT VOTES (CONTINUED)

#49 - 3 Dots

- ➔ Needs a roof
- ➔ Awning with shade draws people in (yes, blue sticker dot)
- ➔ Too industrial and like oil and gas – no

#50 - 3 Dots

- ➔ See through it – good
- ➔ Cutouts that capture the views

#51 - Zero Dots

- ➔ No
- ➔ YES!!

INTERPRETIVE SIGNS IMAGE COMMENTS AND DOT VOTES

#52 - 7 Dots

- ➔ Nice but unreadable

#53 - Zero Dots

- ➔ Cool technique

#54 - 14 Dots

- ➔ Rocks (with a drawing of a rock)
- ➔ Different groups in town – what are their stories?
- ➔ Fused glass in openings
- ➔ Tell the historic story of the town
- ➔ Could these be glass in the openings (some)?
- ➔ Circles look like nodes
- ➔ Like the in-depth story design

#55 - 5 Dots

- ➔ Not practical
- ➔ YES please!
- ➔ Natural materials local

#56 - Zero Dots

- ➔ No
- ➔ Big city artsy

18 Paonia Creative District Signage & Wayfinding Plan

Interpretive

Historic signage that illustrates the themes and stories of Paonia's history, culture, and people



#57 - Zero Dots

- ➔ No (blue sticker dot)

#58 - 9 Dots

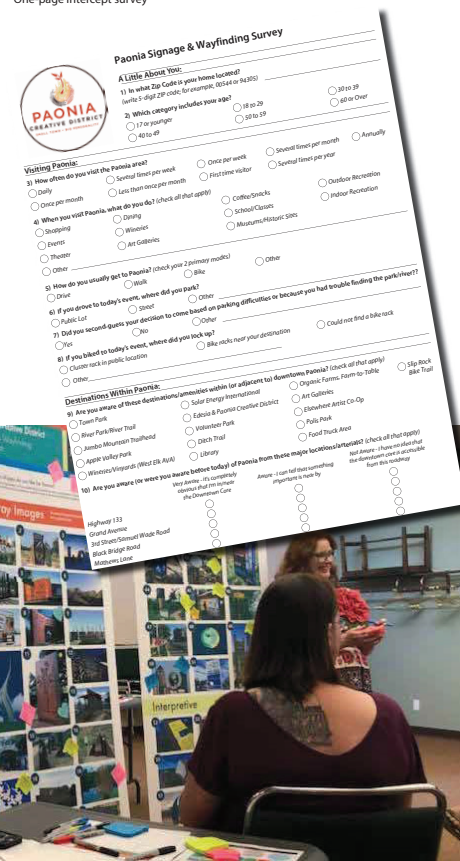
- ➔ Too bulky

#59 - Zero Dots

- ➔ Great start
- ➔ For historic info

During the June 2, 2018 River Park Festival event, the design team hosted a project information point and asked visitors to complete a one-page survey that asked questions about visitor's knowledge and experience with Paonia destinations. The goal of the project information point was to provide a drop-in location for members of the Paonia community to talk about their ideas, direction, and goals for the new community signage.

In order to provide additional opportunities for input, the design team hosted a project info station in conjunction with the 'River Park Festival,' a planned community event that was marketed broadly. For this event, the design team set up a booth in River Park, and talked with people about the new Paonia signage project. In addition to introducing the project and asking people to complete the intercept survey, the design team also asked visitors if this was their first time visiting Paonia, and if they had any difficulty locating the River Park area and other community assets. The design team also asked visitors if they were aware of some of the other regional and community amenities within the larger Paonia area.

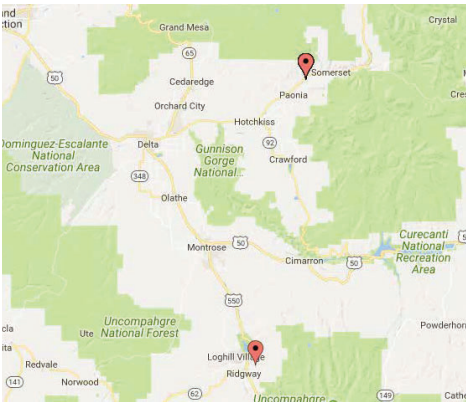
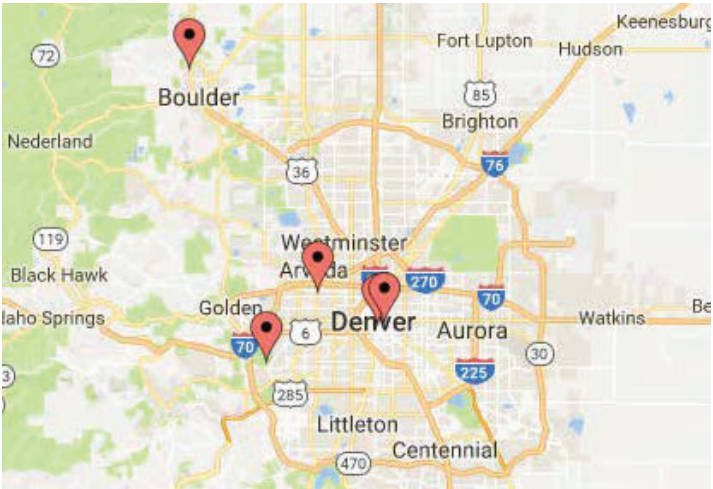


INTERCEPT SURVEY RESULTS

'A Little About You' Question Responses

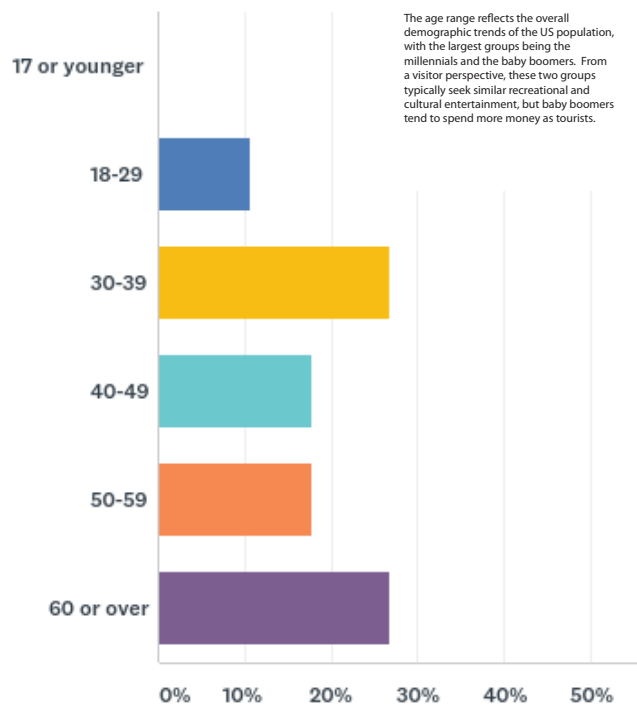
This question section helped establish the demographic profiles of survey-takers, including where they live and their age range. This information is useful on it's own (it's especially helpful to understand where visitors to Paonia are coming from), but it's also an important metric to use in correlation with the other data fields, such as how frequently people visit Paonia and the North Fork Valley, and how aware they are of different regional and local destinations/amenities.

Question 1: In what zip code is your home located?

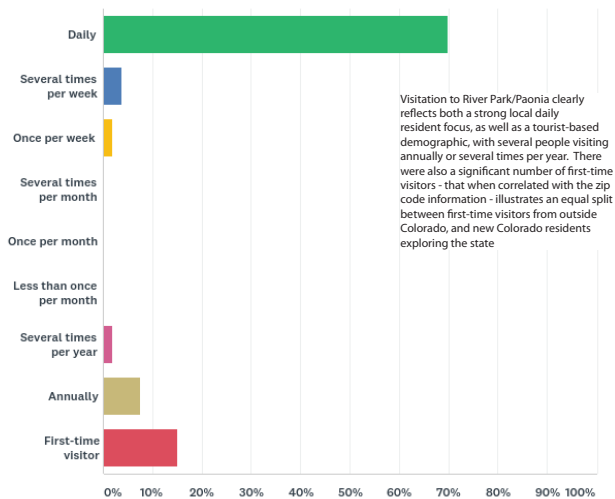


Tracking the zip codes of visitors who completed the River Park Intercept survey illustrates the appeal of the Paonia area to local, regional, statewide, and nationwide tourists. During conversations with the survey-takers, many of the tourists from other states said they'd come to Colorado to enjoy the outdoors, but were looking for other things to do to enrich their holiday.

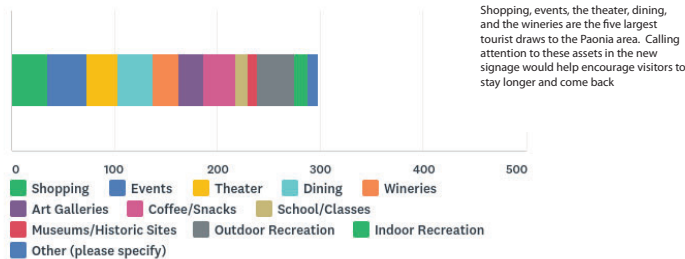
Question 2: Which category includes your age?



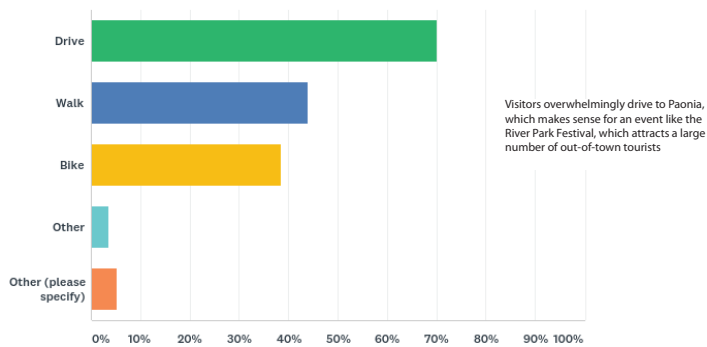
Question 3: How often do you visit Paonia?



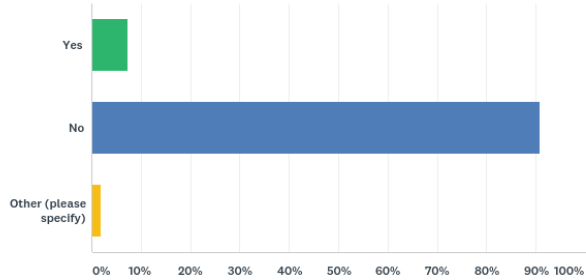
Question 4: When you visit Paonia, what do you do?



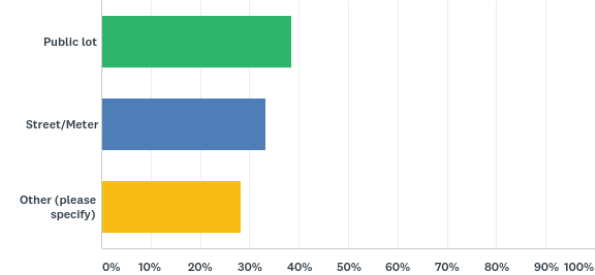
Question 5: How do you usually get to Paonia?



Question 7: Did you second-guess your decision based on parking difficulties or because you had trouble finding the park/river?

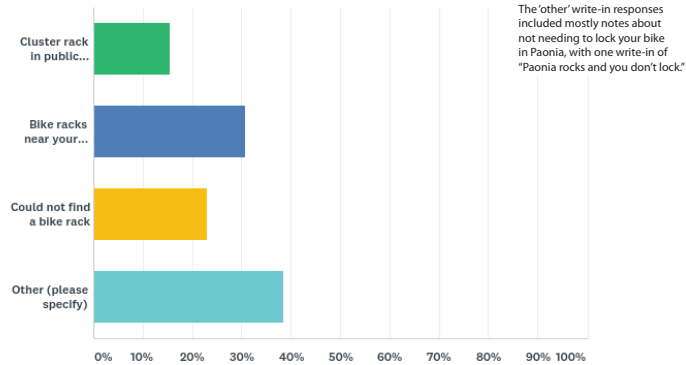


Question 6: If you drove to today's event, where did you park?

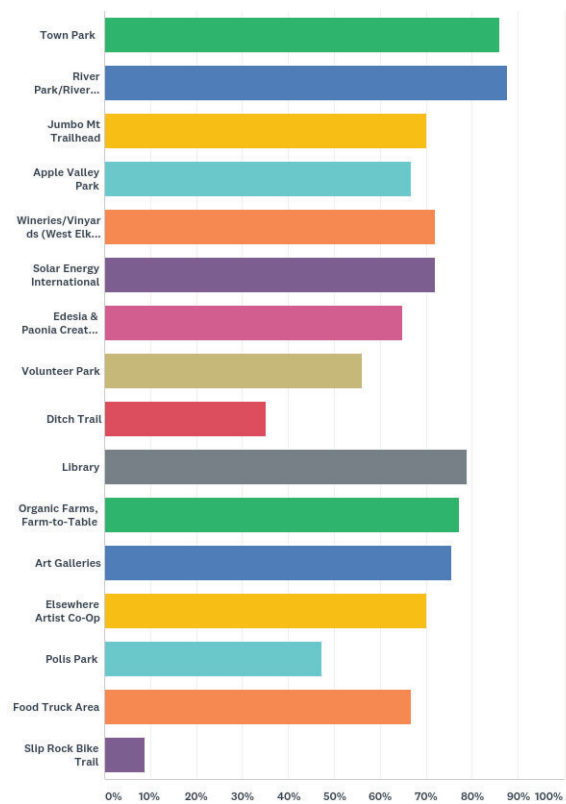


In addition to parking in the public lot or on the street, visitors to the River Park Festival also wrote in that they parked at the High School (10 responses), or 'in town' (1 response).

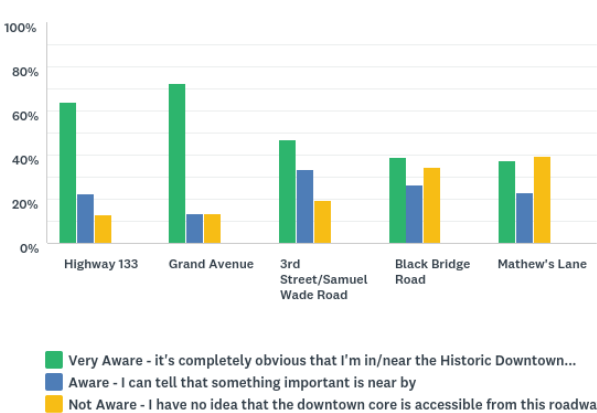
Question 8: If you biked to today's event, where did you lock up?



Question 9: Are you aware of these destinations/amenities within Paonia?



Question 10: Are you aware (or were you aware before today) of Paonia from these major locations/arterials?



03

Context Analysis

REGULATORY AGENCIES SIGNAGE STANDARDS

CDOT

With a major highway running perpendicular to its main streets, Paonia is heavily influenced by highway traffic and highway signage standards. Currently, several businesses within Paonia advertise along Highway 133, using the CDOT-approved blue highway signage. These signs allow for the business name, direction, and distance, and help let travelers know there are amenities on offer near 133.

In order to celebrate the community amenities and help direct travelers into Paonia, updating the highway signage will be a critical recommendation of the new signage and wayfinding plan. More than any other sign type, these highway signs will help raise awareness of, and interest in, visitor and tourist traffic in the Paonia area.

Blue CDOT Private Business Signage

Existing private business advertising and directional signage located along Highway 133



CDOT - Type 4 Political Boundary/Identification Signs (from the CDOT 2012 Guide Signing Policies and Procedures)

From a regulatory standpoint, CDOT currently classifies larger gateway signs as a 'Type 4' Political Boundary/Identification signs. In order to design a new 'Type 4' gateway sign, the following regulations must be honored:

- The signs must be designed in good taste
- The signs must be sponsored by a local government, and accompanied by a resolution from the local governing body
- The signs must adhere to the guidelines from Table 1 (shown opposite)

CDOT - Type 4 Political Boundary/Identification Sign Examples (from the CDOT 2012 Guide Signing Policies and Procedures)



CDOT - Type 4 Political Boundary/Identification Sign Requirement Chart (from the CDOT 2012 Guide Signing Policies and Procedures)

The guidelines for **TYPE 3** and **TYPE 4** signs are shown below in **Table 1**:

Requirements	Type 3	Type 4
All sign requests must be in writing to Region Traffic Engineer (or Designee).	■	■
The sign layout shall consist of four sets of detailed plans showing sign face, post(s) [if applicable], lettering, construction details, dimensions (including distance from edge of paved shoulder, location and colors, etc.). The four sets of the sign layout and the sign location (with dimensions shown from the edge of asphalt), along with a permit application, shall be submitted to CDOT for review and comment.	■	■
All location of the signs shall be determined by CDOT with input from the entity. Final locations of the signs shall be determined by CDOT so that the signs are outside the clear zone and a minimum of 30 feet from the edge of the paved shoulder, unless the sign is located behind guardrail.	■	■
One boundary sign shall be placed in each direction of each state highway that crosses the boundary of the entity on the right-hand side of the roadway it faces.	■	■
The signs shall be located within ¼ mile of the entity's boundary, and the first intersection/interchange encountered after passing the sign must lead to that entity.		■
Maximum area of the sign face.	32 SF	150 SF
No commercial logos or advertising is allowed on the signs or support, including acknowledgements or sponsorship.	■	■
No personal acknowledgements to the mayor, councilors, etc. are allowed on signs or supports.	■	■
Signs shall have neutral colors only.	■	■
*Sign material shall be 1.5 inches thick Signfoam II or comparable material.	■	
Signs shall have the look of a wooden sandblasting sign.	■	
Signs to be erected on 4"x4" wooden post(s), maximum, coated with oil-based enamel paint.	■	
All sign posts shall be directly buried 36 inches into the ground, but not in concrete.	■	
Bottom of sign shall be set at minimum height of 18 inches above ground.	■	
No electrical lines shall be installed for the sign.	■	■
Signs shall be officially authorized by local ordinance or resolution.	■	■
All installation and maintenance of signs shall be done by the entity. A minimum radius of 20 feet around the sign and surrounding area shall also be maintained (grass-mowed, etc.) by the entity.	■	■
Any future relocation and/or removal of the signs due to roadway improvements shall be the responsibility of the entity.	■	■
No access from interstate/freeway will be allowed for installation	■	■

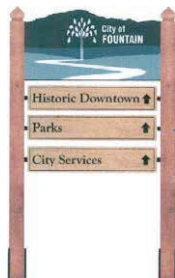
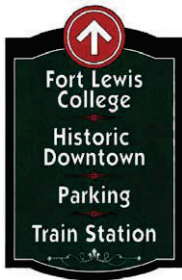
*Signfoam II is a high density urethane material that won't shrink or crack from changing weather conditions

CDOT - Community Wayfinding Signs (from the CDOT 2012 Guide Signing Policies and Procedures)

Because it will also be important to have community wayfinding signs along the state highways leading into Paonia, the CDOT regulations for "Community Wayfinding Signs" are also important to understand. For these wayfinding signs, the following standards must be honored:

- Community wayfinding signs should adhere to the guidelines contained in Section 2D.50 of the 2009 MUTCD
- Applications and a color drawing of the sign(s) shall be submitted to the appropriate CDOT Region Traffic Engineer for initial review and approval prior to fabricating the sign
- The sign supports shall be breakaway wooden posts
- The location of the sign shall be approved by CDOT personnel
- CDOT permits will be required prior to installing the sign
- Signs installed shall be the sole responsibility of the entity installing the signs

CDOT - Community Wayfinding Sign Examples (from the CDOT 2012 Guide Signing Policies and Procedures)



Section 2D.50 of the 2009 MUTCD

Section 2D.50 Community Wayfinding Signs

Support:

01 Community wayfinding guide signs are part of a coordinated and continuous system of signs that direct tourists and other road users to key civic, cultural, visitor, and recreational attractions and other destinations within a city or a local urbanized or downtown area.

02 Community wayfinding guide signs are a type of destination guide sign for conventional roads with a common color and/or identification enhancement marker for destinations within an overall wayfinding guide sign plan for an area.

03 Figures 2D-18 through 2D-20 illustrate various examples of the design and application of community wayfinding guide signs.

Figure 2D-18 Examples of Community Wayfinding Guide Signs

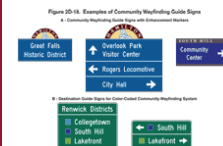


Figure 2D-19 Example of a Community Wayfinding Guide Sign System Showing Direction from a Freeway or Expressway

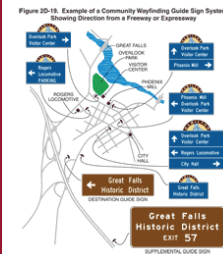
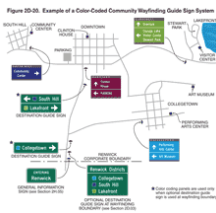


Figure 2D-20 Example of a Color-Coded Community Wayfinding Guide Sign System



Standard:

04 The use of community wayfinding guide signs shall be limited to conventional roads. Community wayfinding guide signs shall not be installed on freeway or expressway mainlines or ramps. Direction to community wayfinding destinations from a freeway or expressway shall be limited to the use of a Supplemental Guide sign (see Section 2E.35) on the mainline and a Destination sign (see Section 2D.37) on the ramp to direct road users to the area or areas within which community wayfinding guide signs are used. The individual wayfinding destinations shall not be displayed on the Supplemental Guide and Destination signs except where the destinations are in accordance with the State or agency policy on Supplemental Guide signs.

05 Community wayfinding guide signs shall not be used to provide direction to primary destinations or highway routes or streets. Destination or other guide signs shall be used for this purpose as described elsewhere in this Chapter and shall have priority over any community wayfinding sign in placement, prominence, and conspicuity.

06 Because regulatory, warning, and other guide signs have a higher priority, community wayfinding guide signs shall not be installed where adequate spacing cannot be provided between the community wayfinding guide sign and other higher priority signs. Community wayfinding guide signs shall not be installed in a position where they would obscure the road users' view of other traffic control devices.

07 Community wayfinding guide signs shall not be mounted overhead.

Guidance:

08 If used, a community wayfinding guide sign system should be established on a local municipal or equivalent jurisdictional level or for an urbanized area of adjoining municipalities or equivalent that form an identifiable geographic entity that is conducive to a cohesive and continuous system of signs. Community wayfinding guide signs should not be used on a regional or statewide basis where infrequent or sparse placement does not contribute to a continuous or coordinated system of signing that is readily identifiable as such to the road user. In such cases, Destination or other guide signs detailed in this Chapter should be used to direct road users to an identifiable area in which the type of eligible destination described in Paragraph 1 is located.

Support:

09 The specific provisions of this Section regarding the design of community wayfinding sign legends apply to vehicular community wayfinding signs and do not apply to those signs that are intended only to provide information or direction to pedestrians or other users of a sidewalk or roadside area.

Guidance:

10 Because pedestrian wayfinding signs typically use smaller legends that are inadequately sized for viewing by vehicular traffic and because they can provide direction to pedestrians that might conflict with that appropriate for vehicular traffic, wayfinding signs designed for and intended to provide direction to pedestrians or other users of a sidewalk or other roadside area should be located to minimize their conspicuity to vehicular traffic. Such signs should be located as far as practical from the street, such as at the far edge of the sidewalk. Where locating such signs farther from the roadway is not practical, the pedestrian wayfinding signs should have their conspicuity to vehicular traffic minimized by employing one or a combination of the following methods:

- A. Locating signs away from intersections where high-priority traffic control devices are present.
- B. Facing the pedestrian message toward the sidewalk and away from the street.
- C. Cantilevering the sign over the sidewalk if the pedestrian wayfinding sign is mounted at a height consistent with vehicular traffic signs, removing the pedestrian wayfinding signs from the line of sight in a sequence of vehicular signs.

11 To further minimize their conspicuity to vehicular traffic during nighttime conditions, pedestrian wayfinding signs should not be retroreflective.

Support:

12 Color coding is sometimes used on community wayfinding guide signs to help road users distinguish between multiple potentially confusing traffic generator destinations located in different neighborhoods or subareas within a community or area.

Option:

13 At the boundaries of the geographical area within which community wayfinding guide signing is used, an informational guide sign (see Figures 2D-18 and 2D-20) may be posted to inform road users about the presence of wayfinding signing and to identify the meanings of the various color codes or pictographs that are being used.

Standard:

14 These informational guide signs shall have a white legend and border on a green background and shall have a design similar to that illustrated in Figures 2D-1 and 2D-18 and shall be consistent with the basic design principles for guide signs. These informational guide signs shall not be installed on freeway or expressway mainlines or ramps.

15 The color coding or a pictograph of the identification enhancement markers of the community wayfinding guide signing system shall be included on the informational guide sign posted at the boundary of the community wayfinding guide signing area. The color coding or pictographs shall apply to a specific, identifiable neighborhood or geographical subarea within the overall area covered by the community wayfinding guide signing. Color coding or pictographs shall not be used to distinguish between different types of destinations that are within the same designated neighborhood or subarea. The color coding shall be accomplished by the use of different colored square or rectangular panels on the face of the informational guide sign, each positioned to the left of the neighborhood or named geographic area to which the color-coding panel applies. The height of the colored square or rectangular panels shall not exceed two times the height of the upper-case letters of the principal legend on the sign.

Option:

16 The different colored square or rectangular panels may include either a black or a white (whichever provides the better contrast with the color of the panel) letter, numeral, or other appropriate designation to identify the destination.

17 Except for the informational guide sign posted at the boundary of the wayfinding guide sign area, community wayfinding guide signs may use background colors other than green in order to provide a color identification for the wayfinding destinations by geographical area within the overall wayfinding guide signing system. Color-coded community wayfinding guide signs may be used with or without

Section 2D.50 of the 2009 MUTCD (continued)

the boundary informational guide sign displaying corresponding color-coding panels described in Paragraphs 13 through 16. Except as provided in Paragraphs 18 and 19, in addition to the colors that are approved in this Manual for use on official traffic control signs (see Section 2A.10), other background colors may also be used for the color coding of community wayfinding guide signs.

Standard:

18 The standard colors of red, orange, yellow, purple, or the fluorescent versions thereof, fluorescent yellow-green, and fluorescent pink shall not be used as background colors for community wayfinding guide signs, in order to minimize possible confusion with critical, higher-priority regulatory and warning sign color meanings readily understood by road users.

19 The minimum luminance ratio of legend to background for community wayfinding guide signs shall be 3:1.

20 All messages, borders, legends, and backgrounds of community wayfinding guide signs and any identification enhancement markers shall be retroreflective (see Sections 2A.07 and 2A.08).

Guidance:

21 Community wayfinding guide signs, exclusive of any identification enhancement marker used, should be rectangular in shape. Simplicity and uniformity in design, position, and application as described in Section 2A.06 are important and should be incorporated into the community wayfinding guide sign design and location plans for the area.

22 Community wayfinding guide signs should be limited to three destinations per sign (see Section 2D.07).

23 Abbreviations (see Section 1A.15) should be kept to a minimum, and should include only those that are commonly recognized and understood.

24 Horizontal lines of a color that contrasts with the sign background color should be used to separate groups of destinations by direction from each other.

Support:

25 The basic requirement for all highway signs, including community wayfinding signs, is that they be legible to those for whom they are intended and that they be understandable in time to permit a proper response. Section 2A.06 contains additional information on the design of signs, including desirable attributes of effective designs.

Guidance:

26 Word messages should be as brief as practical and the lettering should be large enough to provide the necessary legibility distance.

Standard:

27 The minimum specific ratio of letter height to legibility distance shall comply with the provisions of Section 2A.13. The size of lettering used for destination and directional legends on community wayfinding signs shall comply with the provisions of minimum letter heights as provided in Section 2D.06.

28 Interline and edge spacing shall comply with the provisions of Section 2D.06.

29 Except as provided in Paragraph 31, the lettering style used for destination and directional legends on community wayfinding guide signs shall comply with the provisions of Section 2D.05.

30 The lettering for destinations on community wayfinding guide signs shall be a combination of lower-case letters with initial upper-case letters (see Section 2D.05). All other word messages on community wayfinding guide signs shall be in all upper-case letters.

Option:

31 A lettering style other than the Standard Alphabets provided in the "Standard Highway Signs and Markings" book may be used on community wayfinding guide signs if an engineering study determines that the legibility and recognition values for the chosen lettering style meet or exceed the values for the Standard Alphabets for the same legend height and stroke width.

Standard:

32 Except for signs that are intended to be viewed only by pedestrians, bicyclists stopped out of the flow of traffic, or occupants of parked vehicles, Internet and e-mail addresses, including domain names and uniform resource locators (URL), shall not be displayed on any community wayfinding guide sign or sign assembly.

33 The arrow location and priority order of destinations shall follow the provisions described in Sections 2D.08 and 2D.37. Arrows shall be of the designs provided in Section 2D.08.

Option:

34 Pictographs (see definition in Section 1A.13) may be used on community wayfinding guide signs.

Standard:

35 If a pictograph is used, its height shall not exceed two times the height of the upper-case letters of the principal legend on the sign.

36 Except for pictographs, symbols that are not approved in this Manual for use on guide signs shall not be used on community wayfinding guide signs.

37 Business logos, commercial graphics, or other forms of advertising (see Section 1A.01) shall not be used on community wayfinding guide signs or sign assemblies.

Option:

38 Other graphics that specifically identify the wayfinding system, including identification enhancement markers, may be used on the overall sign assembly and sign supports.

Support:

39 An enhancement marker consists of a shape, color, and/or pictograph that is used as a visual identifier for the community wayfinding guide signing system for an area. Figure 2D-18 shows examples of identification enhancement marker designs that can be used with community wayfinding guide signs.

Option:

40 An identification enhancement marker may be used in a community wayfinding guide sign assembly, or may be incorporated into the overall design of a community wayfinding guide sign, as a means of visually identifying the sign as part of an overall system of community wayfinding signs and destinations.

Standard:

41 The sizes and shapes of identification enhancement markers shall be smaller than the community wayfinding guide signs themselves. Identification enhancement markers shall not be designed to have an appearance that could be mistaken by road users as being a traffic control device.

Guidance:

42 The area of the identification enhancement marker should not exceed 1/5 of the area of the community wayfinding guide sign with which it is mounted in the same sign assembly.

04

Existing Conditions

EXISTING CONDITIONS OVERVIEW

In order to design the new signage system, it's important to understand the existing conditions within Paonia - the current signage types and locations, and the routes and destinations that are important to help emphasize to tourists and visitors. During the design week, an analysis of the Paonia area was completed, using photos to help illustrate the different sign types. The following summary draws attention to what's important to consider when designing the new signage and wayfinding plan.

Highway Signage

Being aware of Paonia from the major arterials that surround it is perhaps the most important function of the new community signage. The existing highway signs are limited to either CDOT-designed destination and amenity signs (the green and brown signage), or private business signage that is either the blue CDOT signs that can be rented on a yearly basis (in the public right-of-way), or custom-designed signage installed in private land adjacent to the highway.

In order to better announce and celebrate arrival into Paonia, the new signage and wayfinding plan will include larger gateway signs at major entrances into town, and auto directional signs within the CDOT right-of-way that point to the larger destinations and character areas ("Historic Downtown" and "Town Park", for example).



The existing highway signage is a mixture of CDOT signage and private business advertisement signage

EXISTING CONDITIONS OVERVIEW

Existing Paonia Signage - Town Park/River Park

Over the course of the design week, many members of the community mentioned the newly-constructed signs at Town Park and River Park, commenting on how much they liked the character and materials of these signs, and expressing their hope that the new signage palette will draw from and coordinate with these existing signs.

The new signs were constructed locally, and fabricated from naturally-rusting steel. Their most prominent character feature are the 'swoop' at the top of the arches, and the intricately crafted whimsical elements added to the signs (also rendered in naturally rusting steel). Overall, there is a strong sculptural quality to the existing signage, which is combined with robust and bold forms.



EXISTING CONDITIONS OVERVIEW

Existing Paonia Signage - Private Signage Character

The character of Paonia's private business signage reflects both the nature of the business, as well as its location within the community. For the businesses along Grand Avenue and within the downtown core, the signage is much more pedestrian-scaled and detailed, whereas the signage along the major highways leading into town is understandably much larger and bolder. In order to help advertise the highway destinations in a more coherent/consistent way, the new signage will encourage the creation of a 'Paonia' branded highway sign, which will have space for each Paonia business to advertise. This type of multi-tenant highway sign could also support the existing blue CDOT sign blades, allowing them to be installed under the larger 'Paonia' banner-head.



EXISTING CONDITIONS OVERVIEW

Existing Paonia Signage - Private Signage Character
(continued)



Existing Paonia Signage - Murals and Artistic Signage

Historically (and currently expanding in presence), artistic murals and artistic embellishments to walls and structures within Paonia have been undertaken, and over time many of these pieces have become beloved community touchstones. In keeping with this tradition, the new signage palette can include recommendations for new mural projects, such as utilizing a mural on the open wall between Town Hall and the walkway connecting Grand Avenue to the public parking lot. A mural here would help to call attention to this parking lot and its pedestrian access point.

A mural on the blank wall adjacent to Town Hall and the pedestrian walkway that connects the sidewalk to the parking lot behind the building could include artistic directional information highlighting the parking lot.



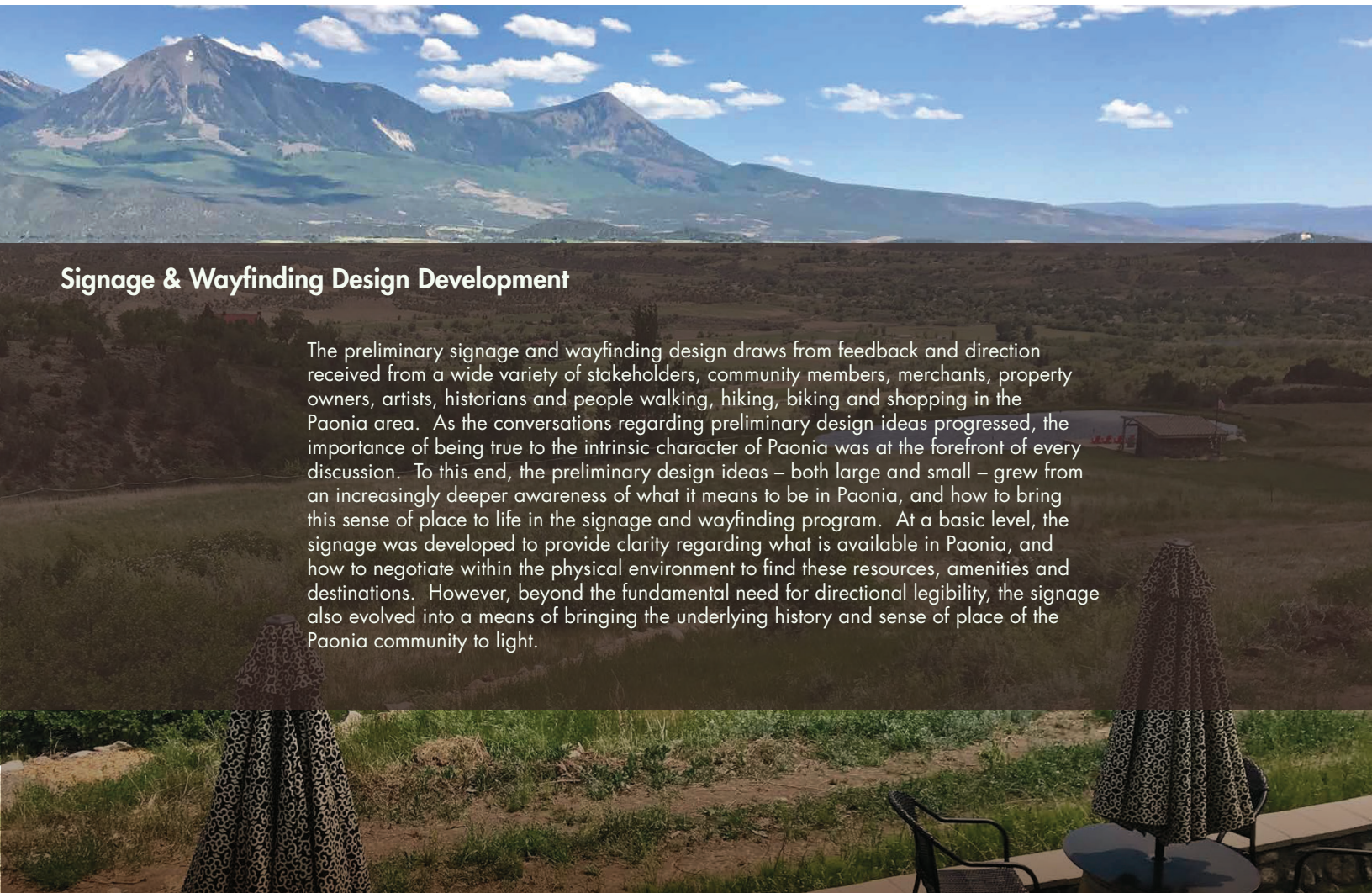
EXISTING CONDITIONS OVERVIEW

Information-Point Locations

Without a Visitor Center, Paonia relies on a number of ways to spread information to tourists and visitors about the amenities, destinations, and happenings in and around town. There is currently an informational display located within one of the private businesses downtown, and a short-term idea for creating an info point could be renting a larger space for this info display in the current business, and funding a part-time staff person to be on-site to help tourists and visitors discover Paonia.

Beyond this temporary solution, there are several key areas in the downtown where informational kiosk-type signs could help provide mapping, brochures/flyer's, and thematically organized amenity information that would be available to visitors 24/7. The most prominent location for this type of info-point is at the intersection of Grand Avenue and 3rd Street, but secondary info points could also be designed for Polous Park, in Town Park, and at River Park. Ideally, these info points will be designed as natural gathering places, with shade, seating, and public art to draw people in and let them take in information at their leisure.





Signage & Wayfinding Design Development

The preliminary signage and wayfinding design draws from feedback and direction received from a wide variety of stakeholders, community members, merchants, property owners, artists, historians and people walking, hiking, biking and shopping in the Paonia area. As the conversations regarding preliminary design ideas progressed, the importance of being true to the intrinsic character of Paonia was at the forefront of every discussion. To this end, the preliminary design ideas – both large and small – grew from an increasingly deeper awareness of what it means to be in Paonia, and how to bring this sense of place to life in the signage and wayfinding program. At a basic level, the signage was developed to provide clarity regarding what is available in Paonia, and how to negotiate within the physical environment to find these resources, amenities and destinations. However, beyond the fundamental need for directional legibility, the signage also evolved into a means of bringing the underlying history and sense of place of the Paonia community to light.

05 Messaging Plan

MESSAGING PLAN - COMMUNITY DESTINATIONS & AMENITIES

Destinations form the backbone of a community signage & wayfinding system. Creating a list of special places and amenities tells a story about community character and values, and helps to attract visitors and resources to unique and memorable places. During the community design week, stakeholder participants were asked about the destinations within/around Paonia that should be referenced with the new signage. The maps and the listed categories on the banner were used to help encourage stakeholders to share what they would like the new signage to highlight and direct visitors to (using sticky notes and dots to locate and name destinations & amenities).

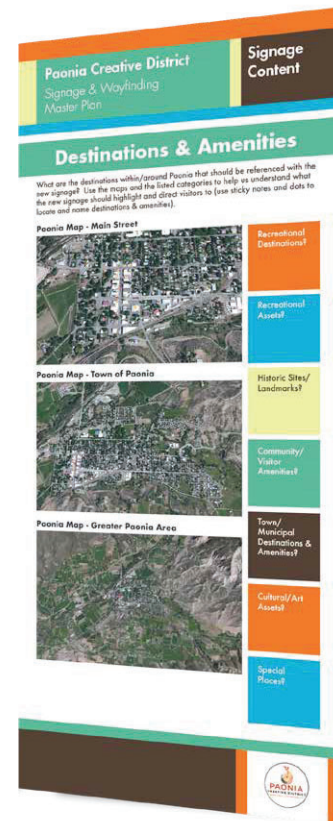
DESTINATIONS & AMENITIES COMMENTS AND DOT VOTES

Character

- Reinvest from past
- Downtown is real and active – highlight from the major entrances

Signage Needs

- Destination signage for parks and trails
- How to find (hike to) the "P"
- Can we create a trail loop? This may need to include trails through private land
- Definitely signage that helps walkers and bikers stay safe from high speed traffic
- Bike Maps – on-street, off-street (Jumbo Mt), mechanical/ motorized biking areas, road biking routes for Mathews/Back River and Stewart/Crawford (maybe use the ski run ranking system to designate the level of bike trail difficulty)
- Information Kiosk (also paper maps for businesses) – Polous Park, Town Park
- Farm tour signage
- 2nd and 3rd access a number of important destinations – how can signs help point down these streets?



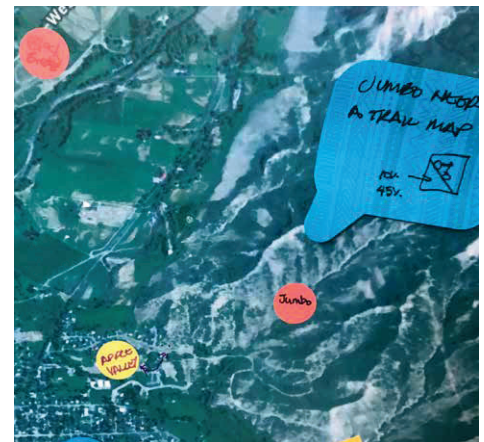
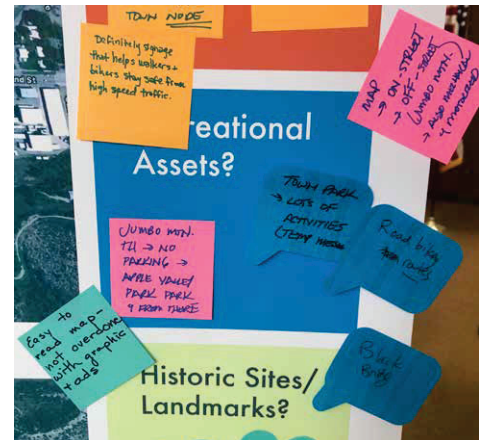
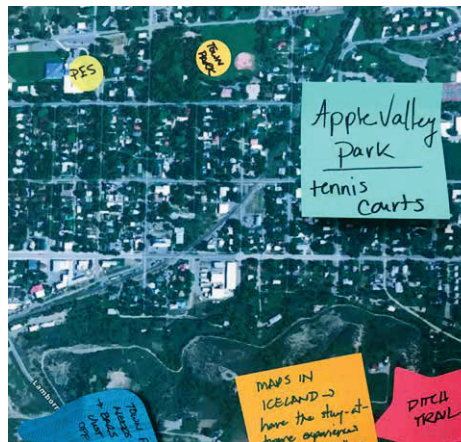
Destination banner that was on display during the Design Week

DESTINATIONS & AMENITIES COMMENTS AND DOT VOTES (CONTINUED)

Destinations

- Farm stands
- Orchards open to the public
- Wineries (indicate if they have café's restaurants, tasting rooms)
- The producers out of town
- Elsewhere artist co-op/artist residency
- Small potatoes bakery/farm
- Lodging/B&B/Inn (on the map?)
- Garvin Mesa Loop (road to several wineries/farms)
- West Elk AVA (one of two AVA's in the state)
- Steven's Gulch – public lands access
- Slip rock bike trail (people come with large trailers)
- Town Park (natural swamp cooler – interpret this story, important town node, potential kiosk and temporary messaging area, tennis courts, restrooms, historic/interpretive information, picnic areas)
- Black Bridge
- Museums (by River Park)
- Cemeteries
- Solar Energy International (free tours, car charging, classes)
- Car Charging Stations (SEI)
- Library (wifi, restrooms)
- Gas Stations (the historic gas station in the downtown area is charming and unique)
- Earth-Friendly Supplies (Lamborn Mesa)
- Schools (high school, elementary school, safe routes to school)
- Farms
- VRBO/B&B signage (to show their registered)
- Apple Valley Park (tennis courts, restrooms, disc golf, access to Mt Jumbo trails)
- Edesia (bakery, community kitchen/restaurant/live music)
- Volunteer Park (baseball fields)
- Jumbo Mt Trailhead/trails (needs a trail/bike map, and better parking management)
- Black Bridge
- Stevens Gulch
- Land's End (sculpture foundry)
- Delicious Orchards (Big B's)
- Ditch Trail (are there 2?)
- PES
- Vo-Tech
- River Park (2 museums, restrooms, interpretive information, river access, USCC trails – make a loop, parking)
- Dependable Lumber
- Laundry mat
- Paradise Theater
- Polous Park
- Walk-in Clinic
- Bread Works
- NFSIS
- PES
- Blue Sage Center for the Arts
- Food Truck area

Written notes collected from stakeholders during the Design Week

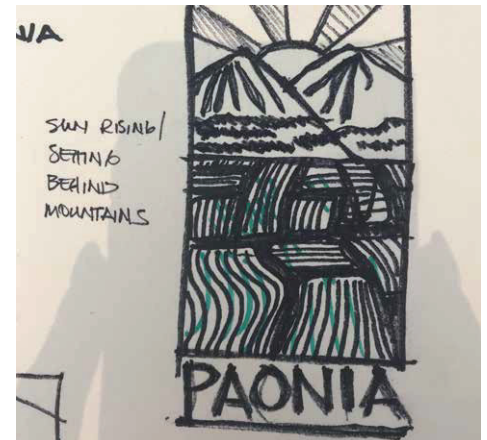


06

Preliminary Design Options

PRELIMINARY DESIGN OPTIONS

Drawing from the background research and community outreach, the design team created three (3) options for the new Paonia signage palette, for the community to review. These initial hand-drawn sketches were reviewed by community members, and the preliminary designs emerged from these discussions.



DESIGN OPTION A - FRUIT LABEL NOSTALGIA

Option A Overview - Fruit Label Nostalgia

Option A builds on Paonia's agricultural history, and its industrial materials and rough-hewn character. Designed to reflect a reference to historic fruit label packages from the early 1900's, the design of the sign panels and their details focus on color and a strong graphic presence, all mounted into a naturally rusting corten frame. The corten frame of Option A also allows for light to pass through the sign, and create shadow patterns on the surrounding groundplane.

The naturally weathering corten steel is accented with bolted connections that emphasize the links between bands, as well as the industrial character of this design option. In contrast to the rough character of the sign body, the top of each sign is accented with colorful painted graphics that help celebrate Paonia's character.

Option A Materials

- Corten Steel Interwoven Bolted Lattice (at base)
- Corten Steel Framework
- Burnished Brass Goose-neck Lighting (in a barn-like rustic style)
- Painted Wood Signage Panel (layered to create depth - each color a different layer)
- Laminate Panels (maps)
- Dimensional Lettering



Primary Gateway

DESIGN OPTION A - FRUIT LABEL NOSTALGIA



DESIGN OPTION B - ART GLASS ACCENTS

Option B Overview - Art Glass Accents

Option B reflects the connections and strong sense of art, openness, and community present in Paonia. Accented by rounded art glass elements surrounded and protected by a steel edge, the signs in this family express a more delicate and open character, highlighted by the dynamic movement of light through the art glass elements.

Similar to the new signage for River Park and Town Park, this signage family utilizes a rounded steel arch at the top of the signs. The art glass elements also echo the finely detailed and whimsical elements found in association with the River Park archway and metal railing designs, further tying this design into the existing signage palette of Paonia.

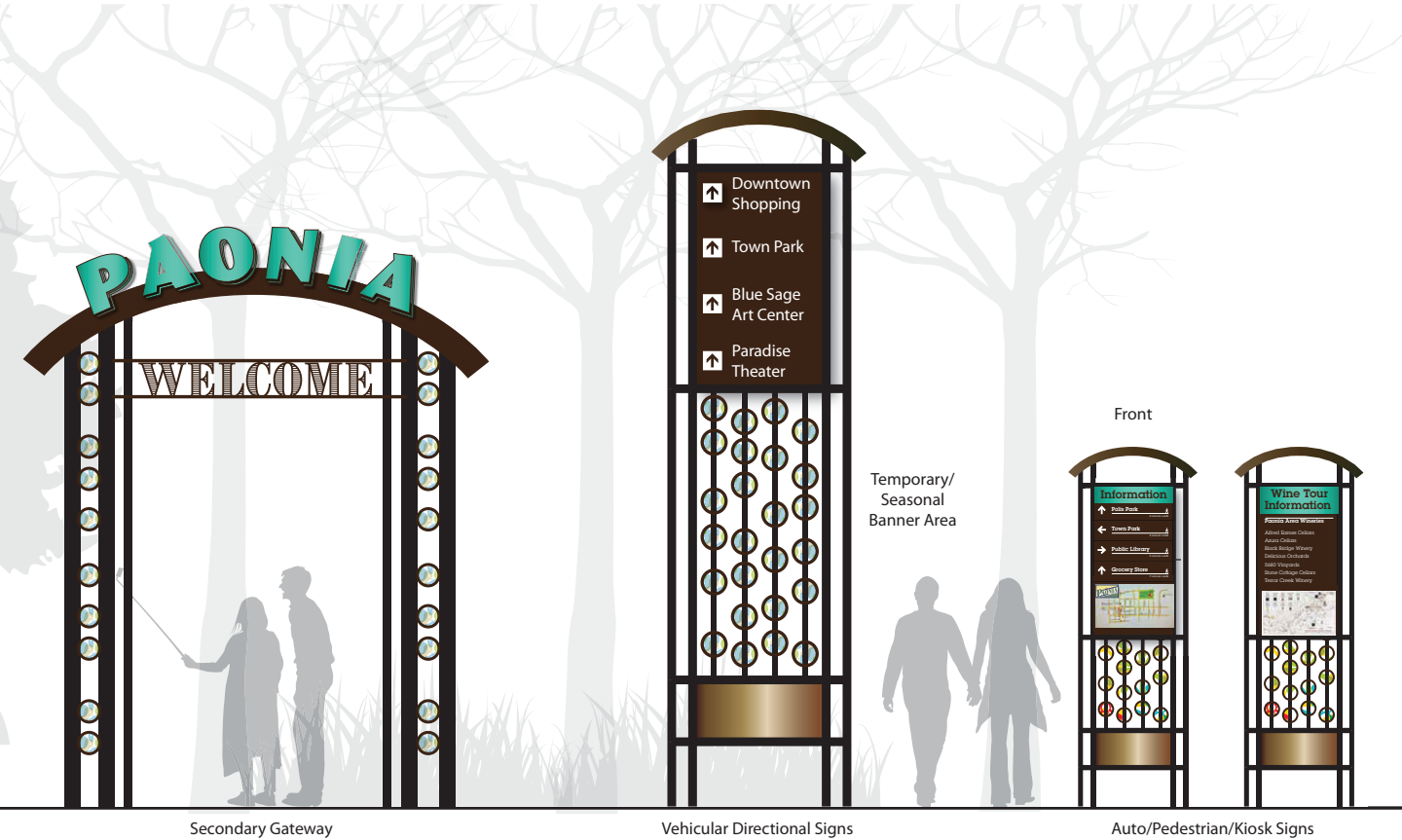
Option B Materials

- Corten Steel (overall framework)
- Art Glass Accents (circular elements)
- Large Dimensional Corten/Aluminum Lettering with Strong Colorful Painted Sides (at gateway sign top)
- Copper/Brass Accents
- Laminate Panels (maps)
- Dimensional Lettering



Primary Gateway

DESIGN OPTION B - ART GLASS ACCENTS



DESIGN OPTION C - STEEL SILHOUETTE

Option C Overview - Steel Silhouette

Option C has a very discrete material palette that primarily consists of naturally rusting corten steel, with a waterjet cut woodblock-type pattern that reflects the elements of the North Fork Valley - the mountains and the rows of agricultural fields. Although simple in design, the signs of this palette have a strong sense of contrast and a dynamic presence, while also reflecting the rugged, handcrafted, and artistic nature of the Paonia community.

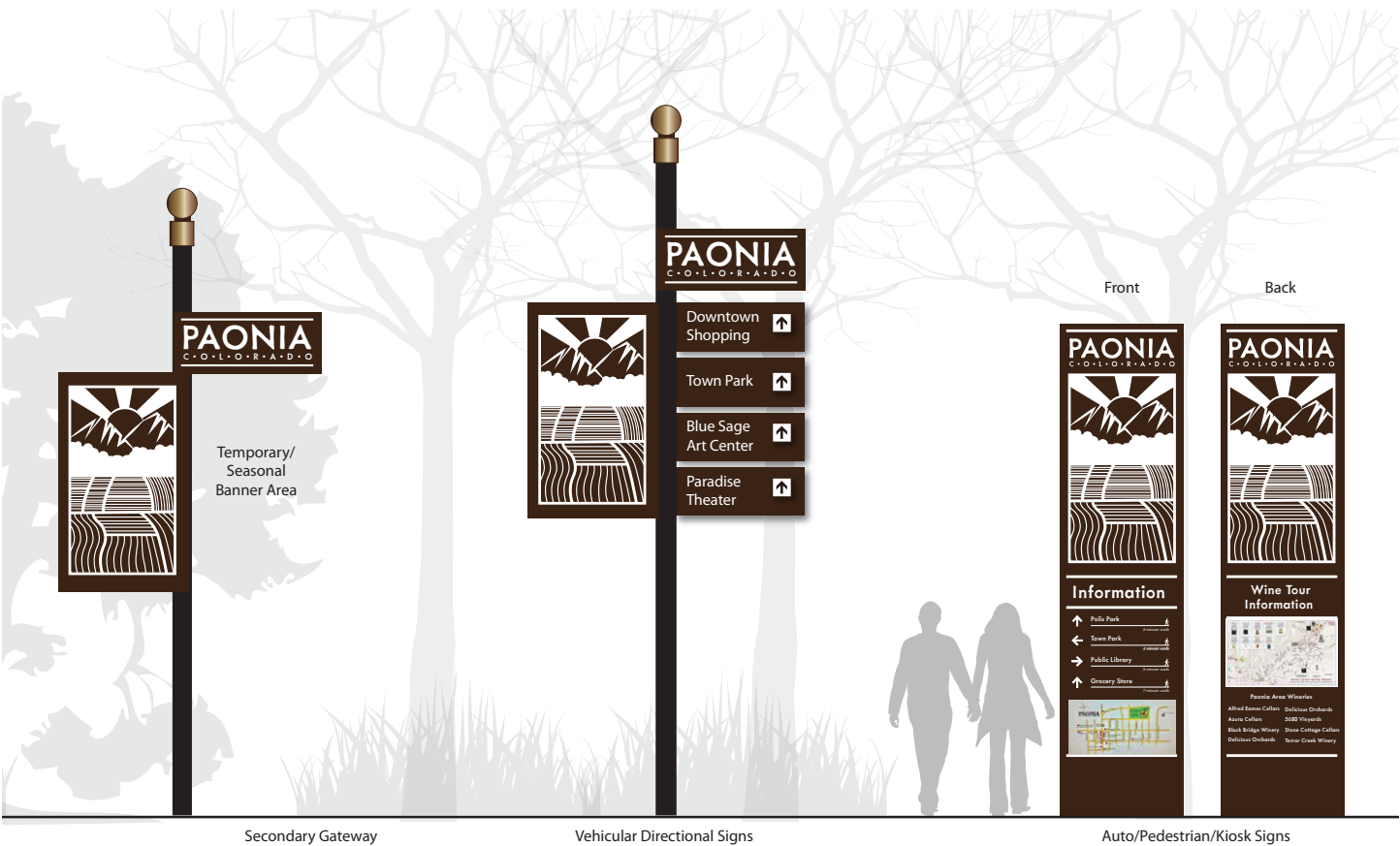
Option C Materials

- Corten Steel
- Laminate Panels (maps)
- Dimensional Lettering



Primary Gateway

DESIGN OPTION C - STEEL SILHOUETTE



PRELIMINARY SIGNAGE DESIGN - COMMUNITY FEEDBACK & PREFERENCES

Comments from the Paonia Creative District Facebook Page

"I'm a fan of the 1st and 3rd! But I'm leaning towards the 3rd... beautiful work!" (2 likes)

"I like the 3rd! <3" (2 hearts, 1 like)

"Love love love #3" (2 likes)

"I like the gate way as well...and maybe art, wine, food, music ... cut out of #3 sign base" (3 likes)

"#2"

"I really enjoy the colors of the first. Colors are welcoming, although I enjoy the design of the third" (2 likes)

"Beautiful! 1 or 3." (1 like)

"Individual images would help for those of us viewing on our little phones :) At a glance, I prefer 2 or 3." (1 like)

"There will be color!"

"Like 1 and 3; prefer 1 because it highlights Paonia attributes..." (1 like)

"1" (1 like)

"1st for sure! It feels warm, playful and welcoming like Paonia!" (1 like)

"No to the first, just doesn't grab me. I like the 2nd and 3rd." (1 like)

"1 or 3."

"I like number 3!" (3 likes)

"Going down a highway, #2 is going to grab my attention. Like the curves -- looks artistic. #3 is too static. #1 symbolizes the past, not future." (1 like)

"Paonia is a real thriving community, not a stop on the Monorail at Disney World. I like #3 but with some color added. And that design below the mountain motif looks like the 'Merican flag and is boring, especially if it's repeated on all of the signs. Needs a river on it, and the mountains should be OUR mountains, the iconic outline of Lambourne and Lands end. #3 is also boxy and full of straight edges with an inorganic feel. Let's add some life to it with little sculptural details like a "Housewheat" bird/horse/sheep/goat on at least the large one for the roadway. Also a cutout

the road sign that can be lit from behind or inside... them's my 2¢" (2 likes)

"#3" (1 like)

"#3!" (1 like)

"Thank you all for weighing in! We'll have a revised design for you to comment on later this week" (1 like)

"The wayfinding signs are, imho, a little out of scale - too tall compared to the people who will be wanting to read them" (1 like)

Overall Assessment of the Three (3) Preliminary Design Options

Option A - Community members liked the emotional quality of this design, as well as its use of warm, welcoming color.

Option B - There was an awareness that the arch and the materials of this design reflect the existing River Park/Town Park signs, and that was appreciated. Also the use of art glass was seen as reflective of the Paonia Creative District character.

Option C - There was a strong favorable response to the symbolism (mountains, valley, fields) shown in this option, as well as its reflection of the materials of existing Paonia signage. This option received the most favorable community response.

The preliminary design reveal community event was promoted through social media, and facebook live-streamed from Paonia Town Hall, so that members of the community unable to attend the meeting in person could view it during/afterwards.

Signage & Wayfinding Master Plan

Collaborating to Create Signage & Wayfinding for Paonia, Colorado

DESIGN REVEAL!

OPEN HOUSE

TUESDAY 6/5 . 5-7PM

TOWN HALL

214 GRAND AVE, PAONIA



07

Final Design

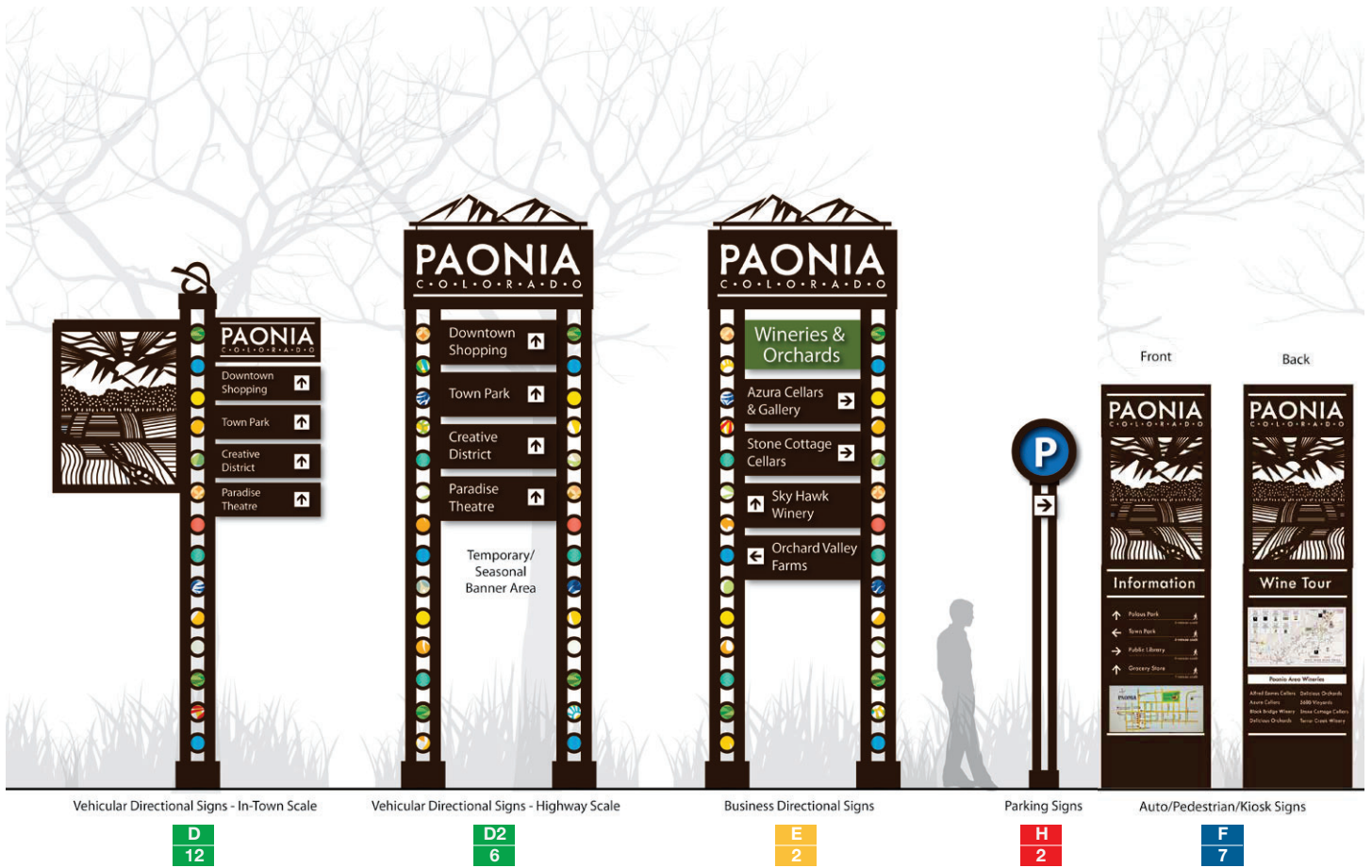


Primary Gateway

A
2

Secondary Gateway Sign - Archway

B
2







Implementing the Final Design Vision

Beginning with installation of the first signage phase in 2018/2019, the new Paonia signage and wayfinding program represents a multi-year commitment from the Town and its elected officials. Although the first phase of signage will fill an important wayfinding need for the Paonia community, as subsequent phases of the signage plan are installed, the impact of the signage on the economic development and sense of place within Paonia will continue to grow. In order to shepherd the community through funding and implementation of the signage and wayfinding program, the implementation plan provides examples of how the new signs can be funded and installed, and outlines the commitment and stewardship needed from the Paonia community to support the new signage program.

08

Implementation Plan

REALIZING THE PAONIA SIGNAGE & WAYFINDING PLAN

Although funding for the signage can be secured from grants and outside sources, the signage improvements will benefit from a commitment from the Town of Paonia, and its staff and elected officials. Beyond funding the initial construction, the new signage and wayfinding elements will also require on-going maintenance and upkeep. The benefits of the new signage program are many, but the overall success of the program rests on both short-term and long-term commitments from the Paonia community.

Short-Term Implementation Actions

Support from Elected Officials

- Gaining approval for the signage and wayfinding plan from the Town Trustees will empower staff to begin the process of implementing the new signage and wayfinding elements.
- NOTE: The ability to gain approval from CDOT for community gateway and boundary signs requires an approved resolution from the local governing body (Town Trustees)

2018 - Bidding and Fabrication of Phase 1 Signage

- Solicit bids from local fabricators/artists to install the first phase of the signage and wayfinding plan.
- Oversee the bidding process, and select the preferred fabricator
- Act as the project manager for the construction process, providing resources and support for the selected fabrication shop (utility locates, permit acquisitions)

2018 - Applying for Grants and/or Matching Funds to Construct Additional Signage Phases

- Solicit bids from contractors to install the first phase of the signage and wayfinding plan.

Securing Funding for the New Signage Program: Potential Signage & Wayfinding Funding Mechanisms:

Local and State Grant Programs

- ➔ Special Districts (BID, URA, DDA, etc)
- ➔ Tax Increment Financing (TIF)
- ➔ Community Development Block Grant Program (CBDG) – administered through DOLA in Colorado) <https://www.colorado.gov/pacific/dola/community-services-block-grant-csbg>
- ➔ Development Impact Fees
- ➔ Transportation Equity Act (TEA-LU)
- ➔ Division of Local Government Grants
- ➔ Office of Economic Development and International Trade Grants
- ➔ Surface Transportation Block Grant Program (STBG) https://www.fhwa.dot.gov/special_funding/stp/
- ➔ Governors Energy Office (GEO) and USDA Rural Development (RD) Energy Programs (to fund energy-efficient new lighting)
- ➔ Colorado Health Foundation Activating Places and Spaces Together <http://www.coloradohealth.org/funding-opportunities/funding-opportunity-activating-places-and-spaces-together>

Public-Private Partnerships

- ➔ Side street signage costs can be offset through the sale of sign blades
- ➔ Crowd-funding campaigns can be used to raise funds for historic walking tour signs and trail signage

Tax Assistance from General Funds

- ➔ Allocate specific funds for the signage and wayfinding improvements

Long-Term Implementation Actions - List of Responsible Parties to Act as Stewards for the Final Plan:

Town of Paonia & Creative District

- Coordinate budget cycles & advocate for budget dollars
- Communicate with Paonia businesses to advertise, promote and implement the merchant sign blade program
- Research and apply for signage & wayfinding grants
- Manage consultant efforts related to BID and CD packages
- Manage consultant efforts for yearly signage maintenance contract
- Fabricate and install new street signs (or coordinate the fabrication with a local sign shop)
- Locate needed electrical service within signage installation zones (prior to bidding of signage & wayfinding project, as needed)

Signage & Wayfinding Working Group

- Commit to meet quarterly to discuss the status of the wayfinding plan
- Oversee the selection of signage fabricators and signage construction efforts

09

Sign Quantities, Cost Estimate, and Phasing Plan

A PHASED APPROACH TO IMPLEMENTATION

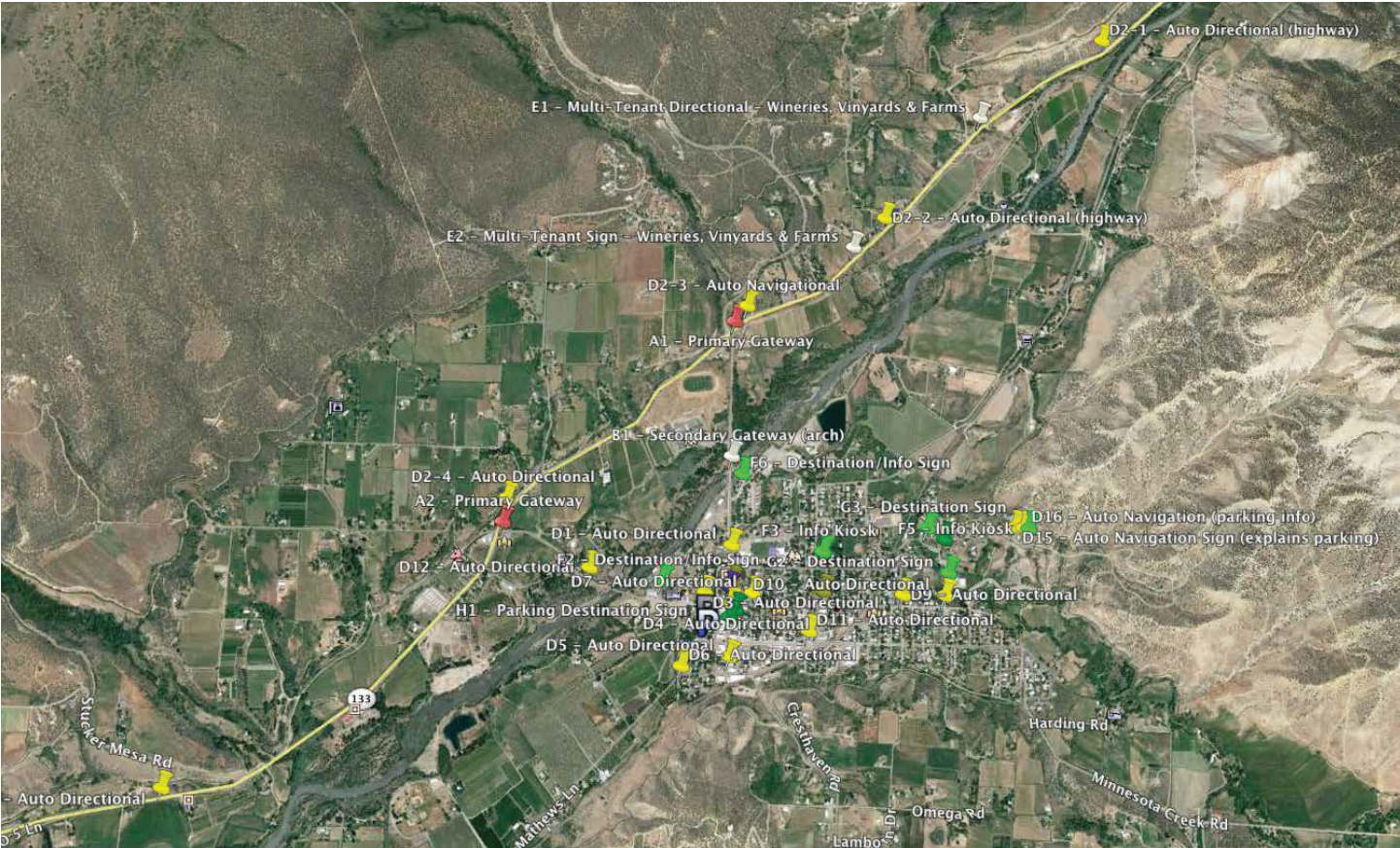
Phasing the implementation and construction of the signage and wayfinding palette ensures the overall costs are not encumbered within one fiscal year, while also providing opportunities to apply for grants and outside funding opportunities that can offset the overall Town of Paonia and Creative District project costs.

Benefits of a Multi-Year Signage & Wayfinding Roll-Out:

- Reduces the cost burden of a one-time CIP fund allocation
- Allows for the system to be tested at each phase
- Provides the ability to observe the fabrication and installation process (and recommend potential adjustments)
- Ensures adequate timeframes for alternate financing opportunities (grant applications, creation of special districts, potential development impact fees, etc)
- Builds community enthusiasm for the project and desire to see additional signage installed

Unit Cost	Unit Cost Adjusted 50% for Local Fabrication	Sign Type/Quantity	Total Cost	Total Cost Adjusted 50% for Local Fabrication
\$18,000- \$25,000/ each	\$9,000- \$12,500/ each	A 2 Primary Gateway	\$36,000- \$50,000	\$18,000- \$25,000
\$14,000- \$18,000/ each	\$7,000- \$9,000/ each	B 2 Secondary Gateway (archway)	\$28,000- \$36,000	\$14,000- \$18,000
\$12,000- \$15,500/ each	\$6,000- \$7,750/ each	C 1 Large Info Kiosk/Shelter	\$12,000- \$15,500	\$6,000- \$7,750
\$10,000- \$14,000/ each	\$5,000- \$7,000/ each	D 12 Vehicular Directional - Town	\$120,000- \$168,000	\$60,000- \$84,000
\$12,000- \$18,000/ each	\$6,000- \$9,000/ each	D2 6 Vehicular Directional - Hwy	\$72,000- \$108,000	\$36,000- \$54,000
\$12,000- \$18,000/ each	\$6,000- \$9,000/ each	E 2 Business Directional Sign	\$24,000- \$36,000	\$12,000- \$18,000
\$8,000- \$12,500/ each	\$4,000- \$6,250/ each	F 7 Destination/Info Sign	\$56,000- \$87,500	\$28,000- \$43,750
\$5,500- \$8,000/ each	\$2,750- \$4,000/ each	G 3 Destination/Event Sign	\$16,500- \$24,000	\$8,250- \$12,000
\$3,000- \$6,000/ each	\$1,500- \$3,000/ each	H 2 Parking Signs	\$6,000- \$12,000	\$3,000- \$6,000
Total Costs			\$370,500-\$537,000	
Total Costs Adjusted 50% for Local Fabrication				\$185,250-\$268,500

SIGNAGE LOCATIONS



SIGN-BY-SIGN LOCATIONS & DETAILS

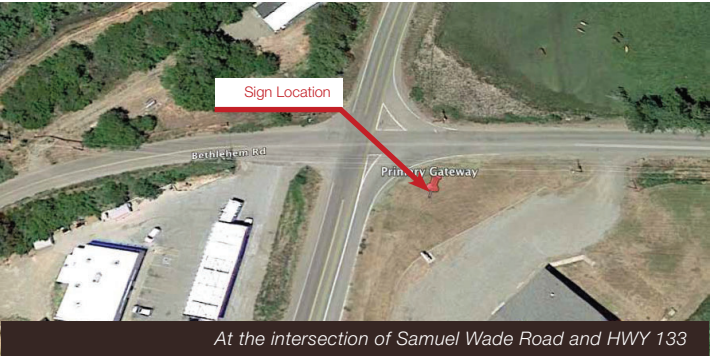
- A 1** Primary Gateway
- A 2** Primary Gateway



- A 1** Primary Gateway



- A 2** Primary Gateway



SIGN-BY-SIGN LOCATIONS & DETAILS

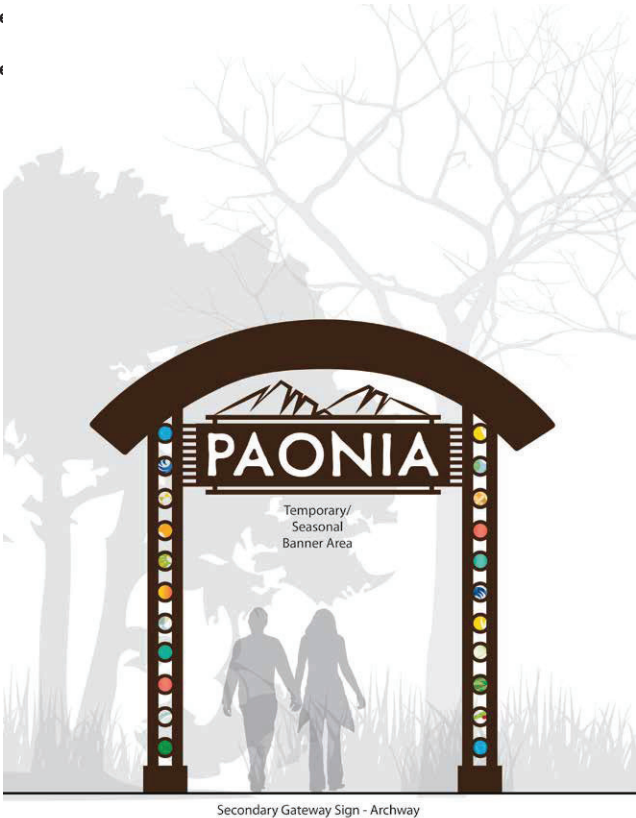
- B

1

St
- B

2

St



Secondary Gateway Sign - Archway

- B

1

Secondary Gateway (archway)



At the northern end of the Grand Avenue Bridge

- B

2

Secondary Gateway (archway)



At the northwestern end of the Samuel Wade Ave Bridge

SIGN-BY-SIGN LOCATIONS & DETAILS



SIGN-BY-SIGN LOCATIONS & DETAILS

D 1	Auto Directional - In-Town Scale	D2 1	Auto Directional - Highway Scale
D 2	Auto Directional - In-Town Scale	D2 2	Auto Directional - Highway Scale
D 3	Auto Directional - In-Town Scale	D2 3	Auto Directional - Highway Scale
D 4	Auto Directional - In-Town Scale	D2 4	Auto Directional - Highway Scale
D 5	Auto Directional - In-Town Scale	D2 5	Auto Directional - Highway Scale
D 6	Auto Directional - In-Town Scale	D2 6	Auto Directional - Highway Scale
D 7	Auto Directional - In-Town Scale		
D 8	Auto Directional - In-Town Scale		
D 9	Auto Directional - In-Town Scale		
D 10	Auto Directional - In-Town Scale		
D 11	Auto Directional - In-Town Scale		
D 12	Auto Directional - In-Town Scale		



Vehicular Directional Signs - In-Town Scale

Vehicular Directional Signs - Highway Scale

SIGN-BY-SIGN LOCATIONS & DETAILS

**D2
1** Auto Directional



**D2
3** Auto Directional



**D2
2** Auto Directional



**D2
4** Auto Directional



SIGN-BY-SIGN LOCATIONS & DETAILS

D2
5 Auto Directional



D
1 Auto Directional



D2
6 Auto Directional



D
2 Auto Directional



SIGN-BY-SIGN LOCATIONS & DETAILS

D 3 Auto Directional



D 5 Auto Directional



D 4 Auto Directional



D 6 Auto Directional



SIGN-BY-SIGN LOCATIONS & DETAILS

D 7 Auto Directional



Sign Location

D7 - Auto Directional

FACING WEST
^ Town Park (.3mi)
^ Creative District & Edesia Kitchen (.6 mi)
^ Apple Valley Park (.7 mi)

FACING EAST
^ Public Library
< Performing Arts Center
< Town Hall (parking)
< Post Office

Along 3rd St, east of Onarga Ave

D 9 Auto Directional



Sign Location

D9 - Auto Directional

FACING WEST
< Apple Valley Park (trailhead)
^ Creative District & Edesia Kitchen

FACING EAST
> Apple Valley Park (trailhead)
^ Performing Arts Center
^ Town Hall (parking)
^ Public Library

Along 3rd St, east of Rio Grande Ave

D 8 Auto Directional



Sign Location

D8 - Auto Directional

FACING WEST
< Town Park (parking)
^ Apple Valley Park (trailhead)
^ Creative District & Edesia Kitchen

FACING EAST
> Town Park
^ Performing Arts Center
^ Town Hall (parking)

Along 3rd St, east of North Fork Ave

D 10 Auto Directional



Sign Location

D10 - Auto Directional

FACING WEST
< Creative District
< Edesia Kitchen

FACING EAST
^ Apple Valley Park (trailhead)
^ Performing Arts Center
^ Town Hall (parking)
^ Public Library

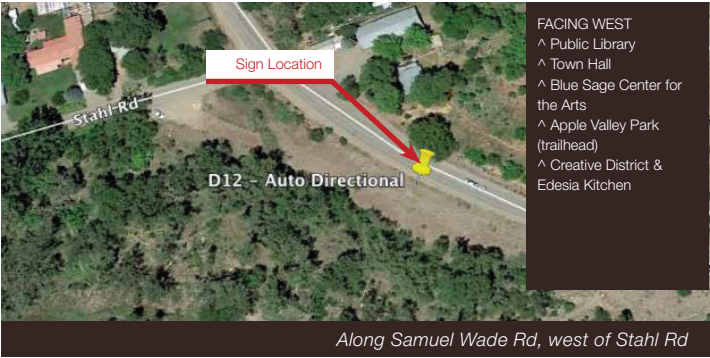
Along 3rd St, east of Clark Ave

SIGN-BY-SIGN LOCATIONS & DETAILS

**D
11** Auto Directional



**D
12** Auto Directional

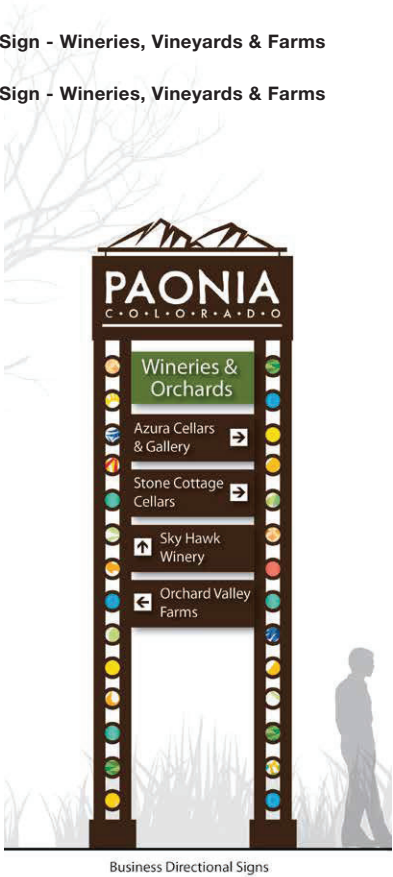


SIGN-BY-SIGN LOCATIONS & DETAILS

- E1

Multi-Tenant Sign - Wineries, Vineyards & Farms
- E2

Multi-Tenant Sign - Wineries, Vineyards & Farms



- E1

Multi-Tenant Sign - Wineries, Vineyards & Farms



- E2

Multi-Tenant Sign - Wineries, Vineyards & Farms



SIGN-BY-SIGN LOCATIONS & DETAILS

F1

Destination/Info Sign

F2

Destination/Info Sign

F3

Destination/Info Sign

F4

Destination/Info Sign

F5

Destination/Info Sign

F6

Destination/Info Sign

F7

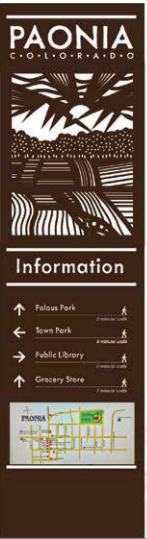
Destination/Info Sign

Front

Back

PAONIA

C · O · L · O · R · A · D · O



Information

↑ Palouse Park

← Seven Park

→ Public Library

↑ Grocery Store



PAONIA

C · O · L · O · R · A · D · O



Wine Tour

Altair Farms Cellars

Astoria Cellars

Black Bridge Winery

Delicious Orchards

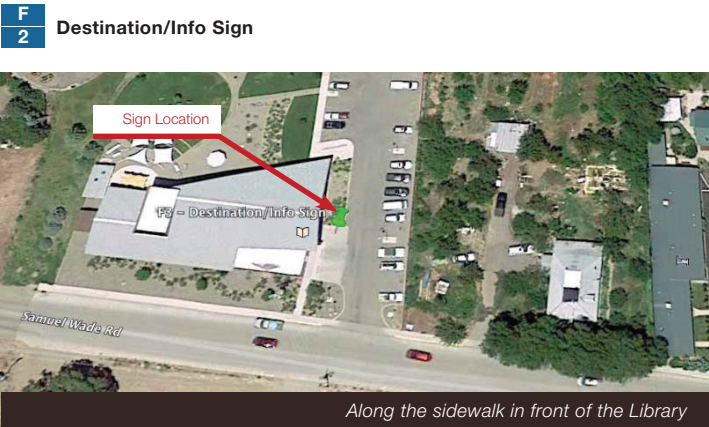
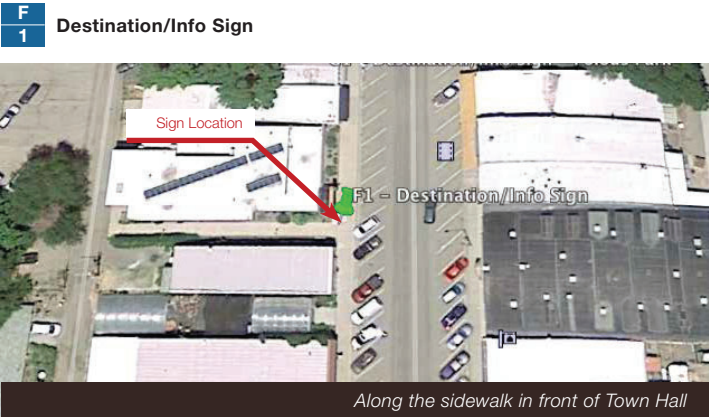
Delicious Orchards

Stone Cottage Cellars

Tenno Creek Winery

S&B Vineyards

Auto/Pedestrian/Kiosk Signs



SIGN-BY-SIGN LOCATIONS & DETAILS

F 3 Destination/Info Sign



F 5 Destination/Info Sign



F 4 Destination/Info Sign

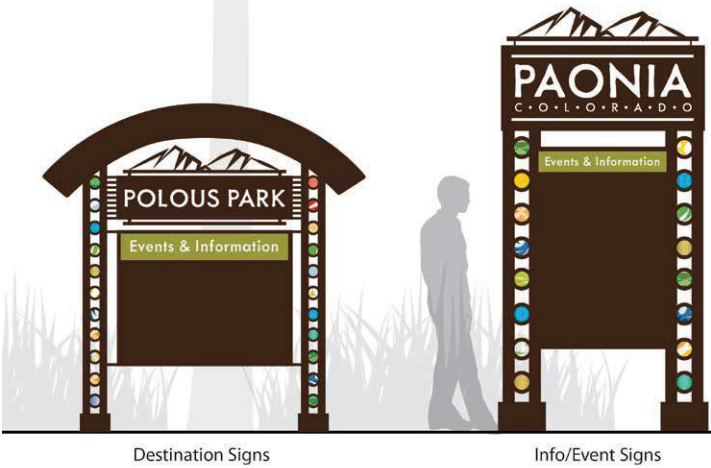


F 6 Destination/Info Sign



SIGN-BY-SIGN LOCATIONS & DETAILS

- G1 Destination/Event Sign
- G2 Destination/Event Sign
- G3 Destination/Event Sign



- G1 Destination/Event Sign



- G2 Destination/Event Sign



SIGN-BY-SIGN LOCATIONS & DETAILS

G3 Destination/Event Sign

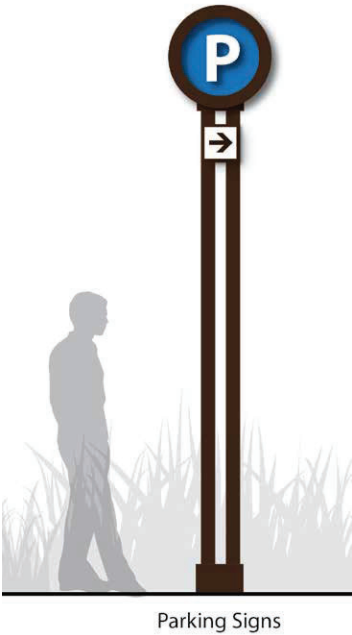


SIGN-BY-SIGN LOCATIONS & DETAILS

- H1

 Parking Destination Sign
- H2

 Parking Destination Sign



- H1

 Parking Destination Sign



- H2

 Parking Destination Sign



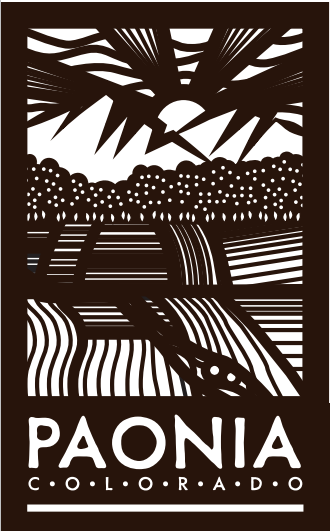
SIGN-BY-SIGN LOCATIONS & DETAILS

Street Sign Template



SIGN-BY-SIGN LOCATIONS & DETAILS

Street Banner Template for Existing Light Poles Along Grand Avenue



One Color



Full Color

10

Construction Documentation

FABRICATION SPECIFICATIONS

A. Quality Standards

The materials, products, equipment and performance specifications described within, establish a standard of required function, dimension, appearance, performance and quality to be met by the Fabricator.

B. Structural Design

Details on design intent drawings indicate a design approach for sign structure but do not necessarily include all fabrication details required for the complete structural integrity of the signs, including consideration for static, dynamic and erection loads during handling, erecting, and service at the installed locations, nor do they necessarily consider the preferred shop practices of the individual Fabricators. Therefore, it shall be the responsibility of the Fabricator to perform the complete structural design and engineering of the signs and to incorporate all the safety features necessary to adequately support the sign for its intended use and purpose and to protect the Owner. Fabricator shall also be responsible for ensuring that all signs meet local, state and federal codes.

C. Vandalism Design

Fabrication and installation design is to withstand severe abuse and souvenir theft vandalism, but not less than the equivalent of resisting simple hand implements and tools (screwdrivers, knives, coins, keys, and similar items), and adult physical force. All hardware and fasteners within reach shall be vandal resistant.

D. Substitution

No substitution will be considered unless the Owner has received written request for approval.

E. Pre-Fabrication Submittals

The awarded fabricator must submit a copy of the following items to the Owner and Designer for their review prior to fabrication proceeding:

1. Detailed engineered shop drawings for each sign type are to be submitted as electronic PDF no larger than 11"x 17". Final Shop Drawings are to be stamped by an Engineer licensed in the state of the project. The shop drawings for each sign type shall illustrate/describe the following:

- Elevations and cross sections – front, sides, top and back (if necessary); side sections; internal structure section/details; enlarged details such as of extrusions, dimensional letter mounting, mounting plate, etc.; with all final dimensions and call-outs for:
- Components – construction details/information related to individual elements
- Materials – color, type, gauge, and thickness (including substrates and overlays)
- Finishes – color, type of product, manufacturer, and sheen
- Fonts, graphics specifications and message fields
- Exploded view (optional) – isometric view with components, materials, and finishes.
- Cross-section of corners – one illustration for each corner condition. Items to be illustrated: seams, joints, layers, internal support and fasteners.
- Fabricator will subcontract with glass artist or glass manufacturer to cut and illuminate all illuminated glass signage elements (pedestrian, kiosk, and primary gateway sign types all include glass elements).
- Mounting/installation details – provide foundation cross-sections (including hardware), bracket/post details, elevations, materials, finishes and fasteners.
- Electrical details are to be provided for all elements that require electricity. All lighting shall be LEDs. Specific lighting/electrical/construction items to be listed are:
 - ➔ Light source and/or fixture type and manufacturer
 - ➔ Power supply (transformer)
 - ➔ Amperage and voltage per sign
 - ➔ Electrical service required (source)
 - ➔ Lighting detail – provide an internal view of light fixtures, LED layout, transformers, external cut-off switch, light sensor, and timer.
 - ➔ Engineering for wind load
 - ➔ Removable panels (where applicable)
 - ➔ Solar lighting electrical panels (where possible, solar electrical power is preferred for the primary gateway signs).

- Identify any dimensional or other changes in the overall sign required by virtue of the fabrication materials, techniques and/or engineering.

2. ADA recommendations suggest that signs faces be uniformly illuminated with between 100 to 300 lux (10 to 30 foot candles) of light and that the illumination level on the sign face is “not significantly exceeded by the ambient light or visible bright lighting source behind or in front of the sign.” This is useful in that it provides a range of footcandles required to be visible by folks with visual limitations, however it is a TOTAL value, taking into consideration both the ambient lighting (streetlights, nearby bright signs, etc) and any light produced by the sign itself.

3. Ultimately, the amount of light emitted by the sign must overcome the ambient light in the surrounding without appearing overly bright or becoming a distraction/hazard to pedestrians or motorists and (based on location). Signs should have the ability to be adjusted by the fabricator to compensate for ambient conditions.

4. Three (3) samples of each material (paint, vinyl, river rock, glass, etc.) to be used on the sign using actual substrate materials should be supplied. One sample will be returned, one sent to the Owner and one kept in the Designer's records.

5. A proofing document of final production keystroking for all sign messages to verify line breaks, character and word spacing, and interline spacing should be submitted. The proofs are to be scaled production art files, not full sized. Each layout is to be identified with the sign number.

6. The fabricator must prepare and submit a full-scale structural sample of the structure of pedestrian kiosk and auto directional sign types. Sample must use final materials and include a complete horizontal cross section of the sign and at least 1' of height to show how the internal system works. Applicable material samples (#4 above) may be included in this structural sample if the fabricator desires, or the sample may be unfinished. This sample will be retained by the Designer.

7. The fabricator must submit a 12" x 12" to-scale sample segment of the map insert product to the Designer for approval before producing the final map inserts.

8. Fabricator must submit a schedule detailing how far in advance artwork will be required for printed maps and directories.

9. Fabricator must provide weekly status reports to the Owner and Designer detailing fabrication and installation progress and the expected completion schedule.

F. Material Handling

The Fabricator is to pack, wrap, crate, bundle, box, bag, or otherwise package, handle, transport, and store all fabricated work as necessary to provide protection from damage by every cause. Fabricator shall provide clear and legible identifying information on all product packaging to ensure proper on-site identification and installation.

G. Construction Methodology

The drawings call for a variety of fabrication techniques. Fabricators are given leeway to fabricate the signs to meet the intent of the designs depicted by the drawings.

1. Because different systems of extrusions may result in slightly different dimensional requirements, the total height and width dimensions described in the sign construction on the drawings may be considered “nominal” for the purposes of cost quote.
2. Sign faces are to be fabricated using steel plate of varying thicknesses, as specified on design intent drawings, with a minimum thickness of .125" inches unless otherwise noted.
3. Sign cabinet seams shall be sealed to ensure they are watertight.
4. All finishes are to be satin finish, free from fading, peeling or cracking. Paint preparation of all exterior metal surfaces of the sign to include removal of all scratches and imperfections, sanding and chemical etching. Substrate cleaning, preparation, paint application and paint thickness to be in strict compliance with Matthews Paint or AkzoNobel published recommendations. Acceleration of the drying process is not allowed.
5. Except where approved otherwise by Owner, conceal fasteners.
6. Any sign faces smaller than 8' by 20' are to be fabricated from 1 piece of seamless material.
7. On welded joints, dimensional and structural welding defects will not be accepted, including but not limited to: poor weld contours, including excessive bead convexity and reinforcement, and considerable concavity or undersized welds; cracks; undercutting; porosity; incomplete fusion; inadequate penetration; spatter; and non-metallic inclusions. Welding is to be performed by AWS (or similar) certified personnel, following AWS Standard Welding Procedure Specifications (SWPSs) for steel, aluminum, and stainless steel as appropriate.
8. Non-welded joints between various portions of signs must have

a tight, hairline-type appearance, without gaps. Provide sufficient fastenings to preclude looseness, racking, or similar movement.

9. Provide drain holes as needed to prevent accumulation of water within signs. Holes must be inconspicuous and be in inconspicuous locations; holes must be located such that drainage does not occur onto signs, or other surfaces subject to staining. Provide internal system of baffles to prevent “light leaks” through drain holes of illuminated signs. Provide color-coordinated insect screening over drain holes.
10. Non-illuminated sign faces are to have lettering and graphics created as surface-applied vinyl typography using Avery or 3M exterior grade, minimum 5-year warranty, unless otherwise noted in the design intent drawings (such as dimensional lettering specified for the kiosks and other sign types).
11. High pressure laminate panels with embedded artwork are to be printed at a minimum of 1200 DPI using exterior inks. The panel must be a solid, one-piece panel with all graphic elements inseparable from the substrate in which they are embedded (zone, 888.464.9663).
12. Digitally printed graphics are to be printed at a minimum of 1200 DPI using exterior inks and covered with exterior grade, graffiti resistant clear lamination.
13. Visible metal joints must adhere to a fit tolerance of .01".
14. Aluminum and steel components are to be isolated to prevent galvanic corrosion.
15. Steel components are to be powder coated per the coating manufacturers specifications to prevent corrosion.

H. Fonts/Typefaces

The fonts used for this project were selected specifically for this project by the Designer and Owner, and include those listed in the graphic standards.

It is the responsibility of the fabricator to purchase the fonts.

No substitution of any other typefaces may be made. Under no circumstances are typefaces to be electronically distorted (“squeezed” or “extended”) for purposes of fitting to the specified sign or general alteration of the sign face composition unless noted in the drawings. This includes (but is not limited to) stretching, squeezing, tilting, outlining or shadowing.

1. All letterforms, symbols or graphics shall be reproduced either by photographic or computer-generated means. Hand-cut characters are not acceptable. Cutting shall be done in such manner that edges and corners of finished
2. letterforms will be sharp and true. Letterforms with nicked, cut, ragged, rounded corners, and similar disfigurements will not be acceptable.
3. All letterforms shall be made from material and gauge as indicated on design intent drawings. Typefaces shall be replicated as indicated on the drawing.
4. Ligatures are to be turned off.
5. Apostrophes are to be used, not footmarks. Note that there is a difference in most fonts.
6. Silk-screened and vinyl copy is to match the sheen of the copy panel background (satin). Edges of letters shall be straight and corners sharp. Surface of letters shall be uniform in color finish, and free from pinholes and other imperfections.
7. Silk-screened images shall be executed with photo screens prepared from original art. No hand-cut screens will be accepted. Original art shall be defined as artwork that is a first generation reproduction of the specified art.
8. Silk-screening shall be highest quality, with sharp lines and no sawtooths or uneven ink coverage. Screens shall be photographically produced. Application of inks through screens shall consist of one flood pass and one print pass. Images shall be uniform in color and ink thickness. Images shall be free from squeegee marks and lines resulting from improper print stroke or screen off contact height. Signs shall be placed in adequate drying racks with minimum of 2 inches between racks for ample airflow. Sign racks shall have system of forced airflow between layers to provide proper drying and curing of inks. After signs have dried completely according to the ink manufacturer's time allowance, signs may be packaged.
9. The edges and corners of routed dimensional and vinyl letterforms shall be sharp and true. Letterforms with nicked, cut, ragged, rounded (positive or negative) corners, and similar disfigurements will not be acceptable.
10. Letterforms shall be aligned so as to maintain a base line parallel to the sign format, with margins and layout as indicated on design intent drawings and approved shop drawings. Vertical strokes shall be plumb.

11. Mechanically fasten center of letters to surface materials as described in the design intent.
12. Vinyl graphics and letterforms shall be computer-cut.

I. Permits and Variances

Fabricator shall be knowledgeable of relevant local code requirements and honor same in fabrication and installation. Where applicable, it is the responsibility of the Fabricator to secure any and all necessary permits for signage installation. It is the responsibility of the Owner to secure variances, should any be required. It is the Owner's responsibility to call the appropriate agency to have all underground utilities properly located and marked. Any damage to below-grade utilities or structures for which the Owner has provided adequate location information is the responsibility of the Fabricator.

J. Site Visit

Prior to installation of the signs, the Fabricator is to visit the proposed site to observe existing conditions and verify all signage required and its location with Owner. At this time the locations shall be staked using a non-permanent visible device such as spray chalk or non-permanent paint. Certain signs may be located on sloped grades and may require uneven footings for each post. Site-verify all locations to determine special requirements for footing templates, if required.

The final Sign Message Schedule and Sign Location Plan shall be consulted together and shall be approved by the Owner to determine the precise location for each sign. Any necessary adjustments will be made with the approval of the Owner.

K. Masonry/Footings

Any concrete bases for signage are to be poured in place and footings are to extend beneath the frost line, or deeper to meet local code. All footings or bases should be poured within a form and level with grade unless otherwise specified in the design intent drawings. Foundation/footings should be level with grade unless otherwise noted or as specified by state or local code. Foundation/footings should not extend above grade more than 2" and exposed edges should be finished with a bevel to prevent chipping. It's recommended that the concrete be floated by machine or hand before finishing in order to embed larger aggregates especially when part of the footing or base extends above ground. Concrete surface should have a smooth or brushed finish grade appearance. All concrete bases and footings should be edged to break any bond with the form and create a neat appearance. All forms should be removed once the

concrete has properly cured. Concrete and reinforcement specifications shall be shown on shop drawing submittals. The fabricator is responsible for the necessary templates, mounting plates and hardware for concrete and masonry bases.

All masonry (concrete block, poured concrete, river rock, slab, veneer, mortar, etc.) is to be properly treated and protected to maintain the structural integrity of the masonry work with exposure to all environmental conditions found at the site. For exposed or visible masonry, this shall include the application of protective sealers or similar finishes to diminish the effects of close-proximity sprinkling or irrigation systems.

Signs are to be mounted on J-bolt footings, centered on the concrete base or footing, and engineered per code, unless otherwise specified in the design intent drawings.

L. Wind Load

Signs, banners and mounting devices shall be engineered to withstand a minimum 135 MPH wind load normal to the sign, or greater as per local code, in addition to the weight of the sign. The Fabricator shall determine appropriate method of anchoring signs to the locations specified to meet these requirements as well as all local code requirements.

M. Mounting

All signs to be mounted level and true. All exposed hardware is to be touch-up painted on site as required. It is preferred that all bolts, nuts, washers, or other fasteners shall be stainless steel. However galvanized steel is acceptable, so long as all exposed surfaces are sealed.

While sign type drawings may specify or indicate possible mounting and/or mounting hardware details, the fabricator will be able to substitute equal or better hardware and techniques, based upon their experience with similar mounting situations and as long as the visual appearance of the sign is not compromised from that shown in the design intent drawings.

All signage products must be installed such that there are no misalignments between visible components. Sign elements intended to be removable or changeable after installation must function as intended without binding, sticking or blocking. It will be the responsibility of the Fabricator to correct any installation misalignments at no charge.

Fabricator and their installers are expected to have knowledge of ADA mounting guidelines and city zoning codes, general sign locating practices, and any particular unique installations defined by Designer. It is the desire of the Owner that the fabricator follow these guidelines as well

as architectural cues in installing for the best visual placement, keeping a reasonable distance from protruding objects. Any signage that is improperly located is to be moved to the proper location by the fabricator, and repairs to wall surfaces and signage are to be at the fabricator's expense.

Specific locations provided within this document are the preferred locations of the Designer, but those locations may be adjusted by the fabricator and Owner if necessary (for example, to avoid underground utilities or meet standard roadway offset requirements). If the installers are unable to make a decision about any sign locations, they can contact the Designer, providing a graphic representation of the questionable area, or contact the Owner for on-site options.

N. Demolition

The fabricator is responsible for the removal and disposal of certain signs if identified in the sign message schedule. In addition to the above grade sign removal the sign foundations, sign anchors and posts must also be removed. If there are electrical connections, they must be properly terminated.

O. Site Safety and Restoration

During the installation period, the fabricator is responsible for their own safety, and are expected to maintain a safe environment for pedestrians. The fabricator is to keep the Owner's premises and the adjoining premises, driveways and streets clean and clear. The job site shall be left safe, neat and clean at the completion of each day's operation. The fabricator is also expected to temporarily maintain old signs in order to continue their directional and identification functions, as well as to maintain signage that meets MUTCD standards during the installation period. At the completion of work, the fabricator shall remove all rubbish, tools, equipment, and surplus materials, from and about the premises, and shall leave the site as originally found. The fabricator shall be responsible for repairing or correcting damage to other contractors' work resulting from Installer's work.

P. Punchlist

It is required that the fabricator complete a walk through with the Owner immediately following installation to identify any errors, such as construction or installation issues. Such errors are to be corrected in a timely manner, and to the satisfaction of the Owner.

Q. Signage Warranty

Fabricator is solely responsible for applying products (paints, finishes, components, etc.) according to manufacturers' specifications and validating the warranty. The fabricator is to provide a written five (5) year full replacement warranty to the Owner that all signs will be free of defects due to craft work and materials including, but not limited to:

- bubbling, chalking, rusting or other disintegration of the sign panel, graphics or of the edges;
- corrosion appearing beneath paint surfaces of panels, brackets, posts or other support assemblies (except as an obvious result of vandalism or other external damage);
- corrosion of fasteners;
- assemblies not remaining true and plumb on their supports;
- fading, chalking and discoloration of the colors and finishes within the vinyl and paint manufacturer's stated warranty period;
- peeling, delamination or warping ("oil canning"); and
- repair and reinstallation of signage due to failed mountings.

Fabricator shall also extend in writing to the Owner all manufacturers' warranties for materials and components used within the signs. It is the fabricator's responsibility to obtain extended 5-year manufacturer warranties on all paint and powder coat applications. Warranty issues will be addressed by the fabricator within a 2-day time period (either through email communication or a phone call).

R. Repair or Replacement

Without additional cost to the Owner the fabricator shall repair or replace, including installation, any defective signs or hardware that develop during the warranty period and repair any damage to other work due to such imperfections. The fabricator will be required to fully replace all signs that are in error relative to the working documents (sign message schedule and sign type drawings) that were submitted to the fabricator upon award of contract. Replacement of any warranty items shall occur within a 60-day timeframe.

S. Maintenance

Fabricator is responsible for providing maintenance and inspection of the signage for a 5-year period. Maintenance responsibilities will include cleaning and inspection of the signage, creation of a punchlist for any needed repairs and/or replacements, and estimated costs and timeframes for the repairs/replacements. Inspection and punchlists will be performed every 6 months for the 5-year period.

COLOR, TYPOGRAPHY & ARTWORK

Sign Color/Materials Palette

Fabricator is responsible for supplying samples for all colors/materials in the palette.



Typography

Fabricator is responsible for acquiring all listed fonts.

HEADLINE: METALLOPHILE 5P8

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz
1 2 3 4 5 6 7 8 9 0

BODY COPY PRIMARY: MYRIAD PRO REGULAR

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz
1 2 3 4 5 6 7 8 9 0

BODY COPY ALTERNATE: ITC BOOKMAN STANDARD - LIGHT ITALIC

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz
1 2 3 4 5 6 7 8 9 0

COLOR, TYPOGRAPHY & ARTWORK

Artwork

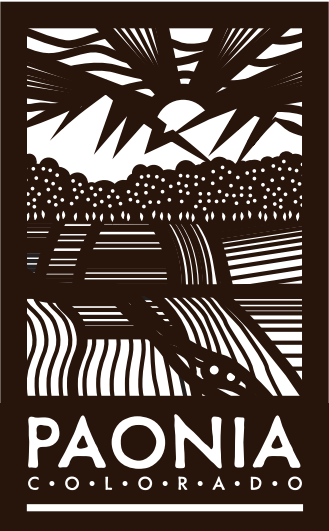
All artwork shown in the document is for placement only – it is the responsibility of the Fabricator to obtain original vector art from the Designer.

The Designer will provide all original vector art and photography to the Fabricator via FTP, Dropbox, or other electronic means.

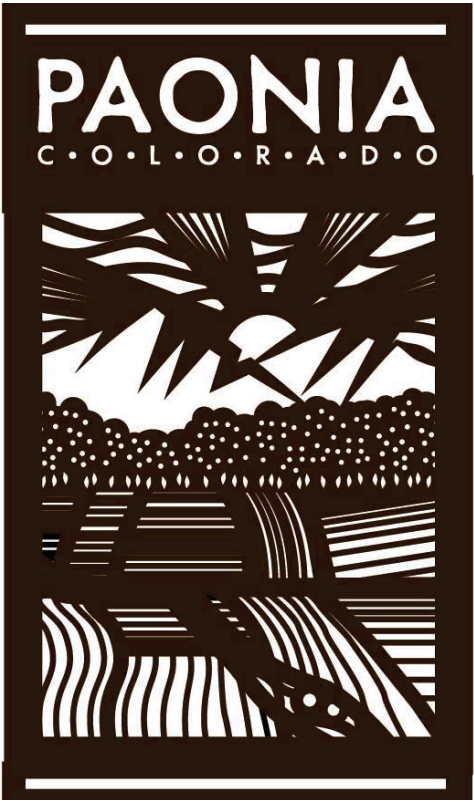
PAONIA

C • O • L • O • R • A • D • O

Town Wordmark



Paonia Brand Stamp/Logos

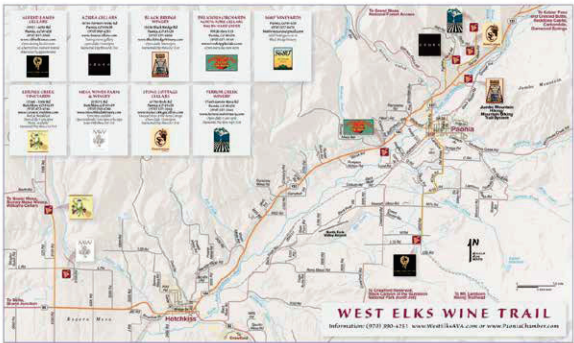


Artwork (waterjet cut graphic)

COLOR, TYPOGRAPHY & ARTWORK

Artwork

All artwork shown in the document is for placement only – it is the responsibility of the Fabricator to obtain original vector art from the Designer. The Designer will provide all original vector art and photography to the Fabricator via FTP, Dropbox, or other electronic means.



Wine Tour Map

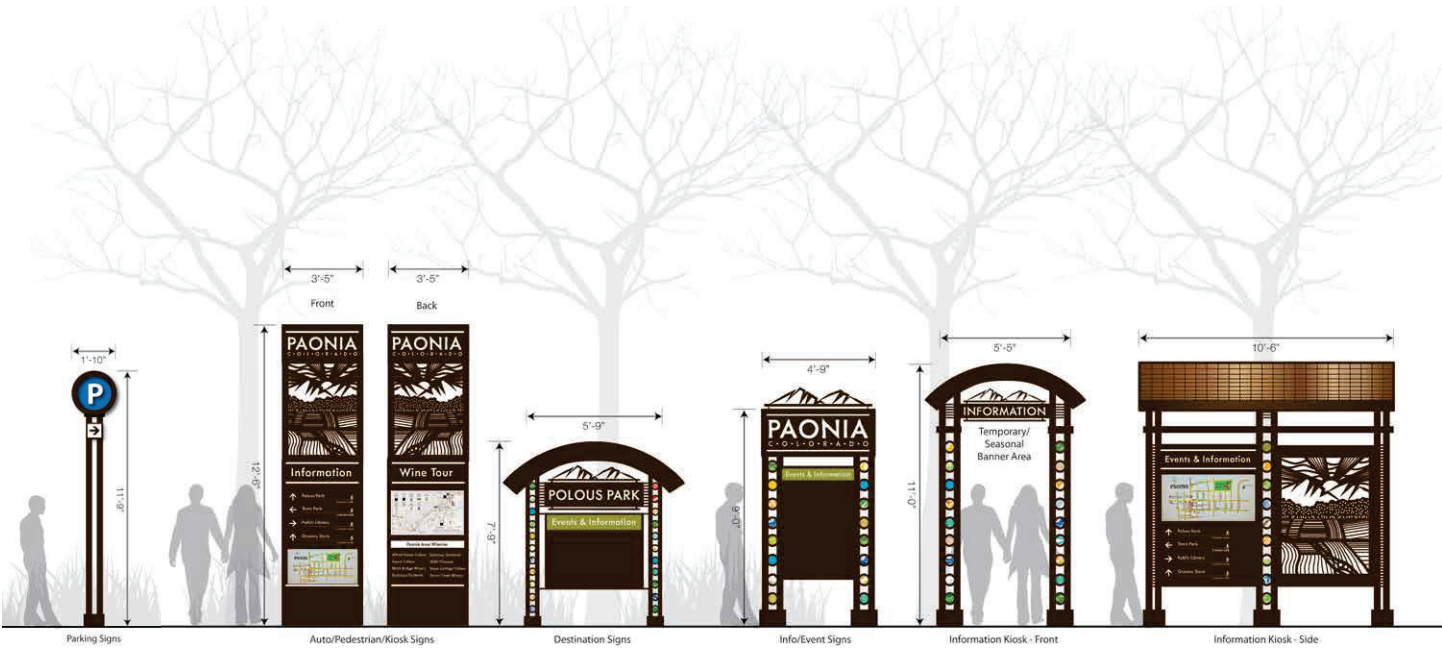


Cast Art Glass Emblems - 8", 6" & 4" Sizes

SIGNAGE DIMENSIONS



SIGNAGE DIMENSIONS



DOCUMENT PREPARED BY:

Kristin Cypher

C+B Design



Paonia Creative District Signage & Wayfinding Plan

August 9, 2018

Prepared for the Paonia Creative District & the Town of Paonia, Colorado



A photograph of a park entrance featuring a large, dark, curved archway made of wood or metal. A sign hangs from the center of the arch, reading "Paonia River Park". The background shows green trees and a clear blue sky. A semi-transparent red box is overlaid on the lower half of the image, containing text.

Paonia River Park

Signage & Wayfinding Overview

Central to the success of any signage & wayfinding program is its ability to communicate a memorable, compelling, understandable, and authentic story about place. A great community wayfinding program not only highlights key attributes of a place, it also creates an emotional bond with residents and visitors, and provides jurisdictional representatives with a solid foundation for marketing and promotion. Having connections to planning, graphic design, marketing, consensus-building and stakeholder engagement, a successful signage & wayfinding plan is grounded in a broad and deep understanding of what makes a great place experience.

Paonia Creative District Signage & Wayfinding Plan

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Purpose of the Branding, Signage & Wayfinding Plan		Implementing the Final Design Vision	
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05	Messaging Plan		
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The background image is a composite. The top half shows a mural on a wall depicting a mountain range, with green trees to the left. The bottom half shows a red dirt path leading to a concrete picnic table in a park setting with green grass and bushes. A semi-transparent red box covers the middle section of the image, containing text.

Purpose & Goals of the Signage & Wayfinding Plan

Design signage & wayfinding that helps direct residents and visitors to destinations within Paonia

Develop a signage & wayfinding plan that identifies the style, quantity and type of signage needed in Paonia

Develop an implementation plan that outlines the costs and resources needed to implement the new signage & wayfinding designs

PROJECT CONTEXT & BACKGROUND

As both a tourist destination and a long-standing and deeply rooted Colorado community, Paonia is in a unique position to capitalize on recent progress toward better understanding of how to tell its story through signage and wayfinding, while not losing sight of what makes its resources, history and destinations unique. The new signage will stand on the shoulders of both the completed work of the Paonia Creative District, as well as the long history of the Paonia community, and its potential for future growth and economic development.

The Project Goals:

- Create a cohesive, iconic, and welcoming wayfinding system that celebrates the community and directs visitors into and through the Paonia community
- Alert and direct visitors and residents into downtown Paonia, as well as create more significant directional signage from Highway 133 (West Elk Loop Road)
- Identify travel paths and key decision points for the different travel modes of visitors to Paonia to help guide decision making about investments in wayfinding
- Consider decision points for pedestrians, vehicles, and bicycles

Project Description

In a continuation of efforts to support Paonia as a Creative District and a primary travel destination with a distinctive shopping, dining, and entertainment area, a variety of public recreation amenities, and services for residents and visitors alike, the Paonia Creative District seeks to develop distinct signage and wayfinding that can be phased in, modified, or expanded as needed. The wayfinding signage program should meet the needs of the residents as well as visitors. All transportation modes within the town limits and along major access thoroughfares should be considered. Street level vitality, legibility, safety, maintenance, and replacement costs are all major concerns in creating an informational, user-friendly, wayfinding signage program. The primary focuses of the program include, but are not limited to, increasing visitor and resident traffic to the variety of major destinations in Paonia, reduce inefficiencies in traffic flow (considering interactions of all modes of transportation), and enhancing & reinforcing placemaking in conjunction with the Town of Paonia.

Goals & Objectives of the Signage & Wayfinding System Design

- ➔ Placemaking – Reinforce a sense of place for Paonia, enhancing the community image and character
- ➔ Brand Awareness - Support, brand, and identify a distinct identity for Paonia with signage that blends with the historic yet modern and creative feel of the area
- ➔ Legibility – Highlight important community resources and destinations, and how to access them through clearly defined directional information
- ➔ Highway Visibility - Direct visitors to Paonia destinations from major transportation arteries
- ➔ Economic Development – Increase awareness of the Paonia area and its destinations and resources, helping to increase sales tax revenues, general interest in the area, economic growth, and investment

Project Deliverables

- ➔ Final Design Intent Drawings (exact dimensions, letter heights, materials, mounting details, color specifications, and material performance standards) with written statement regarding rationale for design choices, materials, method of fabrication, and how systems can be modified over time
- ➔ Statement of Probable Cost for the fabrication, installation, and maintenance of the system, including number of various sign types, and locations
- ➔ Develop design plans in collaboration with local fabricators and artists for fabrication and installation of the new signs

PROJECT SCHEDULE & MILESTONES

Phase 1: 2018

“Welcome to Paonia” Gateway Signs on Highway 133 and Creative District Signs/Banners on Grand Avenue

- ➔ Task 1: Project Initiation - On-Site Kick-Off Meeting & Site Analysis
- ➔ Task 2: Document Existing Conditions
- ➔ Task 3: Context Analysis
- ➔ Task 4: Preliminary Design Options
- ➔ Task 5: DRAFT & FINAL Wayfinding Elements and Recommendations Document

Phase 2: 2018

Wayfinding Signage & Visitor's Kiosk - Final Design & Construction Documentation

- ➔ Task 1: Refinement of Design Options
- ➔ Task 2: Sign Quantities & Cost Estimates
- ➔ Task 3: Community Open House to Review Final Design Direction
- ➔ Task 4: Additional Design Refinements
- ➔ Task 5: Final Design Intent Drawings, Mock-Ups, Cost Estimate, and Bidding/Construction Document Set

Phase 2: 2019

Historic Walking Tour Signage

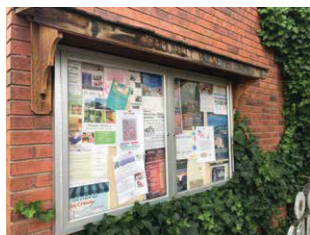
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01

Project Communication & Information-Gathering

DESIGN WEEK - MAY 30TH TO JUNE 5TH

In order to kick-off the Signage & Wayfinding Master Planning process, the NORTH FORK VALLEY CREATIVE COALITION sponsored a community-wide "Design Week" of fun events, community-created improvements, and "Neighbors Are Designers" events in which community members can help design the new signage and wayfinding improvements.



Design Week promotional poster/handout was distributed via social media and posted throughout town to help promote community participation in the signage & wayfinding events

PAONIA CREATIVE DISTRICT
Collaborating to Create Signage & Wayfinding for Paonia, Colorado

Signage & Wayfinding Master Plan

What is a Signage & Wayfinding Plan?

Signage & Wayfinding illuminates what is special about your community, and encourages residents and visitors to linger, explore and discover. Wayfinding and signage helps people feel more connected has a direct line to economic development, because signage and brands that compellingly tell a story of the collective shared experience of a place are powerful place attractors and builders.

HOW WILL WAYFINDING HELP PAONIA?

- 1 Identify local resources and destinations, and promote them
- 2 Support community-led efforts to grow arts and culture within Paonia
- 3 Help make connections to trails, open space, and recreational amenities
- 4 Identify local resources for designing and fabricating the new signage

DESIGN WEEK : MAY 30TH - JUNE 5TH

In order to kick-off the PAONIA Signage & Wayfinding Master Planning process, NORTH FORK VALLEY CREATIVE COALITION is sponsoring a "Neighbors Are Designers" event, in which community members can help design the new signage and wayfinding improvements. Please join us in celebrating place and community in Paonia!

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY
May 30th 10am - 1pm TOWN HALL 214 Grand Ave Paonia	May 31st 9am - 7pm TOWN HALL 214 Grand Ave Paonia	June 1st 9am - 7pm TOWN HALL 214 Grand Ave Paonia	June 2nd 9am - 11am TOWN HALL 214 Grand Ave Paonia	June 3rd 9am - 1pm TOWN HALL 214 Grand Ave Paonia	June 4th 9am - 7pm TOWN HALL 214 Grand Ave Paonia	June 5th 9am - 1pm TOWN HALL 214 Grand Ave Paonia
"Neighbors Are Designers" Community Conversations 5pm - 7pm Community Workshop	Research & Info-Gathering Drop in to provide your input & direction for the new signage!	Research & Info-Gathering Drop in to provide your input & direction for the new signage!	Pancake Breakfast Design Check-In Come have breakfast & see where preliminary design ideas!	Preliminary Design Refinements We'll be working on preliminary designs - stop by & see how!	Preliminary Design Refinements We'll be working on preliminary designs - stop by & see how!	DESIGN PRESENTATION & OPEN HOUSE 10am - 1pm Open House 10am - 1pm

"Neighbors Are Designers" Community Conversations
Community conversations are open sessions for gathering ideas, direction, and input from the Paonia community. Drop in when you can to talk to us about Paonia signage & wayfinding!

The community workshop will provide a hands-on opportunity to talk to your neighbors about your goals, ideas, and direction for the new Paonia signage.

Community Workshop
5pm - 7pm
Wednesday, May 30

Pancake Breakfast Design Check-In
Come have breakfast and see some of the first draft signage design ideas! Let us know if we're heading in the right direction!

We've worked hard to capture the preliminary signage design ideas, and we'll be presenting them to the Paonia community during the open house!

DESIGN PRESENTATION & OPEN HOUSE

NEED MORE INFO?
Kristin Cypher
C+B Design
720-280-4349
kristin@cpubdesign.com

Sadie Keldis Lowe
North Fork Valley Creative Coalition
970-275-3453
saskiedlowe@gmail.com

ART WORKS
for the life

CO
Creative Coalition

DESIGN WEEK - MAY 30TH TO JUNE 5TH



8 Paonia Creative District Signage & Wayfinding Plan

SIGNAGE CORE VALUES AND GOALS

Character

- Heritage quirkiness
- "Rustic Chop"
- People should know they're in a creative district
- Rural charm
- Pioneering spirit
- Valley – iconic image and pace
- "Invitation" want people to feel invited (hospitality culture)
- Friendly signage messaging – Iceland speeding signs (green happy face, red frowning face)
- Modern and rustic
- Make the signs fun! (and informative)
- Longevity and artifact-like quality
- Consistent theme
- Nod to history with timeless style
- Keep it simple – prevent from looking too 'Denver'
- Legible but not too industrial/modern/urban in character
- Texture and transparency – things that play with light and change with the light
- Honoring legacy – coal mining and agriculture

Destinations/Amenities

- Overflow parking in the soft lot behind Town Hall
- Bike parking
- Restrooms
- Parks
- Trails
- Wineries Map
- Bike signs!
- Event signs
- More recreation signage
- Mt. Jumbo
- Wineries

- Town Park
- Recreation
- Multiple destination signage (AVA wineries)
- Services – bathrooms
- Restaurants
- Wineries
- Galleries
- Historic Sites

Signage Design – Sign Types

- Interested in gateway sign to help promote the arts and crafts and farm-to-table
- Kiosk at 3rd and Grand, with poster space for temporary events
- Kiosk at/near the parking lots with info
- Temporary info point at Cirque – can the town help support this?
- Temporary signs – events, dates, and integrating temporary messages
- Kiosk/Billboard for special events
- Kiosk or shared info point (combined community schedule?)
- Painted crosswalks on the street
- No bike lanes or bike signage, but surrounded by beautiful biking – need bike lanes!
- Iceland – 3D crosswalks slow people down



SIGNAGE CORE VALUES AND GOALS (CON'T)

Signage Design – Materials

- Natural materials, but highly visible
- Recycled materials for signs
- Recycled/vintage wood and metal – “one shot” painting
- Solar-powered lights

Signage Design – Overall Design

- Low maintenance (fading, painting, weather)
- Landscape is not cluttered with signs, how do we keep it that way?
- How do we present Paonia?
- Make artists part of the design
- Is there a plan to maintain signs over time?
- Don't overwhelm the town with signs
- Direct
- Stuff moves around, how would it be designed to change over time?
- “Makers on Display” - 2nd story studio on Grand Avenue – would like to have their location in a place where people walking down the street can see into the studio and see things created

Signage Content/Messaging

- Maps – evocative & artist-created
- Maps, can they be art?
- A map
- “2nd friendliest town around” ;)
- Welcoming – where is the parking? Is it 2-hour?
- Easy and cost-effective sign updates (changeable messages)
- Emphasize TOWN, not a city
- Know they've arrived in Paonia, and where to turn off highway
- Signs pulling travelers into Paonia highlighting the art and landscape
- Creative District logo and colors
- Signs/directions to schools
- Farms/food/wineries – where are they?

- Does Paonia have a city logo? Use in signage?
- Emphasize wine
- Emphasize farms/orchards
- Emphasize Robini Art – haha!
- Helping people know what to do once they're in town is important (wineries, artist studios, restaurants, farms)
- Inform how to get into town off the highway and from Crawford Road

Existing Signage

- Landfill sign – remove
- Parking messaging – currently negative, instead, “Welcome to Paonia, stay as long as you'd like!”
- Take down parking signs that aren't enforced, replace with welcoming messages
- Less signs at highway 133 turnoff...it is disorderly (landfill sign on highway 133)

Use Local Fabricators

- Ellza (marble/stone sculpture - marble yard in Delta)
- Andrea Lecos (artist & graphic designer)
- Ira Housewort (metalwork at the park)
- Phil Wassell (created icons for the school)
- Ellie Roberts (safe routes to school – 970-274-1878, francis.roberts@deltaschools.com)
- Peter Heller (“The Painter” “The Dogstar”)
- Steve Clisset (720 280 9826 – copper roofs)
- Erick Ingraham (graphic design)
- Ben deLeiris (802 585 7057 – timber framed structures)
- Shawn Guerreo (did the benches and design elements at Crested Butte)
- Josh Milner (wood and metalwork)
- Ben Lehman (photographer, benlehmanimages.com)

Written notes on the community input banners



VISUAL PREFERENCE IMAGE DISPLAY BANNERS



Visual Preference Exercise

The purpose of the visual preference banner exercise was to help members of the Paonia community identify the materials, colors, and signage types that would fit the character of the new signage. The visual preference images were drawn from 'best practice' signage examples designed and installed in other locations throughout the US and globally. In order to help identify the different signage types, the images were grouped into the following categories:

- Gateway Images
- Auto Signs
- Pedestrian Signs
- Kiosk Signs
- Bike/Trail Signs
- Historic/Interpretive Signs

Design preference banners displayed images of different signage types, materials, sizes, and colors. Preferences for what types of signage examples were selected helped the design team develop the preliminary signage palette ideas.

VISUAL PREFERENCE DOT VOTING RESULTS

After a week of being on display at Paonia Town Hall, there were some clear themes that emerged from the community dot voting preferences.

Materials

There is a strong preference for natural, authentic materials. Many of the selected signs were made of naturally rusting (cor-ten) steel, wood, stone, and metal. The materials all reflected their 'natural' state, with little to no added color or 'overworking' of the materials (especially stone). The organic, naturally evolving patina of rusting steel was especially prevalent, but stone and wood were also used in their natural, unrefined states (where possible).

Colors

Due to the preference for natural materials, there were very few selected signage images that illustrated strong or bright colors. The exception to this rule were the 'placemaking' images - especially murals - that used bright, eye-catching palettes and more contemporary graphics. Where color was selected, the colors were very muted and natural (for example, preferring golden amber and brown powdercoated auto signs, versus the blue/green/purple auto signs that looked very similar, except for the color palette).

Forms/Massing

Most of the preferred signage forms were comprised of very simple/strong rectilinear or circular shapes. However, although the forms themselves were strongly geometric, the preferred images all bisected these strong forms with laser-cut patterns and openings that gave the overall structure a lighter and more open appearance. Many of these cut-outs were also organic and irregular, standing in contrast to the formal geometry of the overall global sign shapes.

The massing of elements was another striking feature of the preferred signage images. Many of the larger geometric forms (such as rectangles or circles) were comprised of several smaller, repeated forms that came together to create the greater whole. Multiples and repetition were a common massing theme among the preferred sign images.

Lighting

When lighted images were selected, the preference was for soft, glowing, warmly-hued, star-like lighting that accentuated the mass-void of laser-cut structures.

Messaging

Although there were many signs selected that did not have prominent text or naming, there were several preferred signs that incorporated the community or destination name in the overall design. There was a strong preference for signs utilizing icons and images to convey amenities and directional information. Natural, organic forms also were preferred as a messaging/icon shorthand. The scale of messages was also consistent, with a preference for not too many messages on one sign - not too much clutter on the sign faces. Overly, the naming seems to take a secondary seat to a more prominent, sculptural statement that alludes to character, rather than direct naming.

Maps & Graphics

For more pedestrian-level signage, it appears that the overall style and design of the preferred signs was given preference over the signage content. In order to better understand community preferences for things like maps and historic/interpretive information, we will need to show more concrete examples during the preliminary design phase, and gauge the community desire for these elements during that time.

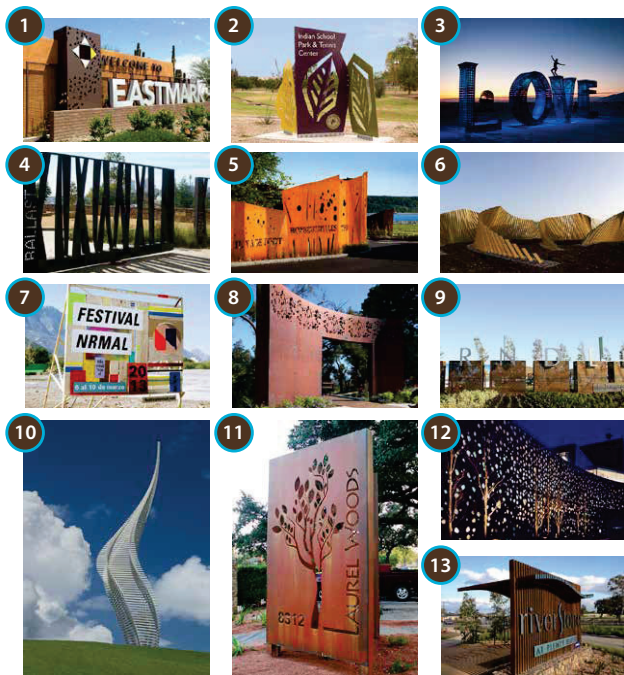
Scale

Even among the large gateway signs, there was a strong preference for more pedestrian-scaled and humbly sized signs. Although smaller signs were chosen, there were several images in which multiple signage elements created a larger sense of signage through having more than one stand-alone sign.



Gateway Images

The purpose of community gateways is to let people know they've arrived in Paonia



GATEWAY IMAGE COMMENTS AND DOT VOTES

#1 - Zero Dots

- Too busy – keep it simple
- This one reminds me too much of the city
- Avoid fads
- Too corporate!!!

#2 - 3 Dots

- Glass or reflective elements in something like this – catches the light and angled
- Joy – lightness – movement – openness
- Use the Paonia Creative District icon in something like this, and embed with glass
- Use Paonia cherries and 4th of July as symbols
- Font in this one doesn't match (the design character of the rest of the sign)

GATEWAY IMAGE COMMENTS AND DOT VOTES (CONTINUED)

#3 - 10 Dots

- ➔ No way too happyish
- ➔ Symbol/art instead of "Paonia" for gateway?
- ➔ Impossible
- ➔ This one is amazing
- ➔ Selfie sign – use the outline of Lambourne and Land's End mountains
- ➔ Amazing, I LOVE!!! It
- ➔ When did love become happyish – love it!

#4 - Zero Dots

- ➔ Negative feel
- ➔ Very unattractive

#5 - 1 Dot

- ➔ On the right track! (referring to the cutouts in the metal)
- ➔ Artistic – makes a statement
- ➔ Low maintenance

#6 - Zero Dots

- ➔ Not a sign
- ➔ Reminds me of the desert

#7 - Zero Dots

- ➔ Not
- ➔ No
- ➔ Nope
- ➔ Eesh

#8 - 4 Dots

- ➔ Mountainscape with eagles (pointing to the cut-outs at the top of the sign)
- ➔ Good (pointing to the cutouts at the top of the sign)
- ➔ Cutouts visually interesting
- ➔ Can the local forge make these?

#9 - 2 Dots

- ➔ Not too bad

#10 - 3 Dots

- ➔ No
- ➔ Eh
- ➔ This one is terrible

#11 - 22 Dots (most preferred)

- ➔ Cutout of the mountains (referring to the cutout design)
- ➔ Great start
- ➔ Metal signs – small, large
- ➔ Low maintenance
- ➔ Like the materials and the cutouts
- ➔ City logo in image (referring to the cutouts)
- ➔ Clean but airy and text easy to read
- ➔ Add amenity categories to this sign – shopping, dining, art, wineries, local food
- ➔ Don't like the box – organic edge?

#12 - 13 Dots

#13 - 6 Dots

- ➔ Unreadable
- ➔ Interesting/characterful font

#14 - 1 Dot

- ➔ Nope, this is not Central Park, NYC
- ➔ Like the new (river, town) park gateway
- ➔ Meh
- ➔ Like the arch aesthetic

#15 - 9 Dots

- ➔ Clever
- ➔ Riverpark animals repurposed feel – good for Paonia

#16 - 2 Dots

- ➔ Too generic

#17 - 11 Dots

- ➔ Texture and richness and origami feel
- ➔ Hawks (pointing to doves on sign)
- ➔ Beautiful & elegant
- ➔ Very artistic and unique
- ➔ Would love it to be kinetic and change with the seasons!
- ➔ Howzabout a...wait for it...PEONY!!!

#18 - 1 Dot

- ➔ Too industrial
- ➔ Too contemporary

#19 - 11 Dots

- Like the idea of SYMBOL instead of "Paonia"
- Could be incorporated into local art (e.g. Strands weaving)

#20 - 5 Dots

- Unreadable

#21 - 1 Dot

- Too Denver/Boulder-ish
- Retro – old-fashioned – something more funky?

Auto Signs

The purpose of auto signage is to navigate people to places in Paonia who are driving



AUTO SIGN IMAGE COMMENTS AND DOT VOTES

#22 - 5 Dots

#23 - Zero Dots

#24 - 9 Dots

- Hello, my name is FUGLY

#25 - 12 Dots

- Cute!

#26 - 3 Dots

- Very clean - easy to read
- Too sterile – not unique enough for our town

#27 - 1 Dot

- No (check mark, blue dot)

#28 - 3 Dots

- Yes – low maintenance materials
- Easy to read – large font size
- No

#29 - 7 Dots

- Makes me feel like I'm in the forest
- This one is very cute for our signs in Paonia
- Even this along highway?
- Like the Delta pointing signs (this is similar)
- No

Pedestrian Signs

The purpose of pedestrian signage is to navigate people to places in town who are walking



PEDESTRIAN SIGNS IMAGE COMMENTS AND DOT VOTES

#30 - Zero Dots

- Too much like a hospital – SECOND
- YES!!!
- Triangular kiosk style sign and poster boards on a couple of corners

#31 - 2 Dots

- Wood <3 <3
- No images boo
- Historic images on top or part of sign?
- Yakisugi burnt cedar
- YAY historic pix!

#32 - 2 Dots

- Natural materials and a map

#33 - 1 Dot

- Map – special interest info – nice slim signage profile

#34 - 5 Dots

#35 - 18 Dots

- Bad font
- This one is very cute and suits our town
- Mimic the new park signs – sidewalk arch
- On Grand Ave – can we incorporate art into poles, bridges – gateway at bridge
- Bridge on Samuel will be redone – new bridge art!
- I would want the sign to just say Paonia

#36 - Zero Dots

#37 - 1 Dot

- Too busy

#38 - 1 Dot

- Lame

Bike/Trail Signs

The purpose of bike/trail signage is to help encourage biking & hiking in and around Paonia



BIKE/TRAIL SIGNS IMAGE COMMENTS AND DOT VOTES

#40 - 4 Dots

- Too national park-ish
- Like this one

#41 - 7 Dots

- Interesting shadows
- Good at the River Park
- No
- Interpretive and nature signs
- Natural feel <3 <3

#42 - Zero Dots

- Too generic!!!
- Consider referring bike/hike rural pathway and farm/wine visiting signage near 'The Warm Farm' in Wisconsin and Willamette Valley in Oregon
- <3

#43 - 9 Dots

- Circle is nice
- Simplicity and cost – important

#44 - 4 Dots

- Not 'country' enough

#45 - 10 Dots

- Overhang is nice, and nice materials
- Info & history 'storytelling' and nature info
- Super useful for town
- Places and events – need an info point
- Thanks in advance for going with local
- Just metal or just wood...MIX is better

#46 - 5 Dots

#47 - Zero Dots

- No

#48 - Zero Dots

BIKE/TRAIL SIGNS IMAGE COMMENTS AND DOT VOTES (CONTINUED)

#49 - 3 Dots

- ➔ Needs a roof
- ➔ Awning with shade draws people in (yes, blue sticker dot)
- ➔ Too industrial and like oil and gas – no

#50 - 3 Dots

- ➔ See through it – good
- ➔ Cutouts that capture the views

#51 - Zero Dots

- ➔ No
- ➔ YES!!

INTERPRETIVE SIGNS IMAGE COMMENTS AND DOT VOTES

#52 - 7 Dots

- ➔ Nice but unreadable

#53 - Zero Dots

- ➔ Cool technique

#54 - 14 Dots

- ➔ Rocks (with a drawing of a rock)
- ➔ Different groups in town – what are their stories?
- ➔ Fused glass in openings
- ➔ Tell the historic story of the town
- ➔ Could these be glass in the openings (some)?
- ➔ Circles look like nodes
- ➔ Like the in-depth story design

#55 - 5 Dots

- ➔ Not practical
- ➔ YES please!
- ➔ Natural materials local

#56 - Zero Dots

- ➔ No
- ➔ Big city artsy

Interpretive

Historic signage that illustrates the themes and stories of Paonia's history, culture, and people



#57 - Zero Dots

- ➔ No (blue sticker dot)

#58 - 9 Dots

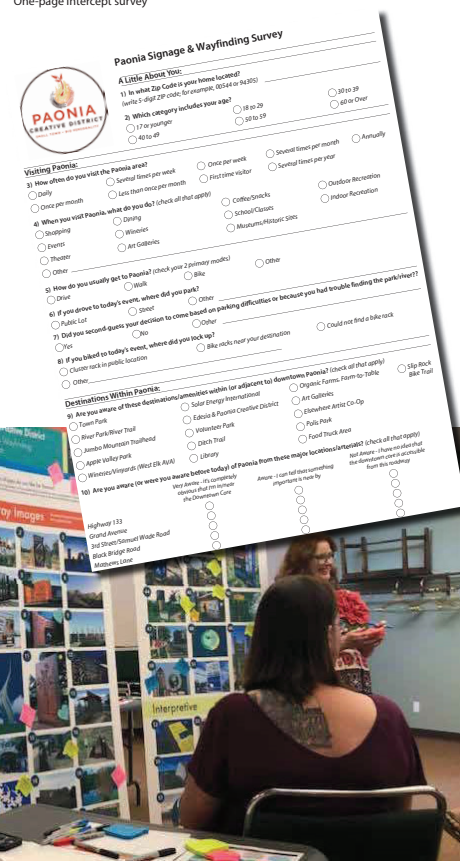
- ➔ Too bulky

#59 - Zero Dots

- ➔ Great start
- ➔ For historic info

During the June 2, 2018 River Park Festival event, the design team hosted a project information point and asked visitors to complete a one-page survey that asked questions about visitor's knowledge and experience with Paonia destinations. The goal of the project information point was to provide a drop-in location for members of the Paonia community to talk about their ideas, direction, and goals for the new community signage.

In order to provide additional opportunities for input, the design team hosted a project info station in conjunction with the 'River Park Festival,' a planned community event that was marketed broadly. For this event, the design team set up a booth in River Park, and talked with people about the new Paonia signage project. In addition to introducing the project and asking people to complete the intercept survey, the design team also asked visitors if this was their first time visiting Paonia, and if they had any difficulty locating the River Park area and other community assets. The design team also asked visitors if they were aware of some of the other regional and community amenities within the larger Paonia area.

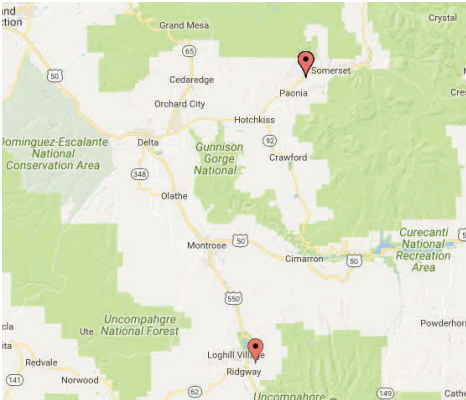
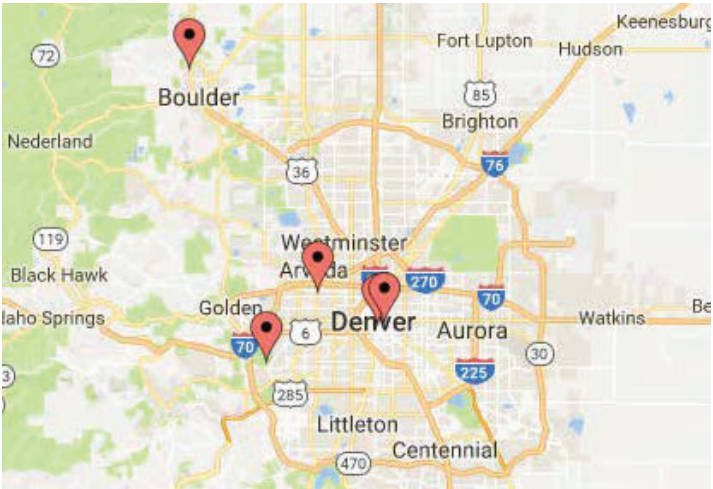


INTERCEPT SURVEY RESULTS

'A Little About You' Question Responses

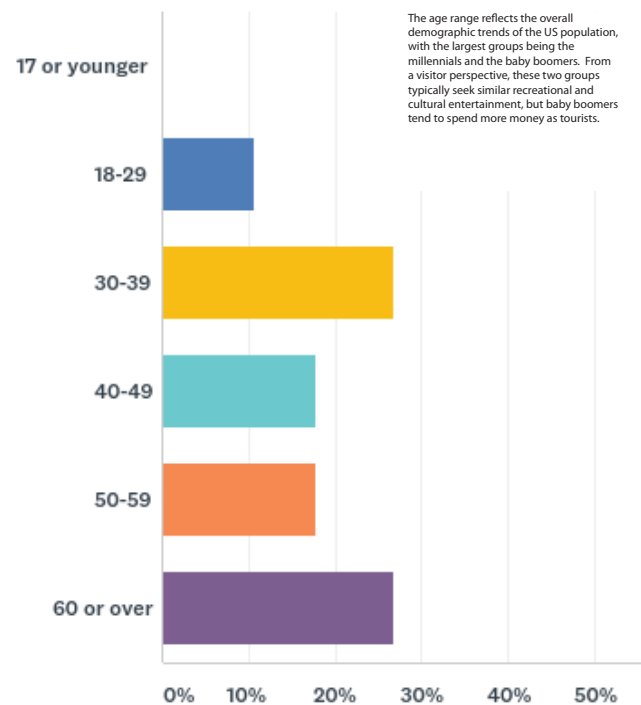
This question section helped establish the demographic profiles of survey-takers, including where they live and their age range. This information is useful on it's own (it's especially helpful to understand where visitors to Paonia are coming from), but it's also an important metric to use in correlation with the other data fields, such as how frequently people visit Paonia and the North Fork Valley, and how aware they are of different regional and local destinations/amenities.

Question 1: In what zip code is your home located?

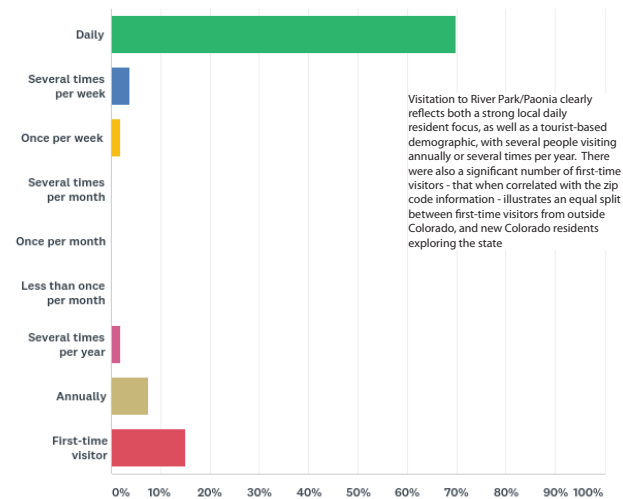


Tracking the zip codes of visitors who completed the River Park Intercept survey illustrates the appeal of the Paonia area to local, regional, statewide, and nationwide tourists. During conversations with the survey-takers, many of the tourists from other states said they'd come to Colorado to enjoy the outdoors, but were looking for other things to do to enrich their holiday.

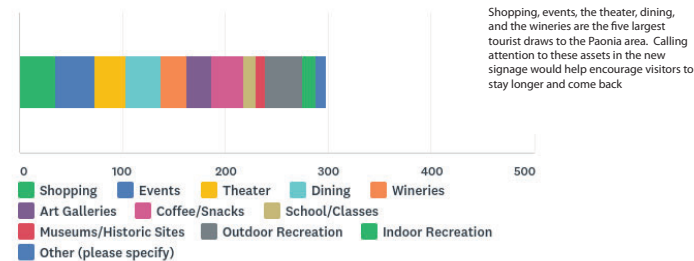
Question 2: Which category includes your age?



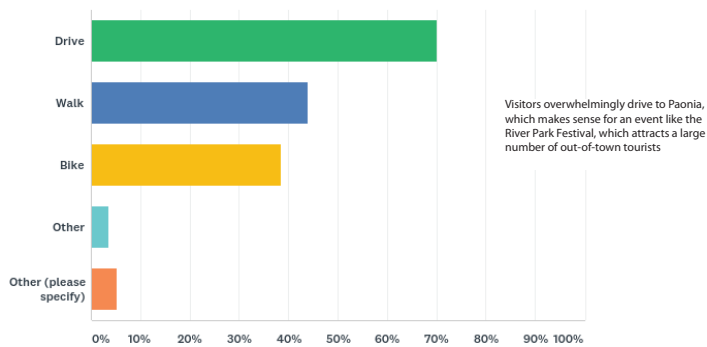
Question 3: How often do you visit Paonia?



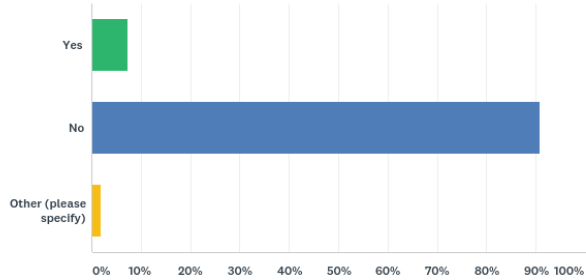
Question 4: When you visit Paonia, what do you do?



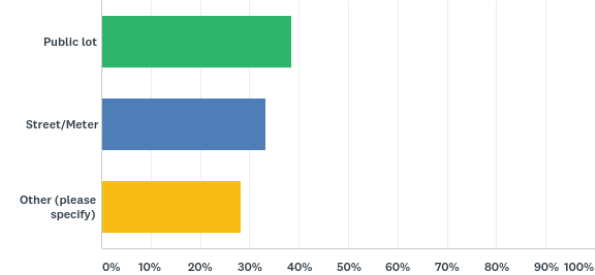
Question 5: How do you usually get to Paonia?



Question 7: Did you second-guess your decision based on parking difficulties or because you had trouble finding the park/river?

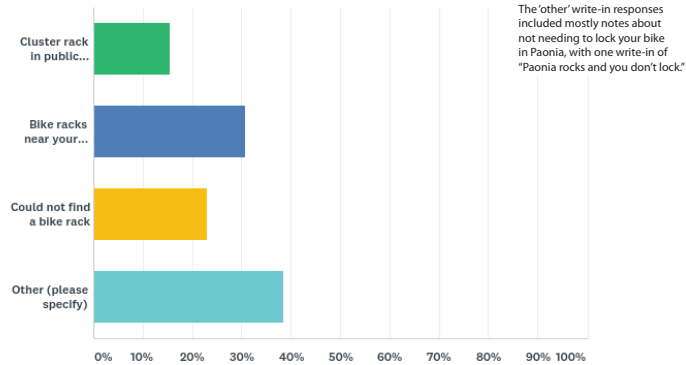


Question 6: If you drove to today's event, where did you park?

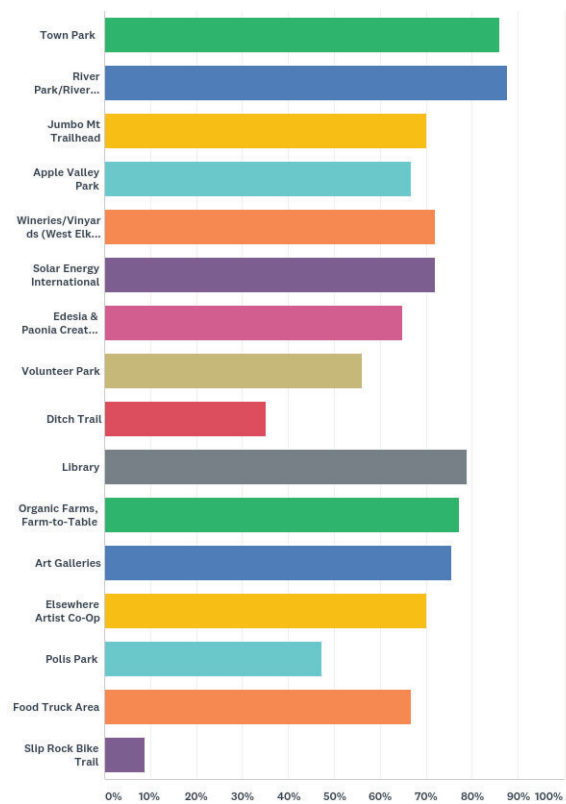


In addition to parking in the public lot or on the street, visitors to the River Park Festival also wrote in that they parked at the High School (10 responses), or 'in town' (1 response).

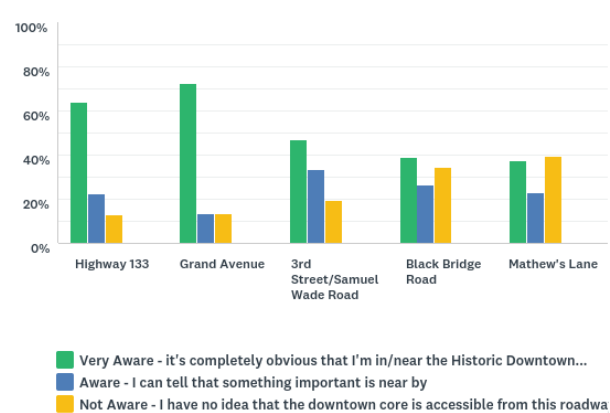
Question 8: If you biked to today's event, where did you lock up?



Question 9: Are you aware of these destinations/amenities within Paonia?



Question 10: Are you aware (or were you aware before today) of Paonia from these major locations/arterials?



03

Context Analysis

REGULATORY AGENCIES SIGNAGE STANDARDS

CDOT

With a major highway running perpendicular to its main streets, Paonia is heavily influenced by highway traffic and highway signage standards. Currently, several businesses within Paonia advertise along Highway 133, using the CDOT-approved blue highway signage. These signs allow for the business name, direction, and distance, and help let travelers know there are amenities on offer near 133.

In order to celebrate the community amenities and help direct travelers into Paonia, updating the highway signage will be a critical recommendation of the new signage and wayfinding plan. More than any other sign type, these highway signs will help raise awareness of, and interest in, visitor and tourist traffic in the Paonia area.

Blue CDOT Private Business Signage

Existing private business advertising and directional signage located along Highway 133



CDOT - Type 4 Political Boundary/Identification Signs (from the CDOT 2012 Guide Signing Policies and Procedures)

From a regulatory standpoint, CDOT currently classifies larger gateway signs as a 'Type 4' Political Boundary/Identification signs. In order to design a new 'Type 4' gateway sign, the following regulations must be honored:

- The signs must be designed in good taste
- The signs must be sponsored by a local government, and accompanied by a resolution from the local governing body
- The signs must adhere to the guidelines from Table 1 (shown opposite)

CDOT - Type 4 Political Boundary/Identification Sign Examples (from the CDOT 2012 Guide Signing Policies and Procedures)



CDOT - Type 4 Political Boundary/Identification Sign Requirement Chart (from the CDOT 2012 Guide Signing Policies and Procedures)

The guidelines for **TYPE 3** and **TYPE 4** signs are shown below in **Table 1**:

Requirements	Type 3	Type 4
All sign requests must be in writing to Region Traffic Engineer (or Designee).	■	■
The sign layout shall consist of four sets of detailed plans showing sign face, post(s) [if applicable], lettering, construction details, dimensions (including distance from edge of paved shoulder, location and colors, etc.). The four sets of the sign layout and the sign location (with dimensions shown from the edge of asphalt), along with a permit application, shall be submitted to CDOT for review and comment.	■	■
All location of the signs shall be determined by CDOT with input from the entity. Final locations of the signs shall be determined by CDOT so that the signs are outside the clear zone and a minimum of 30 feet from the edge of the paved shoulder, unless the sign is located behind guardrail.	■	■
One boundary sign shall be placed in each direction of each state highway that crosses the boundary of the entity on the right-hand side of the roadway it faces.	■	■
The signs shall be located within ¼ mile of the entity's boundary, and the first intersection/interchange encountered after passing the sign must lead to that entity.		■
Maximum area of the sign face.	32 SF	150 SF
No commercial logos or advertising is allowed on the signs or support, including acknowledgements or sponsorship.	■	■
No personal acknowledgements to the mayor, councilors, etc. are allowed on signs or supports.	■	■
Signs shall have neutral colors only.	■	■
*Sign material shall be 1.5 inches thick Signfoam II or comparable material.	■	
Signs shall have the look of a wooden sandblasting sign.	■	
Signs to be erected on 4"x4" wooden post(s), maximum, coated with oil-based enamel paint.	■	
All sign posts shall be directly buried 36 inches into the ground, but not in concrete.	■	
Bottom of sign shall be set at minimum height of 18 inches above ground.	■	
No electrical lines shall be installed for the sign.	■	■
Signs shall be officially authorized by local ordinance or resolution.	■	■
All installation and maintenance of signs shall be done by the entity. A minimum radius of 20 feet around the sign and surrounding area shall also be maintained (grass-mowed, etc.) by the entity.	■	■
Any future relocation and/or removal of the signs due to roadway improvements shall be the responsibility of the entity.	■	■
No access from interstate/freeway will be allowed for installation	■	■

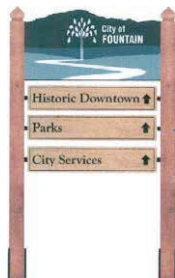
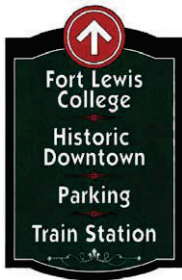
*Signfoam II is a high density urethane material that won't shrink or crack from changing weather conditions

CDOT - Community Wayfinding Signs (from the CDOT 2012 Guide Signing Policies and Procedures)

Because it will also be important to have community wayfinding signs along the state highways leading into Paonia, the CDOT regulations for "Community Wayfinding Signs" are also important to understand. For these wayfinding signs, the following standards must be honored:

- Community wayfinding signs should adhere to the guidelines contained in Section 2D.50 of the 2009 MUTCD
- Applications and a color drawing of the sign(s) shall be submitted to the appropriate CDOT Region Traffic Engineer for initial review and approval prior to fabricating the sign
- The sign supports shall be breakaway wooden posts
- The location of the sign shall be approved by CDOT personnel
- CDOT permits will be required prior to installing the sign
- Signs installed shall be the sole responsibility of the entity installing the signs

CDOT - Community Wayfinding Sign Examples (from the CDOT 2012 Guide Signing Policies and Procedures)



Section 2D.50 of the 2009 MUTCD

Section 2D.50 Community Wayfinding Signs

Support:

01 Community wayfinding guide signs are part of a coordinated and continuous system of signs that direct tourists and other road users to key civic, cultural, visitor, and recreational attractions and other destinations within a city or a local urbanized or downtown area.

02 Community wayfinding guide signs are a type of destination guide sign for conventional roads with a common color and/or identification enhancement marker for destinations within an overall wayfinding guide sign plan for an area.

03 Figures 2D-18 through 2D-20 illustrate various examples of the design and application of community wayfinding guide signs.

Figure 2D-18 Examples of Community Wayfinding Guide Signs

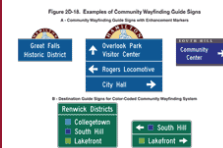


Figure 2D-19 Example of a Community Wayfinding Guide Sign System Showing Direction from a Freeway or Expressway

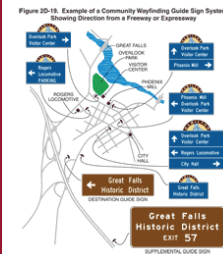
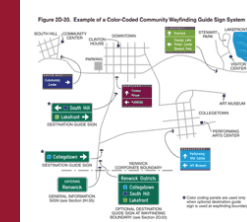


Figure 2D-20 Example of a Color-Coded Community Wayfinding Guide Sign System



- Standard:**
- 04 The use of community wayfinding guide signs shall be limited to conventional roads. Community wayfinding guide signs shall not be installed on freeway or expressway mainlines or ramps. Direction to community wayfinding destinations from a freeway or expressway shall be limited to the use of a Supplemental Guide sign (see [Section 2E.35](#)) on the mainline and a Destination sign (see [Section 2D.37](#)) on the ramp to direct road users to the area or areas within which community wayfinding guide signs are used. The individual wayfinding destinations shall not be displayed on the Supplemental Guide and Destination signs except where the destinations are in accordance with the State or agency policy on Supplemental Guide signs.
- 05 Community wayfinding guide signs shall not be used to provide direction to primary destinations or highway routes or streets. Destination or other guide signs shall be used for this purpose as described elsewhere in this Chapter and shall have priority over any community wayfinding sign in placement, prominence, and conspicuity.
- 06 Because regulatory, warning, and other guide signs have a higher priority, community wayfinding guide signs shall not be installed where adequate spacing cannot be provided between the community wayfinding guide sign and other higher priority signs. Community wayfinding guide signs shall not be installed in a position where they would obscure the road users' view of other traffic control devices.
- 07 Community wayfinding guide signs shall not be mounted overhead.
- Guidance:**
- 08 If used, a community wayfinding guide sign system should be established on a local municipal or equivalent jurisdictional level or for an urbanized area of adjoining municipalities or equivalent that form an identifiable geographic entity that is conducive to a cohesive and continuous system of signs. Community wayfinding guide signs should not be used on a regional or statewide basis where infrequent or sparse placement does not contribute to a continuous or coordinated system of signing that is readily identifiable as such to the road user. In such cases, Destination or other guide signs detailed in this Chapter should be used to direct road users to an identifiable area in which the type of eligible destination described in [Paragraph 1](#) is located.
- Support:**
- 09 The specific provisions of this Section regarding the design of community wayfinding sign legends apply to vehicular community wayfinding signs and do not apply to those signs that are intended only to provide information or direction to pedestrians or other users of a sidewalk or roadside area.

- Guidance:**
- 10 Because pedestrian wayfinding signs typically use smaller legends that are inadequately sized for viewing by vehicular traffic and because they can provide direction to pedestrians that might conflict with that appropriate for vehicular traffic, wayfinding signs designed for and intended to provide direction to pedestrians or other users of a sidewalk or other roadside area should be located to minimize their conspicuity to vehicular traffic. Such signs should be located as far as practical from the street, such as at the far edge of the sidewalk. Where locating such signs farther from the roadway is not practical, the pedestrian wayfinding signs should have their conspicuity to vehicular traffic minimized by employing one or a combination of the following methods:
- A. Locating signs away from intersections where high-priority traffic control devices are present.
 - B. Facing the pedestrian message toward the sidewalk and away from the street.
 - C. Cantilevering the sign over the sidewalk if the pedestrian wayfinding sign is mounted at a height consistent with vehicular traffic signs, removing the pedestrian wayfinding signs from the line of sight in a sequence of vehicular signs.
- 11 To further minimize their conspicuity to vehicular traffic during nighttime conditions, pedestrian wayfinding signs should not be retroreflective.
- Support:**
- 12 Color coding is sometimes used on community wayfinding guide signs to help road users distinguish between multiple potentially confusing traffic generator destinations located in different neighborhoods or subareas within a community or area.
- Option:**
- 13 At the boundaries of the geographical area within which community wayfinding guide signing is used, an informational guide sign (see [Figures 2D-18](#) and [2D-20](#)) may be posted to inform road users about the presence of wayfinding signing and to identify the meanings of the various color codes or pictographs that are being used.
- Standard:**
- 14 These informational guide signs shall have a white legend and border on a green background and shall have a design similar to that illustrated in [Figures 2D-1](#) and [2D-18](#) and shall be consistent with the basic design principles for guide signs. These informational guide signs shall not be installed on freeway or expressway mainlines or ramps.
- 15 The color coding or a pictograph of the identification enhancement markers of the community wayfinding guide signing system shall be included on the informational guide sign posted at the boundary of the community wayfinding guide signing area. The color coding or pictographs shall apply to a specific, identifiable neighborhood or geographical subarea within the overall area covered by the community wayfinding guide signing. Color coding or pictographs shall not be used to distinguish between different types of destinations that are within the same designated neighborhood or subarea. The color coding shall be accomplished by the use of different colored square or rectangular panels on the face of the informational guide sign, each positioned to the left of the neighborhood or named geographic area to which the color-coding panel applies. The height of the colored square or rectangular panels shall not exceed two times the height of the upper-case letters of the principal legend on the sign.
- Option:**
- 16 The different colored square or rectangular panels may include either a black or a white (whichever provides the better contrast with the color of the panel) letter, numeral, or other appropriate designation to identify the destination.
- 17 Except for the informational guide sign posted at the boundary of the wayfinding guide sign area, community wayfinding guide signs may use background colors other than green in order to provide a color identification for the wayfinding destinations by geographical area within the overall wayfinding guide signing system. Color-coded community wayfinding guide signs may be used with or without

Section 2D.50 of the 2009 MUTCD (continued)

the boundary informational guide sign displaying corresponding color-coding panels described in Paragraphs 13 through 16. Except as provided in Paragraphs 18 and 19, in addition to the colors that are approved in this Manual for use on official traffic control signs (see Section 2A.10), other background colors may also be used for the color coding of community wayfinding guide signs.

Standard:

18 The standard colors of red, orange, yellow, purple, or the fluorescent versions thereof, fluorescent yellow-green, and fluorescent pink shall not be used as background colors for community wayfinding guide signs, in order to minimize possible confusion with critical, higher-priority regulatory and warning sign color meanings readily understood by road users.

19 The minimum luminance ratio of legend to background for community wayfinding guide signs shall be 3:1.

20 All messages, borders, legends, and backgrounds of community wayfinding guide signs and any identification enhancement markers shall be retroreflective (see Sections 2A.07 and 2A.08).

Guidance:

21 Community wayfinding guide signs, exclusive of any identification enhancement marker used, should be rectangular in shape. Simplicity and uniformity in design, position, and application as described in Section 2A.06 are important and should be incorporated into the community wayfinding guide sign design and location plans for the area.

22 Community wayfinding guide signs should be limited to three destinations per sign (see Section 2D.07).

23 Abbreviations (see Section 1A.15) should be kept to a minimum, and should include only those that are commonly recognized and understood.

24 Horizontal lines of a color that contrasts with the sign background color should be used to separate groups of destinations by direction from each other.

Support:

25 The basic requirement for all highway signs, including community wayfinding signs, is that they be legible to those for whom they are intended and that they be understandable in time to permit a proper response. Section 2A.06 contains additional information on the design of signs, including desirable attributes of effective designs.

Guidance:

26 Word messages should be as brief as practical and the lettering should be large enough to provide the necessary legibility distance.

Standard:

27 The minimum specific ratio of letter height to legibility distance shall comply with the provisions of Section 2A.13. The size of lettering used for destination and directional legends on community wayfinding signs shall comply with the provisions of minimum letter heights as provided in Section 2D.06.

28 Interline and edge spacing shall comply with the provisions of Section 2D.06.

29 Except as provided in Paragraph 31, the lettering style used for destination and directional legends on community wayfinding guide signs shall comply with the provisions of Section 2D.05.

30 The lettering for destinations on community wayfinding guide signs shall be a combination of lower-case letters with initial upper-case letters (see Section 2D.05). All other word messages on community wayfinding guide signs shall be in all upper-case letters.

Option:

31 A lettering style other than the Standard Alphabets provided in the "Standard Highway Signs and Markings" book may be used on community wayfinding guide signs if an engineering study determines that the legibility and recognition values for the chosen lettering style meet or exceed the values for the Standard Alphabets for the same legend height and stroke width.

Standard:

32 Except for signs that are intended to be viewed only by pedestrians, bicyclists stopped out of the flow of traffic, or occupants of parked vehicles, Internet and e-mail addresses, including domain names and uniform resource locators (URL), shall not be displayed on any community wayfinding guide sign or sign assembly.

33 The arrow location and priority order of destinations shall follow the provisions described in Sections 2D.08 and 2D.37. Arrows shall be of the designs provided in Section 2D.08.

Option:

34 Pictographs (see definition in Section 1A.13) may be used on community wayfinding guide signs.

Standard:

35 If a pictograph is used, its height shall not exceed two times the height of the upper-case letters of the principal legend on the sign.

36 Except for pictographs, symbols that are not approved in this Manual for use on guide signs shall not be used on community wayfinding guide signs.

37 Business logos, commercial graphics, or other forms of advertising (see Section 1A.01) shall not be used on community wayfinding guide signs or sign assemblies.

Option:

38 Other graphics that specifically identify the wayfinding system, including identification enhancement markers, may be used on the overall sign assembly and sign supports.

Support:

39 An enhancement marker consists of a shape, color, and/or pictograph that is used as a visual identifier for the community wayfinding guide signing system for an area. Figure 2D-18 shows examples of identification enhancement marker designs that can be used with community wayfinding guide signs.

Option:

40 An identification enhancement marker may be used in a community wayfinding guide sign assembly, or may be incorporated into the overall design of a community wayfinding guide sign, as a means of visually identifying the sign as part of an overall system of community wayfinding signs and destinations.

Standard:

41 The sizes and shapes of identification enhancement markers shall be smaller than the community wayfinding guide signs themselves. Identification enhancement markers shall not be designed to have an appearance that could be mistaken by road users as being a traffic control device.

Guidance:

42 The area of the identification enhancement marker should not exceed 1/5 of the area of the community wayfinding guide sign with which it is mounted in the same sign assembly.

04

Existing Conditions

EXISTING CONDITIONS OVERVIEW

In order to design the new signage system, it's important to understand the existing conditions within Paonia - the current signage types and locations, and the routes and destinations that are important to help emphasize to tourists and visitors. During the design week, an analysis of the Paonia area was completed, using photos to help illustrate the different sign types. The following summary draws attention to what's important to consider when designing the new signage and wayfinding plan.

Highway Signage

Being aware of Paonia from the major arterials that surround it is perhaps the most important function of the new community signage. The existing highway signs are limited to either CDOT-designed destination and amenity signs (the green and brown signage), or private business signage that is either the blue CDOT signs that can be rented on a yearly basis (in the public right-of-way), or custom-designed signage installed in private land adjacent to the highway.

In order to better announce and celebrate arrival into Paonia, the new signage and wayfinding plan will include larger gateway signs at major entrances into town, and auto directional signs within the CDOT right-of-way that point to the larger destinations and character areas ("Historic Downtown" and "Town Park", for example).



The existing highway signage is a mixture of CDOT signage and private business advertisement signage

EXISTING CONDITIONS OVERVIEW

Existing Paonia Signage - Town Park/River Park

Over the course of the design week, many members of the community mentioned the newly-constructed signs at Town Park and River Park, commenting on how much they liked the character and materials of these signs, and expressing their hope that the new signage palette will draw from and coordinate with these existing signs.

The new signs were constructed locally, and fabricated from naturally-rusting steel. Their most prominent character feature are the 'swoop' at the top of the arches, and the intricately crafted whimsical elements added to the signs (also rendered in naturally rusting steel). Overall, there is a strong sculptural quality to the existing signage, which is combined with robust and bold forms.



EXISTING CONDITIONS OVERVIEW

Existing Paonia Signage - Private Signage Character

The character of Paonia's private business signage reflects both the nature of the business, as well as its location within the community. For the businesses along Grand Avenue and within the downtown core, the signage is much more pedestrian-scaled and detailed, whereas the signage along the major highways leading into town is understandably much larger and bolder. In order to help advertise the highway destinations in a more coherent/consistent way, the new signage will encourage the creation of a 'Paonia' branded highway sign, which will have space for each Paonia business to advertise. This type of multi-tenant highway sign could also support the existing blue CDOT sign blades, allowing them to be installed under the larger 'Paonia' banner-head.



EXISTING CONDITIONS OVERVIEW

Existing Paonia Signage - Private Signage Character
(continued)



Existing Paonia Signage - Murals and Artistic Signage

Historically (and currently expanding in presence), artistic murals and artistic embellishments to walls and structures within Paonia have been undertaken, and over time many of these pieces have become beloved community touchstones. In keeping with this tradition, the new signage palette can include recommendations for new mural projects, such as utilizing a mural on the open wall between Town Hall and the walkway connecting Grand Avenue to the public parking lot. A mural here would help to call attention to this parking lot and its pedestrian access point.

A mural on the blank wall adjacent to Town Hall and the pedestrian walkway that connects the sidewalk to the parking lot behind the building could include artistic directional information highlighting the parking lot.



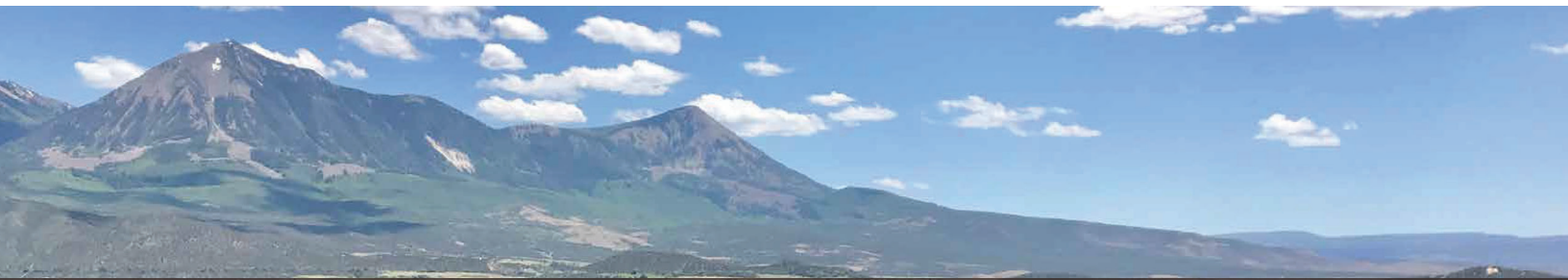
EXISTING CONDITIONS OVERVIEW

Information-Point Locations

Without a Visitor Center, Paonia relies on a number of ways to spread information to tourists and visitors about the amenities, destinations, and happenings in and around town. There is currently an informational display located within one of the private businesses downtown, and a short-term idea for creating an info point could be renting a larger space for this info display in the current business, and funding a part-time staff person to be on-site to help tourists and visitors discover Paonia.

Beyond this temporary solution, there are several key areas in the downtown where informational kiosk-type signs could help provide mapping, brochures/flyer's, and thematically organized amenity information that would be available to visitors 24/7. The most prominent location for this type of info-point is at the intersection of Grand Avenue and 3rd Street, but secondary info points could also be designed for Polous Park, in Town Park, and at River Park. Ideally, these info points will be designed as natural gathering places, with shade, seating, and public art to draw people in and let them take in information at their leisure.





Signage & Wayfinding Design Development

The preliminary signage and wayfinding design draws from feedback and direction received from a wide variety of stakeholders, community members, merchants, property owners, artists, historians and people walking, hiking, biking and shopping in the Paonia area. As the conversations regarding preliminary design ideas progressed, the importance of being true to the intrinsic character of Paonia was at the forefront of every discussion. To this end, the preliminary design ideas – both large and small – grew from an increasingly deeper awareness of what it means to be in Paonia, and how to bring this sense of place to life in the signage and wayfinding program. At a basic level, the signage was developed to provide clarity regarding what is available in Paonia, and how to negotiate within the physical environment to find these resources, amenities and destinations. However, beyond the fundamental need for directional legibility, the signage also evolved into a means of bringing the underlying history and sense of place of the Paonia community to light.



05 Messaging Plan

MESSAGING PLAN - COMMUNITY DESTINATIONS & AMENITIES

Destinations form the backbone of a community signage & wayfinding system. Creating a list of special places and amenities tells a story about community character and values, and helps to attract visitors and resources to unique and memorable places. During the community design week, stakeholder participants were asked about the destinations within/around Paonia that should be referenced with the new signage. The maps and the listed categories on the banner were used to help encourage stakeholders to share what they would like the new signage to highlight and direct visitors to (using sticky notes and dots to locate and name destinations & amenities).

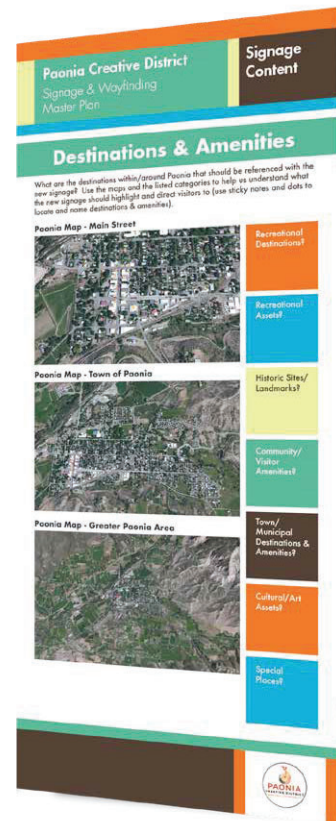
DESTINATIONS & AMENITIES COMMENTS AND DOT VOTES

Character

- Reinvest from past
- Downtown is real and active – highlight from the major entrances

Signage Needs

- Destination signage for parks and trails
- How to find (hike to) the "P"
- Can we create a trail loop? This may need to include trails through private land
- Definitely signage that helps walkers and bikers stay safe from high speed traffic
- Bike Maps – on-street, off-street (Jumbo Mt), mechanical/ motorized biking areas, road biking routes for Mathews/Back River and Stewart/Crawford (maybe use the ski run ranking system to designate the level of bike trail difficulty)
- Information Kiosk (also paper maps for businesses) – Polous Park, Town Park
- Farm tour signage
- 2nd and 3rd access a number of important destinations – how can signs help point down these streets?



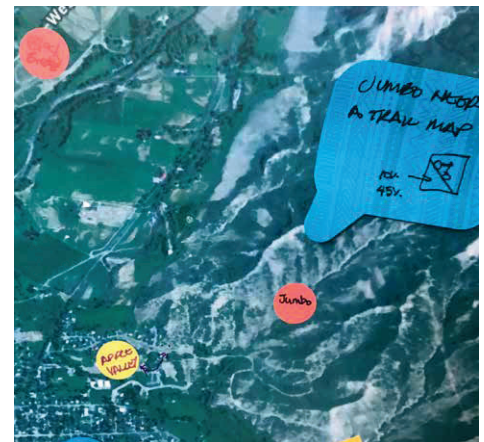
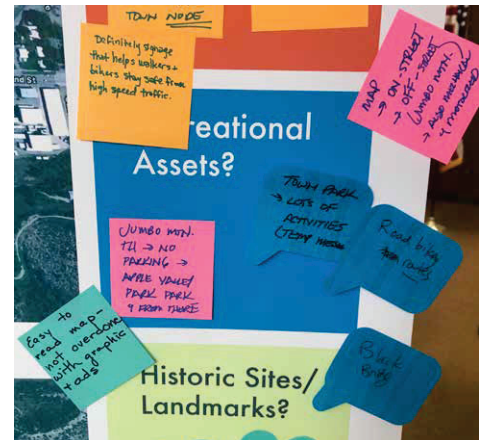
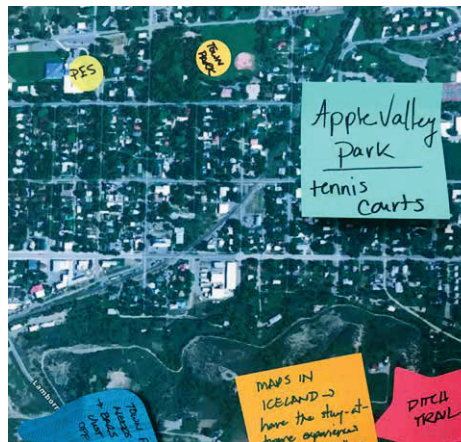
Destination banner that was on display during the Design Week

DESTINATIONS & AMENITIES COMMENTS AND DOT VOTES (CONTINUED)

Destinations

- Farm stands
- Orchards open to the public
- Wineries (indicate if they have café's restaurants, tasting rooms)
- The producers out of town
- Elsewhere artist co-op/artist residency
- Small potatoes bakery/farm
- Lodging/B&B/Inn (on the map?)
- Garvin Mesa Loop (road to several wineries/farms)
- West Elk AVA (one of two AVA's in the state)
- Steven's Gulch – public lands access
- Slip rock bike trail (people come with large trailers)
- Town Park (natural swamp cooler – interpret this story, important town node, potential kiosk and temporary messaging area, tennis courts, restrooms, historic/interpretive information, picnic areas)
- Black Bridge
- Museums (by River Park)
- Cemeteries
- Solar Energy International (free tours, car charging, classes)
- Car Charging Stations (SEI)
- Library (wifi, restrooms)
- Gas Stations (the historic gas station in the downtown area is charming and unique)
- Earth-Friendly Supplies (Lamborn Mesa)
- Schools (high school, elementary school, safe routes to school)
- Farms
- VRBO/B&B signage (to show their registered)
- Apple Valley Park (tennis courts, restrooms, disc golf, access to Mt Jumbo trails)
- Edesia (bakery, community kitchen/restaurant/live music)
- Volunteer Park (baseball fields)
- Jumbo Mt Trailhead/trails (needs a trail/bike map, and better parking management)
- Black Bridge
- Stevens Gulch
- Land's End (sculpture foundry)
- Delicious Orchards (Big B's)
- Ditch Trail (are there 2?)
- PES
- Vo-Tech
- River Park (2 museums, restrooms, interpretive information, river access, USCC trails – make a loop, parking)
- Dependable Lumber
- Laundry mat
- Paradise Theater
- Polous Park
- Walk-in Clinic
- Bread Works
- NFSIS
- PES
- Blue Sage Center for the Arts
- Food Truck area

Written notes collected from stakeholders during the Design Week

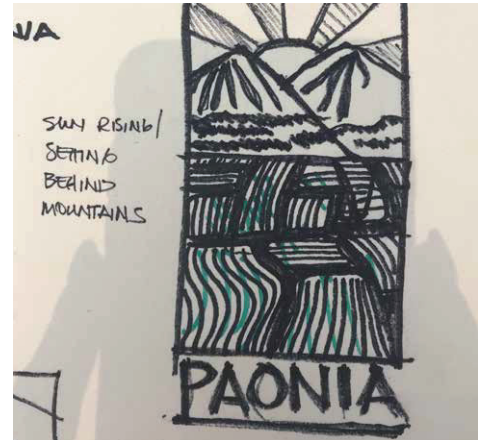


06

Preliminary Design Options

PRELIMINARY DESIGN OPTIONS

Drawing from the background research and community outreach, the design team created three (3) options for the new Paonia signage palette, for the community to review. These initial hand-drawn sketches were reviewed by community members, and the preliminary designs emerged from these discussions.



DESIGN OPTION A - FRUIT LABEL NOSTALGIA

Option A Overview - Fruit Label Nostalgia

Option A builds on Paonia's agricultural history, and its industrial materials and rough-hewn character. Designed to reflect a reference to historic fruit label packages from the early 1900's, the design of the sign panels and their details focus on color and a strong graphic presence, all mounted into a naturally rusting corten frame. The corten frame of Option A also allows for light to pass through the sign, and create shadow patterns on the surrounding groundplane.

The naturally weathering corten steel is accented with bolted connections that emphasize the links between bands, as well as the industrial character of this design option. In contrast to the rough character of the sign body, the top of each sign is accented with colorful painted graphics that help celebrate Paonia's character.

Option A Materials

- Corten Steel Interwoven Bolted Lattice (at base)
- Corten Steel Framework
- Burnished Brass Goose-neck Lighting (in a barn-like rustic style)
- Painted Wood Signage Panel (layered to create depth - each color a different layer)
- Laminate Panels (maps)
- Dimensional Lettering



Primary Gateway

DESIGN OPTION A - FRUIT LABEL NOSTALGIA



DESIGN OPTION B - ART GLASS ACCENTS

Option B Overview - Art Glass Accents

Option B reflects the connections and strong sense of art, openness, and community present in Paonia. Accented by rounded art glass elements surrounded and protected by a steel edge, the signs in this family express a more delicate and open character, highlighted by the dynamic movement of light through the art glass elements.

Similar to the new signage for River Park and Town Park, this signage family utilizes a rounded steel arch at the top of the signs. The art glass elements also echo the finely detailed and whimsical elements found in association with the River Park archway and metal railing designs, further tying this design into the existing signage palette of Paonia.

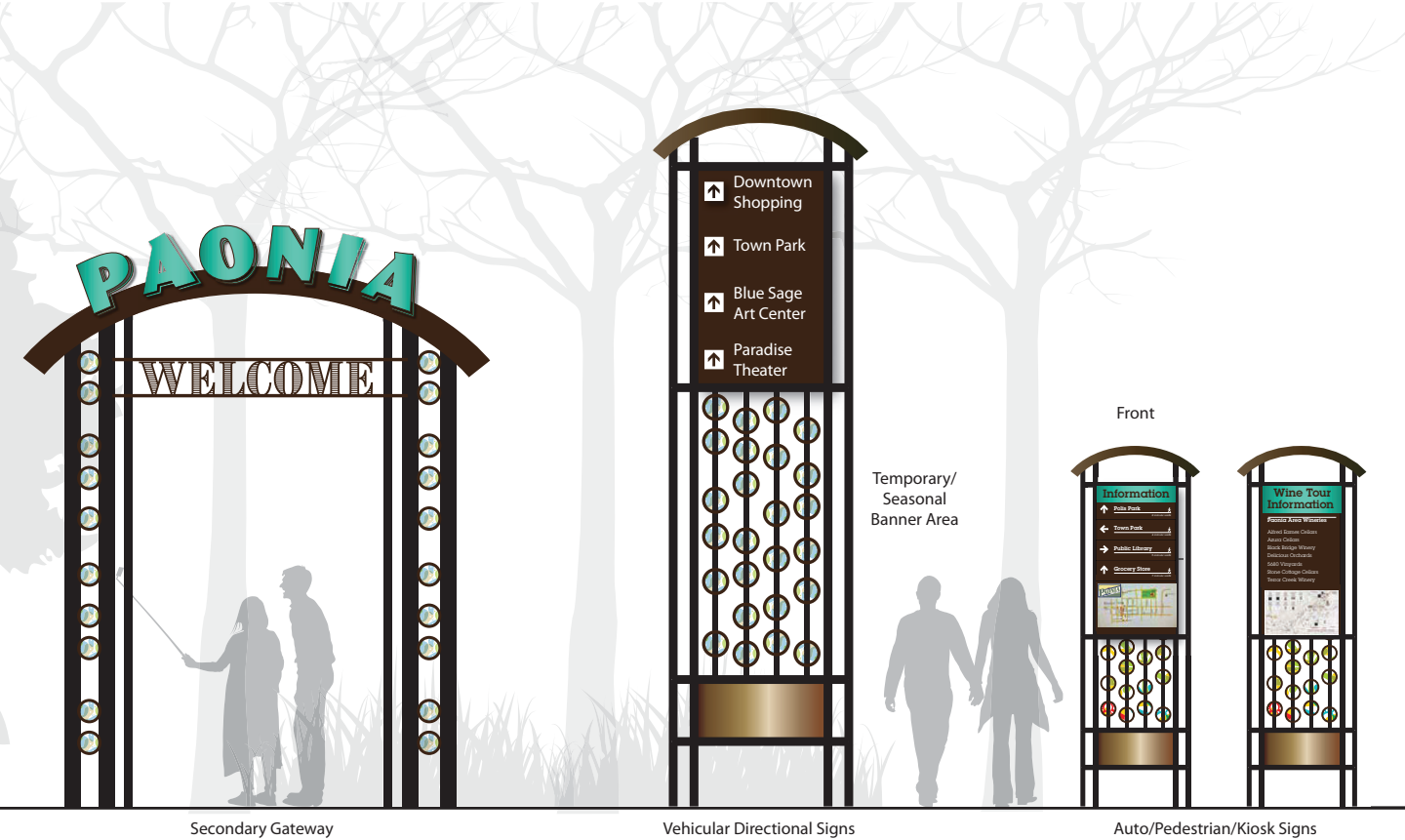
Option B Materials

- Corten Steel (overall framework)
- Art Glass Accents (circular elements)
- Large Dimensional Corten/Aluminum Lettering with Strong Colorful Painted Sides (at gateway sign top)
- Copper/Brass Accents
- Laminate Panels (maps)
- Dimensional Lettering



Primary Gateway

DESIGN OPTION B - ART GLASS ACCENTS



DESIGN OPTION C - STEEL SILHOUETTE

Option C Overview - Steel Silhouette

Option C has a very discrete material palette that primarily consists of naturally rusting corten steel, with a waterjet cut woodblock-type pattern that reflects the elements of the North Fork Valley - the mountains and the rows of agricultural fields. Although simple in design, the signs of this palette have a strong sense of contrast and a dynamic presence, while also reflecting the rugged, handcrafted, and artistic nature of the Paonia community.

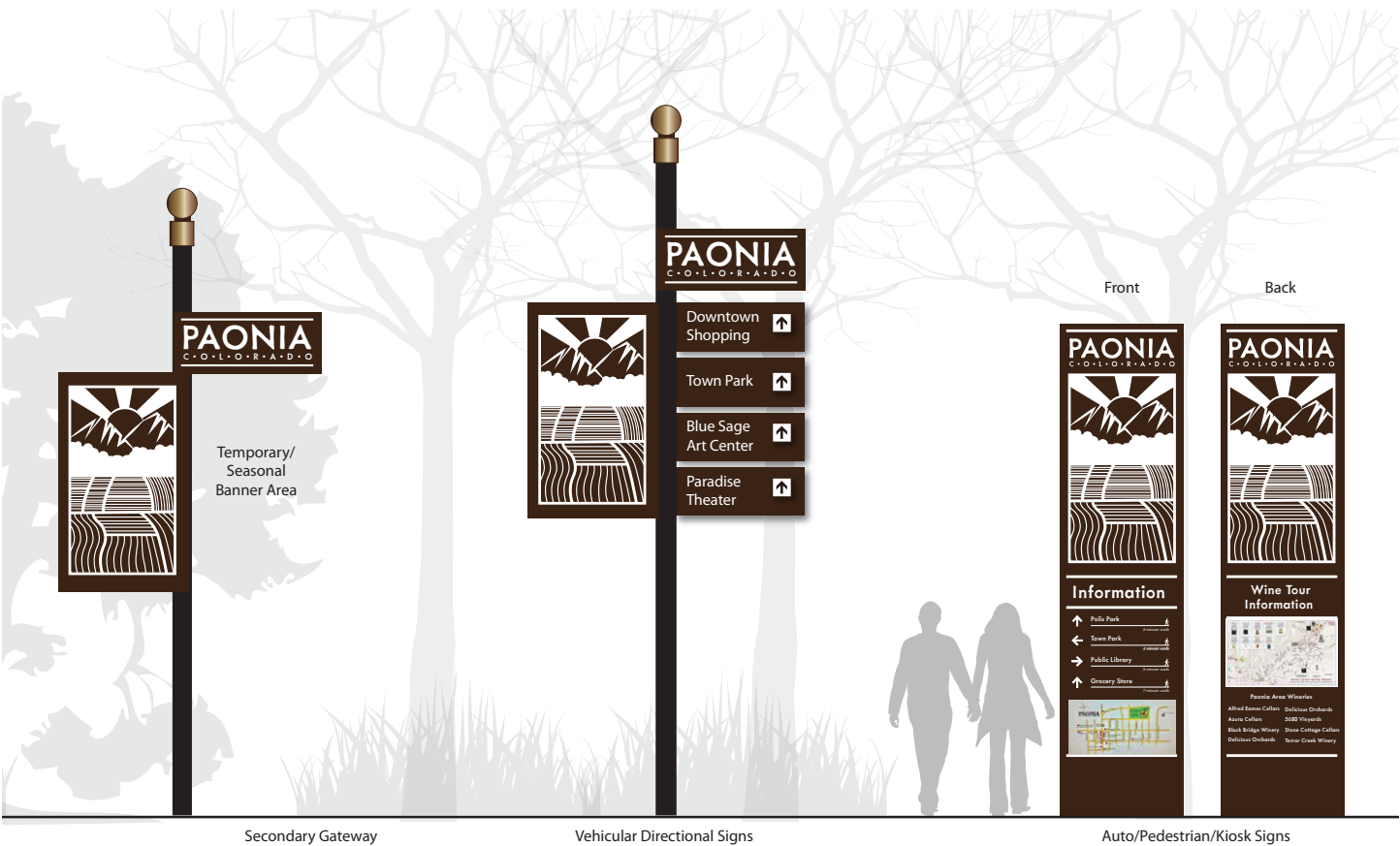
Option C Materials

- Corten Steel
- Laminate Panels (maps)
- Dimensional Lettering



Primary Gateway

DESIGN OPTION C - STEEL SILHOUETTE



PRELIMINARY SIGNAGE DESIGN - COMMUNITY FEEDBACK & PREFERENCES

Comments from the Paonia Creative District Facebook Page

"I'm a fan of the 1st and 3rd! But I'm leaning towards the 3rd... beautiful work!" (2 likes)

"I like the 3rd! <3" (2 hearts, 1 like)

"Love love love #3" (2 likes)

"I like the gate way as well...and maybe art, wine, food, music ... cut out of #3 sign base" (3 likes)

"#2"

"I really enjoy the colors of the first. Colors are welcoming, although I enjoy the design of the third" (2 likes)

"Beautiful! 1 or 3." (1 like)

"Individual images would help for those of us viewing on our little phones :) At a glance, I prefer 2 or 3." (1 like)

"There will be color!"

"Like 1 and 3; prefer 1 because it highlights Paonia attributes..." (1 like)

"1" (1 like)

"1st for sure! It feels warm, playful and welcoming like Paonia!" (1 like)

"No to the first, just doesn't grab me. I like the 2nd and 3rd." (1 like)

"1 or 3."

"I like number 3!" (3 likes)

"Going down a highway, #2 is going to grab my attention. Like the curves -- looks artistic. #3 is too static. #1 symbolizes the past, not future." (1 like)

"Paonia is a real thriving community, not a stop on the Monorail at Disney World. I like #3 but with some color added. And that design below the mountain motif looks like the 'Merican flag and is boring, especially if it's repeated on all of the signs. Needs a river on it, and the mountains should be OUR mountains, the iconic outline of Lambourne and Lands end. #3 is also boxy and full of straight edges with an inorganic feel. Let's add some life to it with little sculptural details like a "Housewheat" bird/horse/sheep/goat on at least the large one for the roadway. Also a cutout

the road sign that can be lit from behind or inside... them's my 2¢" (2 likes)

"#3" (1 like)

"#3!" (1 like)

"Thank you all for weighing in! We'll have a revised design for you to comment on later this week" (1 like)

"The wayfinding signs are, imho, a little out of scale - too tall compared to the people who will be wanting to read them" (1 like)

Overall Assessment of the Three (3) Preliminary Design Options

Option A - Community members liked the emotional quality of this design, as well as its use of warm, welcoming color.

Option B - There was an awareness that the arch and the materials of this design reflect the existing River Park/Town Park signs, and that was appreciated. Also the use of art glass was seen as reflective of the Paonia Creative District character.

Option C - There was a strong favorable response to the symbolism (mountains, valley, fields) shown in this option, as well as its reflection of the materials of existing Paonia signage. This option received the most favorable community response.

The preliminary design reveal community event was promoted through social media, and facebook live-streamed from Paonia Town Hall, so that members of the community unable to attend the meeting in person could view it during/afterwards.

Signage & Wayfinding Master Plan

Collaborating to Create Signage & Wayfinding for Paonia, Colorado

DESIGN REVEAL!

OPEN HOUSE

TUESDAY 6/5 . 5-7PM

TOWN HALL

214 GRAND AVE, PAONIA





07

Final Design

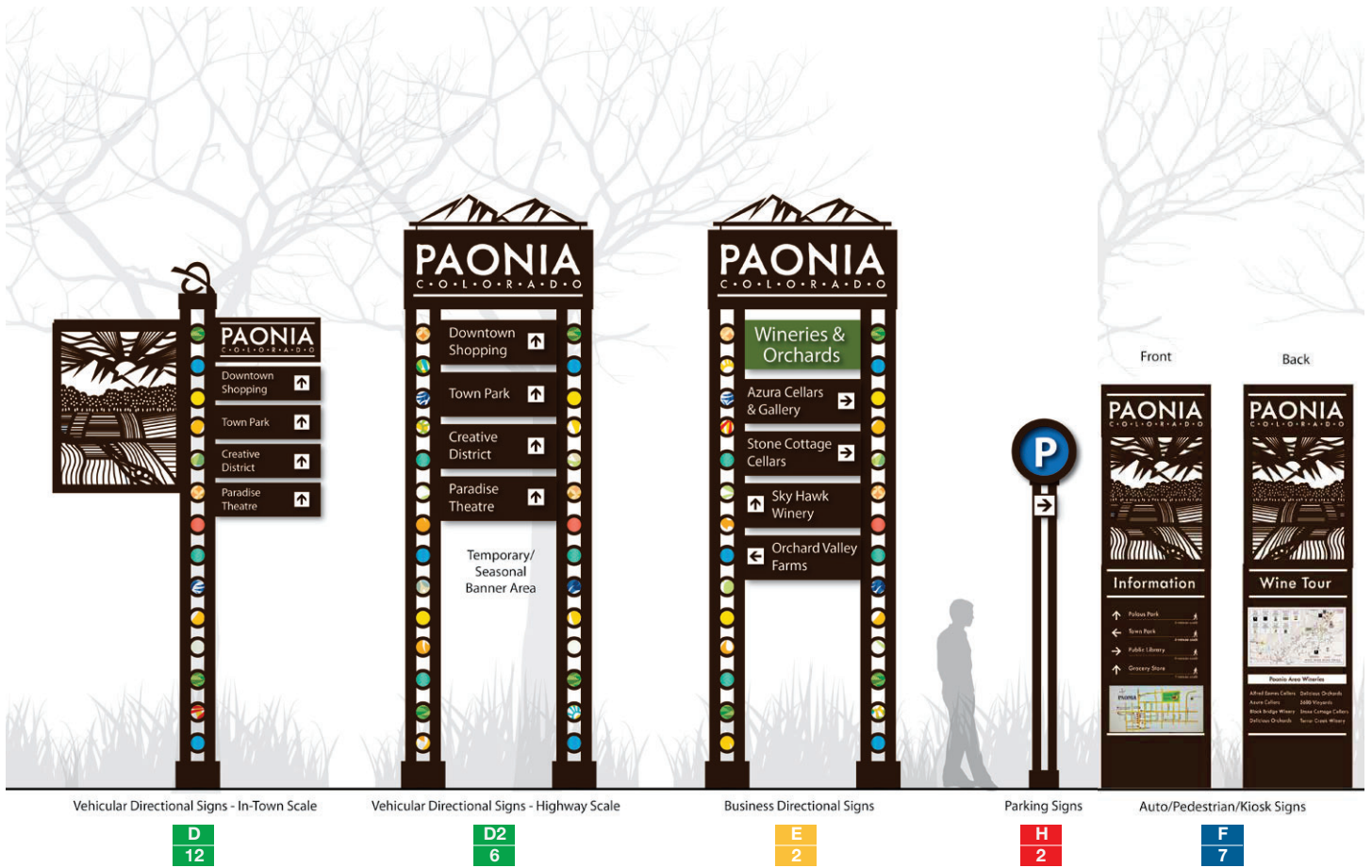


Primary Gateway

A
2

Secondary Gateway Sign - Archway

B
2







Implementing the Final Design Vision

Beginning with installation of the first signage phase in 2018/2019, the new Paonia signage and wayfinding program represents a multi-year commitment from the Town and its elected officials. Although the first phase of signage will fill an important wayfinding need for the Paonia community, as subsequent phases of the signage plan are installed, the impact of the signage on the economic development and sense of place within Paonia will continue to grow. In order to shepherd the community through funding and implementation of the signage and wayfinding program, the implementation plan provides examples of how the new signs can be funded and installed, and outlines the commitment and stewardship needed from the Paonia community to support the new signage program.

08

Implementation Plan

REALIZING THE PAONIA SIGNAGE & WAYFINDING PLAN

Although funding for the signage can be secured from grants and outside sources, the signage improvements will benefit from a commitment from the Town of Paonia, and its staff and elected officials. Beyond funding the initial construction, the new signage and wayfinding elements will also require on-going maintenance and upkeep. The benefits of the new signage program are many, but the overall success of the program rests on both short-term and long-term commitments from the Paonia community.

Short-Term Implementation Actions

Support from Elected Officials

- Gaining approval for the signage and wayfinding plan from the Town Trustees will empower staff to begin the process of implementing the new signage and wayfinding elements.
- NOTE: The ability to gain approval from CDOT for community gateway and boundary signs requires an approved resolution from the local governing body (Town Trustees)

2018 - Bidding and Fabrication of Phase 1 Signage

- Solicit bids from local fabricators/artists to install the first phase of the signage and wayfinding plan.
- Oversee the bidding process, and select the preferred fabricator
- Act as the project manager for the construction process, providing resources and support for the selected fabrication shop (utility locates, permit acquisitions)

2018 - Applying for Grants and/or Matching Funds to Construct Additional Signage Phases

- Solicit bids from contractors to install the first phase of the signage and wayfinding plan.

Securing Funding for the New Signage Program: Potential Signage & Wayfinding Funding Mechanisms:

Local and State Grant Programs

- ➔ Special Districts (BID, URA, DDA, etc)
- ➔ Tax Increment Financing (TIF)
- ➔ Community Development Block Grant Program (CBDG) – administered through DOLA in Colorado) <https://www.colorado.gov/pacific/dola/community-services-block-grant-csbg>
- ➔ Development Impact Fees
- ➔ Transportation Equity Act (TEA-LU)
- ➔ Division of Local Government Grants
- ➔ Office of Economic Development and International Trade Grants
- ➔ Surface Transportation Block Grant Program (STBG) https://www.fhwa.dot.gov/special_funding/stp/
- ➔ Governors Energy Office (GEO) and USDA Rural Development (RD) Energy Programs (to fund energy-efficient new lighting)
- ➔ Colorado Health Foundation Activating Places and Spaces Together <http://www.coloradohealth.org/funding-opportunities/funding-opportunity-activating-places-and-spaces-together>

Public-Private Partnerships

- ➔ Side street signage costs can be offset through the sale of sign blades
- ➔ Crowd-funding campaigns can be used to raise funds for historic walking tour signs and trail signage

Tax Assistance from General Funds

- ➔ Allocate specific funds for the signage and wayfinding improvements

Long-Term Implementation Actions - List of Responsible Parties to Act as Stewards for the Final Plan:

Town of Paonia & Creative District

- Coordinate budget cycles & advocate for budget dollars
- Communicate with Paonia businesses to advertise, promote and implement the merchant sign blade program
- Research and apply for signage & wayfinding grants
- Manage consultant efforts related to BID and CD packages
- Manage consultant efforts for yearly signage maintenance contract
- Fabricate and install new street signs (or coordinate the fabrication with a local sign shop)
- Locate needed electrical service within signage installation zones (prior to bidding of signage & wayfinding project, as needed)

Signage & Wayfinding Working Group

- Commit to meet quarterly to discuss the status of the wayfinding plan
- Oversee the selection of signage fabricators and signage construction efforts

09

Sign Quantities, Cost Estimate, and Phasing Plan

A PHASED APPROACH TO IMPLEMENTATION

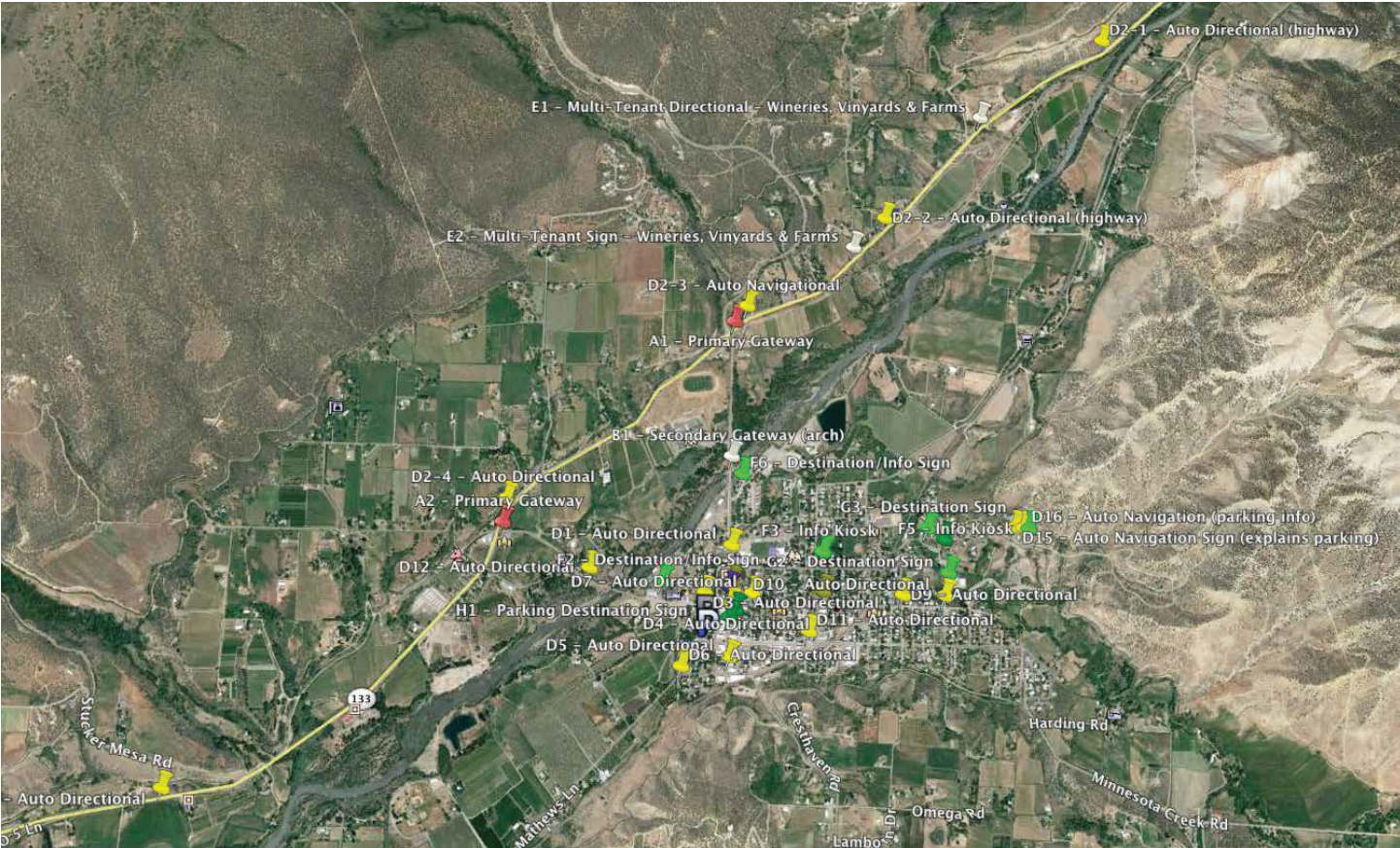
Phasing the implementation and construction of the signage and wayfinding palette ensures the overall costs are not encumbered within one fiscal year, while also providing opportunities to apply for grants and outside funding opportunities that can offset the overall Town of Paonia and Creative District project costs.

Benefits of a Multi-Year Signage & Wayfinding Roll-Out:

- Reduces the cost burden of a one-time CIP fund allocation
- Allows for the system to be tested at each phase
- Provides the ability to observe the fabrication and installation process (and recommend potential adjustments)
- Ensures adequate timeframes for alternate financing opportunities (grant applications, creation of special districts, potential development impact fees, etc)
- Builds community enthusiasm for the project and desire to see additional signage installed

Unit Cost	Unit Cost Adjusted 50% for Local Fabrication	Sign Type/Quantity	Total Cost	Total Cost Adjusted 50% for Local Fabrication
\$18,000- \$25,000/ each	\$9,000- \$12,500/ each	A 2 Primary Gateway	\$36,000- \$50,000	\$18,000- \$25,000
\$14,000- \$18,000/ each	\$7,000- \$9,000/ each	B 2 Secondary Gateway (archway)	\$28,000- \$36,000	\$14,000- \$18,000
\$12,000- \$15,500/ each	\$6,000- \$7,750/ each	C 1 Large Info Kiosk/Shelter	\$12,000- \$15,500	\$6,000- \$7,750
\$10,000- \$14,000/ each	\$5,000- \$7,000/ each	D 12 Vehicular Directional - Town	\$120,000- \$168,000	\$60,000- \$84,000
\$12,000- \$18,000/ each	\$6,000- \$9,000/ each	D2 6 Vehicular Directional - Hwy	\$72,000- \$108,000	\$36,000- \$54,000
\$12,000- \$18,000/ each	\$6,000- \$9,000/ each	E 2 Business Directional Sign	\$24,000- \$36,000	\$12,000- \$18,000
\$8,000- \$12,500/ each	\$4,000- \$6,250/ each	F 7 Destination/Info Sign	\$56,000- \$87,500	\$28,000- \$43,750
\$5,500- \$8,000/ each	\$2,750- \$4,000/ each	G 3 Destination/Event Sign	\$16,500- \$24,000	\$8,250- \$12,000
\$3,000- \$6,000/ each	\$1,500- \$3,000/ each	H 2 Parking Signs	\$6,000- \$12,000	\$3,000- \$6,000
			Total Costs	\$370,500-\$537,000
			Total Costs Adjusted 50% for Local Fabrication	\$185,250-\$268,500

SIGNAGE LOCATIONS

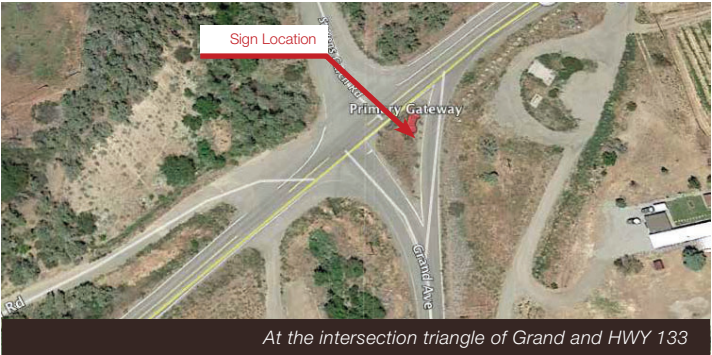


SIGN-BY-SIGN LOCATIONS & DETAILS

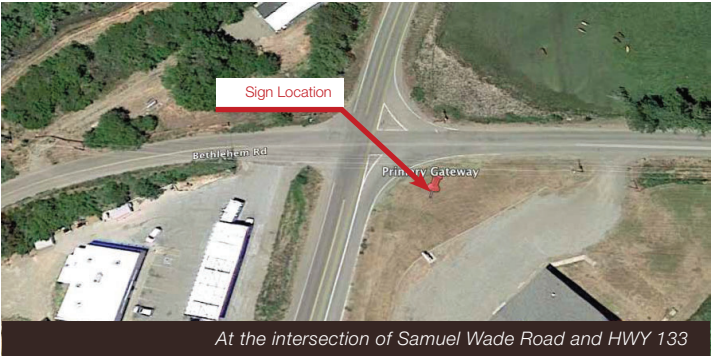
- A 1** Primary Gateway
- A 2** Primary Gateway



- A 1** Primary Gateway



- A 2** Primary Gateway

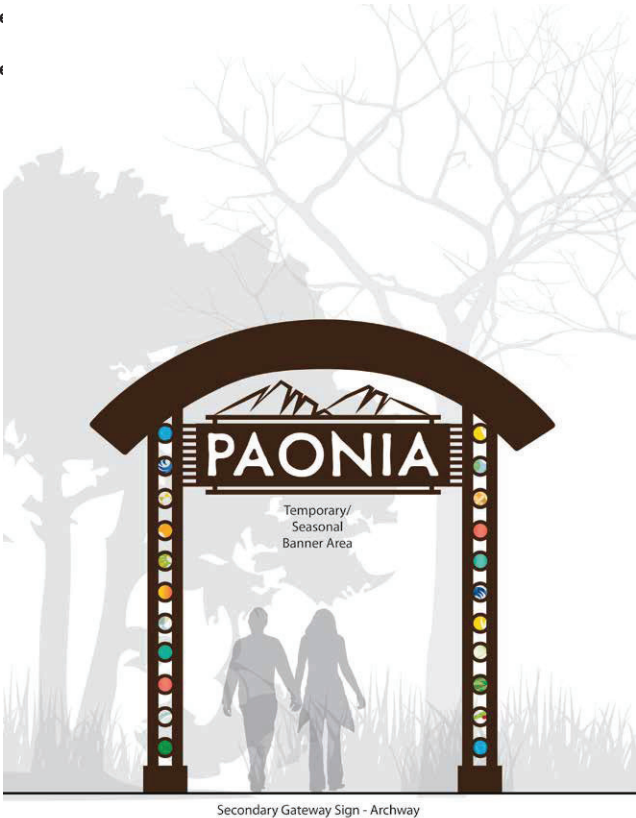


SIGN-BY-SIGN LOCATIONS & DETAILS

- B1

St
- B2

St



Secondary Gateway Sign - Archway

- B1

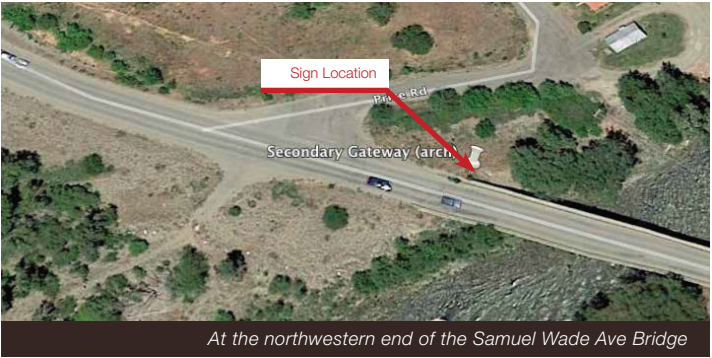
Secondary Gateway (archway)



At the northern end of the Grand Avenue Bridge

- B2

Secondary Gateway (archway)



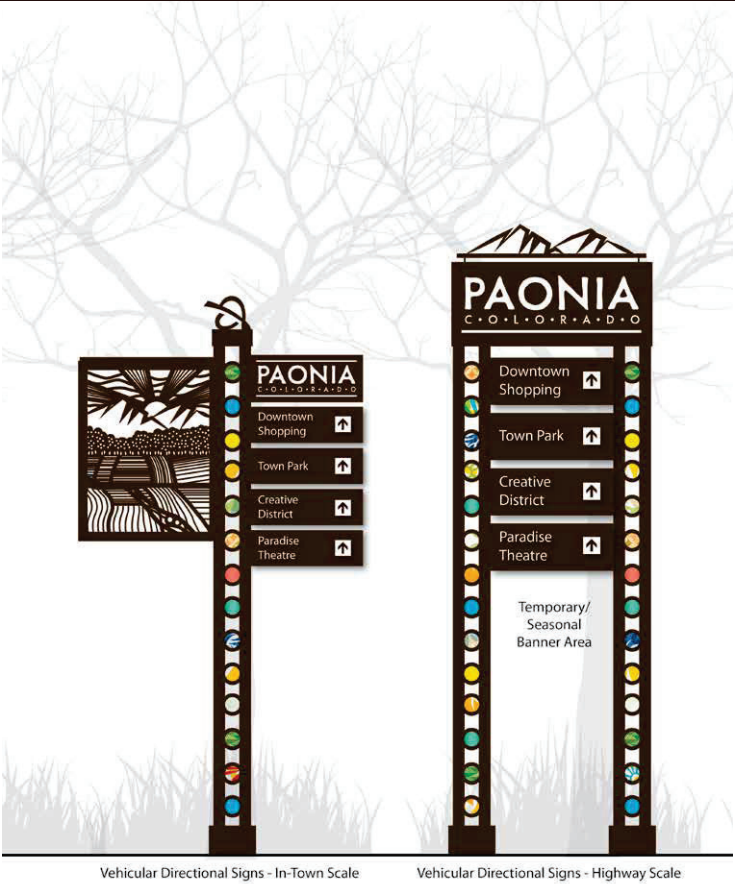
At the northwest end of the Samuel Wade Ave Bridge

SIGN-BY-SIGN LOCATIONS & DETAILS



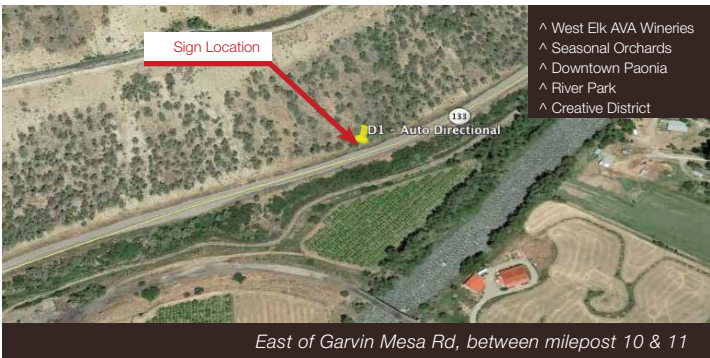
SIGN-BY-SIGN LOCATIONS & DETAILS

D 1	Auto Directional - In-Town Scale	D2 1	Auto Directional - Highway Scale
D 2	Auto Directional - In-Town Scale	D2 2	Auto Directional - Highway Scale
D 3	Auto Directional - In-Town Scale	D2 3	Auto Directional - Highway Scale
D 4	Auto Directional - In-Town Scale	D2 4	Auto Directional - Highway Scale
D 5	Auto Directional - In-Town Scale	D2 5	Auto Directional - Highway Scale
D 6	Auto Directional - In-Town Scale	D2 6	Auto Directional - Highway Scale
D 7	Auto Directional - In-Town Scale		
D 8	Auto Directional - In-Town Scale		
D 9	Auto Directional - In-Town Scale		
D 10	Auto Directional - In-Town Scale		
D 11	Auto Directional - In-Town Scale		
D 12	Auto Directional - In-Town Scale		



SIGN-BY-SIGN LOCATIONS & DETAILS

**D2
1** Auto Directional



**D2
3** Auto Directional



**D2
2** Auto Directional



**D2
4** Auto Directional



SIGN-BY-SIGN LOCATIONS & DETAILS

D2 5 Auto Directional



D 1 Auto Directional



D2 6 Auto Directional



D 2 Auto Directional



SIGN-BY-SIGN LOCATIONS & DETAILS

D 3 Auto Directional



D 5 Auto Directional



D 4 Auto Directional



D 6 Auto Directional



SIGN-BY-SIGN LOCATIONS & DETAILS

D 7 Auto Directional



Sign Location

D7 - Auto Directional

FACING WEST
^ Town Park (.3mi)
^ Creative District & Edesia Kitchen (.6 mi)
^ Apple Valley Park (.7 mi)

FACING EAST
^ Public Library
< Performing Arts Center
< Town Hall (parking)
< Post Office

Along 3rd St, east of Onarga Ave

D 9 Auto Directional



Sign Location

D9 - Auto Directional

FACING WEST
< Apple Valley Park (trailhead)
^ Creative District & Edesia Kitchen

FACING EAST
> Apple Valley Park (trailhead)
^ Performing Arts Center
^ Town Hall (parking)
^ Public Library

Along 3rd St, east of Rio Grande Ave

D 8 Auto Directional



Sign Location

D8 - Auto Directional

FACING WEST
< Town Park (parking)
^ Apple Valley Park (trailhead)
^ Creative District & Edesia Kitchen

FACING EAST
> Town Park
^ Performing Arts Center
^ Town Hall (parking)

Along 3rd St, east of North Fork Ave

D 10 Auto Directional



Sign Location

D10 - Auto Directional

FACING WEST
< Creative District
< Edesia Kitchen

FACING EAST
^ Apple Valley Park (trailhead)
^ Performing Arts Center
^ Town Hall (parking)
^ Public Library

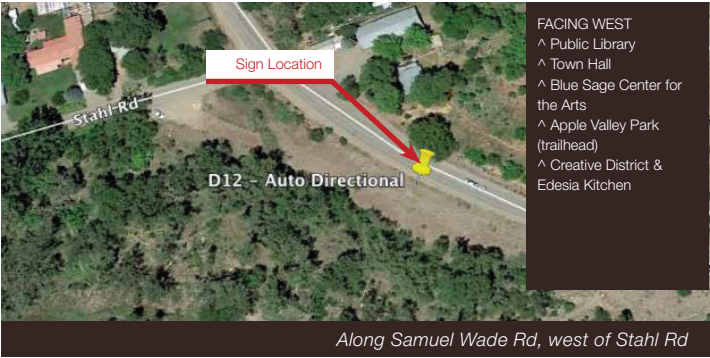
Along 3rd St, east of Clark Ave

SIGN-BY-SIGN LOCATIONS & DETAILS

**D
11** Auto Directional



**D
12** Auto Directional

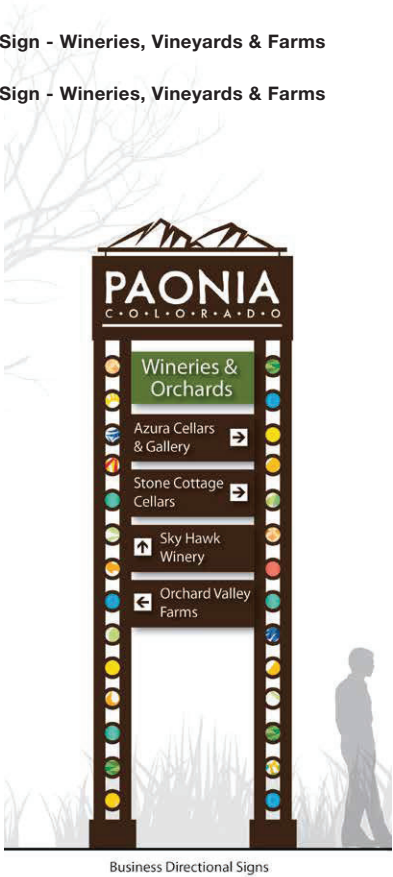


SIGN-BY-SIGN LOCATIONS & DETAILS

- E1

Multi-Tenant Sign - Wineries, Vineyards & Farms
- E2

Multi-Tenant Sign - Wineries, Vineyards & Farms



- E1

Multi-Tenant Sign - Wineries, Vineyards & Farms



- E2

Multi-Tenant Sign - Wineries, Vineyards & Farms



SIGN-BY-SIGN LOCATIONS & DETAILS

F1

Destination/Info Sign

F2

Destination/Info Sign

F3

Destination/Info Sign

F4

Destination/Info Sign

F5

Destination/Info Sign

F6

Destination/Info Sign

F7

Destination/Info Sign

Front

Back

PAONIA

C · O · L · O · R · A · D · O

Information

↑ Palouse Park

← Seven Park

→ Public Library

↑ Grocery Store

PAONIA

C · O · L · O · R · A · D · O

Wine Tour

Altair Farms Cellars

Antara Cellars

Black Bridge Winery

Delicious Orchards

Delicious Orchards

Seven Creek Winery

Delicious Orchards

5880 Vineyards

Stone Cottage Cellars

Terra Creek Winery

Auto/Pedestrian/Kiosk Signs

F1 Destination/Info Sign



F2 Destination/Info Sign



SIGN-BY-SIGN LOCATIONS & DETAILS

F 3 Destination/Info Sign



F 4 Destination/Info Sign



F 5 Destination/Info Sign

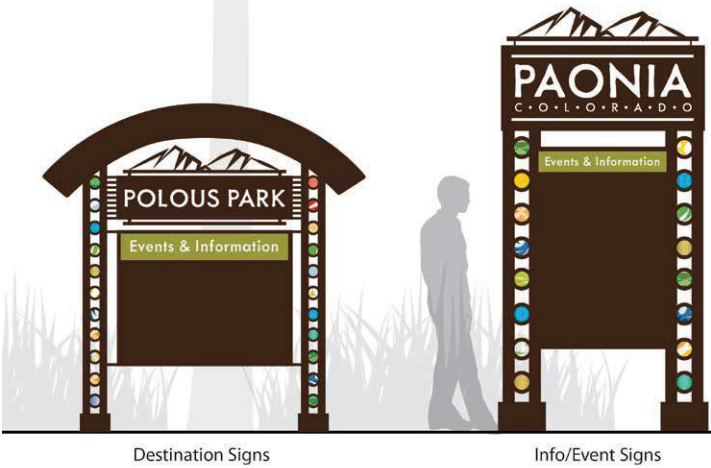


F 6 Destination/Info Sign



SIGN-BY-SIGN LOCATIONS & DETAILS

- G1 Destination/Event Sign
- G2 Destination/Event Sign
- G3 Destination/Event Sign



- G1 Destination/Event Sign



- G2 Destination/Event Sign



SIGN-BY-SIGN LOCATIONS & DETAILS

G
3 Destination/Event Sign

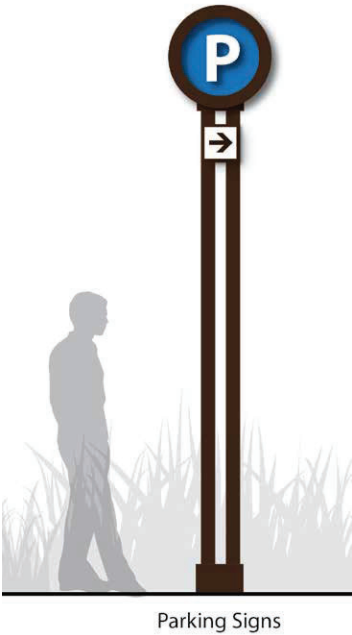


SIGN-BY-SIGN LOCATIONS & DETAILS

- H1

 Parking Destination Sign
- H2

 Parking Destination Sign



- H1

 Parking Destination Sign



- H2

 Parking Destination Sign



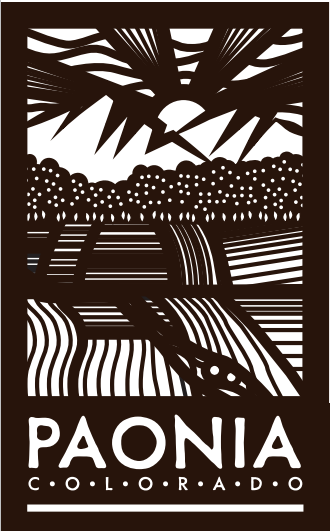
SIGN-BY-SIGN LOCATIONS & DETAILS

Street Sign Template



SIGN-BY-SIGN LOCATIONS & DETAILS

Street Banner Template for Existing Light Poles Along Grand Avenue



One Color



Full Color

10

Construction Documentation

FABRICATION SPECIFICATIONS

A. Quality Standards

The materials, products, equipment and performance specifications described within, establish a standard of required function, dimension, appearance, performance and quality to be met by the Fabricator.

B. Structural Design

Details on design intent drawings indicate a design approach for sign structure but do not necessarily include all fabrication details required for the complete structural integrity of the signs, including consideration for static, dynamic and erection loads during handling, erecting, and service at the installed locations, nor do they necessarily consider the preferred shop practices of the individual Fabricators. Therefore, it shall be the responsibility of the Fabricator to perform the complete structural design and engineering of the signs and to incorporate all the safety features necessary to adequately support the sign for its intended use and purpose and to protect the Owner. Fabricator shall also be responsible for ensuring that all signs meet local, state and federal codes.

C. Vandalism Design

Fabrication and installation design is to withstand severe abuse and souvenir theft vandalism, but not less than the equivalent of resisting simple hand implements and tools (screwdrivers, knives, coins, keys, and similar items), and adult physical force. All hardware and fasteners within reach shall be vandal resistant.

D. Substitution

No substitution will be considered unless the Owner has received written request for approval.

E. Pre-Fabrication Submittals

The awarded fabricator must submit a copy of the following items to the Owner and Designer for their review prior to fabrication proceeding:

1. Detailed engineered shop drawings for each sign type are to be submitted as electronic PDF no larger than 11"x 17". Final Shop Drawings are to be stamped by an Engineer licensed in the state of the project. The shop drawings for each sign type shall illustrate/describe the following:

- Elevations and cross sections – front, sides, top and back (if necessary); side sections; internal structure section/details; enlarged details such as of extrusions, dimensional letter mounting, mounting plate, etc.; with all final dimensions and call-outs for:
- Components – construction details/information related to individual elements
- Materials – color, type, gauge, and thickness (including substrates and overlays)
- Finishes – color, type of product, manufacturer, and sheen
- Fonts, graphics specifications and message fields
- Exploded view (optional) – isometric view with components, materials, and finishes.
- Cross-section of corners – one illustration for each corner condition. Items to be illustrated: seams, joints, layers, internal support and fasteners.
- Fabricator will subcontract with glass artist or glass manufacturer to cut and illuminate all illuminated glass signage elements (pedestrian, kiosk, and primary gateway sign types all include glass elements).
- Mounting/installation details – provide foundation cross-sections (including hardware), bracket/post details, elevations, materials, finishes and fasteners.
- Electrical details are to be provided for all elements that require electricity. All lighting shall be LEDs. Specific lighting/electrical/construction items to be listed are:
 - ➔ Light source and/or fixture type and manufacturer
 - ➔ Power supply (transformer)
 - ➔ Amperage and voltage per sign
 - ➔ Electrical service required (source)
 - ➔ Lighting detail – provide an internal view of light fixtures, LED layout, transformers, external cut-off switch, light sensor, and timer.
 - ➔ Engineering for wind load
 - ➔ Removable panels (where applicable)
 - ➔ Solar lighting electrical panels (where possible, solar electrical power is preferred for the primary gateway signs).

- ➔ Identify any dimensional or other changes in the overall sign required by virtue of the fabrication materials, techniques and/or engineering.

2. ADA recommendations suggest that signs faces be uniformly illuminated with between 100 to 300 lux (10 to 30 foot candles) of light and that the illumination level on the sign face is “not significantly exceeded by the ambient light or visible bright lighting source behind or in front of the sign.” This is useful in that it provides a range of footcandles required to be visible by folks with visual limitations, however it is a TOTAL value, taking into consideration both the ambient lighting (streetlights, nearby bright signs, etc) and any light produced by the sign itself.

3. Ultimately, the amount of light emitted by the sign must overcome the ambient light in the surrounding without appearing overly bright or becoming a distraction/hazard to pedestrians or motorists and (based on location). Signs should have the ability to be adjusted by the fabricator to compensate for ambient conditions.

4. Three (3) samples of each material (paint, vinyl, river rock, glass, etc.) to be used on the sign using actual substrate materials should be supplied. One sample will be returned, one sent to the Owner and one kept in the Designer's records.

5. A proofing document of final production keystroking for all sign messages to verify line breaks, character and word spacing, and interline spacing should be submitted. The proofs are to be scaled production art files, not full sized. Each layout is to be identified with the sign number.

6. The fabricator must prepare and submit a full-scale structural sample of the structure of pedestrian kiosk and auto directional sign types. Sample must use final materials and include a complete horizontal cross section of the sign and at least 1' of height to show how the internal system works. Applicable material samples (#4 above) may be included in this structural sample if the fabricator desires, or the sample may be unfinished. This sample will be retained by the Designer.

7. The fabricator must submit a 12" x 12" to-scale sample segment of the map insert product to the Designer for approval before producing the final map inserts.

8. Fabricator must submit a schedule detailing how far in advance artwork will be required for printed maps and directories.

9. Fabricator must provide weekly status reports to the Owner and Designer detailing fabrication and installation progress and the expected completion schedule.

F. Material Handling

The Fabricator is to pack, wrap, crate, bundle, box, bag, or otherwise package, handle, transport, and store all fabricated work as necessary to provide protection from damage by every cause. Fabricator shall provide clear and legible identifying information on all product packaging to ensure proper on-site identification and installation.

G. Construction Methodology

The drawings call for a variety of fabrication techniques. Fabricators are given leeway to fabricate the signs to meet the intent of the designs depicted by the drawings.

1. Because different systems of extrusions may result in slightly different dimensional requirements, the total height and width dimensions described in the sign construction on the drawings may be considered “nominal” for the purposes of cost quote.
2. Sign faces are to be fabricated using steel plate of varying thicknesses, as specified on design intent drawings, with a minimum thickness of .125" inches unless otherwise noted.
3. Sign cabinet seams shall be sealed to ensure they are watertight.
4. All finishes are to be satin finish, free from fading, peeling or cracking. Paint preparation of all exterior metal surfaces of the sign to include removal of all scratches and imperfections, sanding and chemical etching. Substrate cleaning, preparation, paint application and paint thickness to be in strict compliance with Matthews Paint or AkzoNobel published recommendations. Acceleration of the drying process is not allowed.
5. Except where approved otherwise by Owner, conceal fasteners.
6. Any sign faces smaller than 8' by 20' are to be fabricated from 1 piece of seamless material.
7. On welded joints, dimensional and structural welding defects will not be accepted, including but not limited to: poor weld contours, including excessive bead convexity and reinforcement, and considerable concavity or undersized welds; cracks; undercutting; porosity; incomplete fusion; inadequate penetration; spatter; and non-metallic inclusions. Welding is to be performed by AWS (or similar) certified personnel, following AWS Standard Welding Procedure Specifications (SWPSs) for steel, aluminum, and stainless steel as appropriate.
8. Non-welded joints between various portions of signs must have

a tight, hairline-type appearance, without gaps. Provide sufficient fastenings to preclude looseness, racking, or similar movement.

9. Provide drain holes as needed to prevent accumulation of water within signs. Holes must be inconspicuous and be in inconspicuous locations; holes must be located such that drainage does not occur onto signs, or other surfaces subject to staining. Provide internal system of baffles to prevent “light leaks” through drain holes of illuminated signs. Provide color-coordinated insect screening over drain holes.
10. Non-illuminated sign faces are to have lettering and graphics created as surface-applied vinyl typography using Avery or 3M exterior grade, minimum 5-year warranty, unless otherwise noted in the design intent drawings (such as dimensional lettering specified for the kiosks and other sign types).
11. High pressure laminate panels with embedded artwork are to be printed at a minimum of 1200 DPI using exterior inks. The panel must be a solid, one-piece panel with all graphic elements inseparable from the substrate in which they are embedded (zone, 888.464.9663).
12. Digitally printed graphics are to be printed at a minimum of 1200 DPI using exterior inks and covered with exterior grade, graffiti resistant clear lamination.
13. Visible metal joints must adhere to a fit tolerance of .01".
14. Aluminum and steel components are to be isolated to prevent galvanic corrosion.
15. Steel components are to be powder coated per the coating manufacturers specifications to prevent corrosion.

H. Fonts/Typefaces

The fonts used for this project were selected specifically for this project by the Designer and Owner, and include those listed in the graphic standards.

It is the responsibility of the fabricator to purchase the fonts.

No substitution of any other typefaces may be made. Under no circumstances are typefaces to be electronically distorted (“squeezed” or “extended”) for purposes of fitting to the specified sign or general alteration of the sign face composition unless noted in the drawings. This includes (but is not limited to) stretching, squeezing, tilting, outlining or shadowing.

1. All letterforms, symbols or graphics shall be reproduced either by photographic or computer-generated means. Hand-cut characters are not acceptable. Cutting shall be done in such manner that edges and corners of finished
2. letterforms will be sharp and true. Letterforms with nicked, cut, ragged, rounded corners, and similar disfigurements will not be acceptable.
3. All letterforms shall be made from material and gauge as indicated on design intent drawings. Typefaces shall be replicated as indicated on the drawing.
4. Ligatures are to be turned off.
5. Apostrophes are to be used, not footmarks. Note that there is a difference in most fonts.
6. Silk-screened and vinyl copy is to match the sheen of the copy panel background (satin). Edges of letters shall be straight and corners sharp. Surface of letters shall be uniform in color finish, and free from pinholes and other imperfections.
7. Silk-screened images shall be executed with photo screens prepared from original art. No hand-cut screens will be accepted. Original art shall be defined as artwork that is a first generation reproduction of the specified art.
8. Silk-screening shall be highest quality, with sharp lines and no sawtooths or uneven ink coverage. Screens shall be photographically produced. Application of inks through screens shall consist of one flood pass and one print pass. Images shall be uniform in color and ink thickness. Images shall be free from squeegee marks and lines resulting from improper print stroke or screen off contact height. Signs shall be placed in adequate drying racks with minimum of 2 inches between racks for ample airflow. Sign racks shall have system of forced airflow between layers to provide proper drying and curing of inks. After signs have dried completely according to the ink manufacturer's time allowance, signs may be packaged.
9. The edges and corners of routed dimensional and vinyl letterforms shall be sharp and true. Letterforms with nicked, cut, ragged, rounded (positive or negative) corners, and similar disfigurements will not be acceptable.
10. Letterforms shall be aligned so as to maintain a base line parallel to the sign format, with margins and layout as indicated on design intent drawings and approved shop drawings. Vertical strokes shall be plumb.

11. Mechanically fasten center of letters to surface materials as described in the design intent.
12. Vinyl graphics and letterforms shall be computer-cut.

I. Permits and Variances

Fabricator shall be knowledgeable of relevant local code requirements and honor same in fabrication and installation. Where applicable, it is the responsibility of the Fabricator to secure any and all necessary permits for signage installation. It is the responsibility of the Owner to secure variances, should any be required. It is the Owner's responsibility to call the appropriate agency to have all underground utilities properly located and marked. Any damage to below-grade utilities or structures for which the Owner has provided adequate location information is the responsibility of the Fabricator.

J. Site Visit

Prior to installation of the signs, the Fabricator is to visit the proposed site to observe existing conditions and verify all signage required and its location with Owner. At this time the locations shall be staked using a non-permanent visible device such as spray chalk or non-permanent paint. Certain signs may be located on sloped grades and may require uneven footings for each post. Site-verify all locations to determine special requirements for footing templates, if required.

The final Sign Message Schedule and Sign Location Plan shall be consulted together and shall be approved by the Owner to determine the precise location for each sign. Any necessary adjustments will be made with the approval of the Owner.

K. Masonry/Footings

Any concrete bases for signage are to be poured in place and footings are to extend beneath the frost line, or deeper to meet local code. All footings or bases should be poured within a form and level with grade unless otherwise specified in the design intent drawings. Foundation/footings should be level with grade unless otherwise noted or as specified by state or local code. Foundation/footings should not extend above grade more than 2" and exposed edges should be finished with a bevel to prevent chipping. It's recommended that the concrete be floated by machine or hand before finishing in order to embed larger aggregates especially when part of the footing or base extends above ground. Concrete surface should have a smooth or brushed finish grade appearance. All concrete bases and footings should be edged to break any bond with the form and create a neat appearance. All forms should be removed once the

concrete has properly cured. Concrete and reinforcement specifications shall be shown on shop drawing submittals. The fabricator is responsible for the necessary templates, mounting plates and hardware for concrete and masonry bases.

All masonry (concrete block, poured concrete, river rock, slab, veneer, mortar, etc.) is to be properly treated and protected to maintain the structural integrity of the masonry work with exposure to all environmental conditions found at the site. For exposed or visible masonry, this shall include the application of protective sealers or similar finishes to diminish the effects of close-proximity sprinkling or irrigation systems.

Signs are to be mounted on J-bolt footings, centered on the concrete base or footing, and engineered per code, unless otherwise specified in the design intent drawings.

L. Wind Load

Signs, banners and mounting devices shall be engineered to withstand a minimum 135 MPH wind load normal to the sign, or greater as per local code, in addition to the weight of the sign. The Fabricator shall determine appropriate method of anchoring signs to the locations specified to meet these requirements as well as all local code requirements.

M. Mounting

All signs to be mounted level and true. All exposed hardware is to be touch-up painted on site as required. It is preferred that all bolts, nuts, washers, or other fasteners shall be stainless steel. However galvanized steel is acceptable, so long as all exposed surfaces are sealed.

While sign type drawings may specify or indicate possible mounting and/or mounting hardware details, the fabricator will be able to substitute equal or better hardware and techniques, based upon their experience with similar mounting situations and as long as the visual appearance of the sign is not compromised from that shown in the design intent drawings.

All signage products must be installed such that there are no misalignments between visible components. Sign elements intended to be removable or changeable after installation must function as intended without binding, sticking or blocking. It will be the responsibility of the Fabricator to correct any installation misalignments at no charge.

Fabricator and their installers are expected to have knowledge of ADA mounting guidelines and city zoning codes, general sign locating practices, and any particular unique installations defined by Designer. It is the desire of the Owner that the fabricator follow these guidelines as well

as architectural cues in installing for the best visual placement, keeping a reasonable distance from protruding objects. Any signage that is improperly located is to be moved to the proper location by the fabricator, and repairs to wall surfaces and signage are to be at the fabricator's expense.

Specific locations provided within this document are the preferred locations of the Designer, but those locations may be adjusted by the fabricator and Owner if necessary (for example, to avoid underground utilities or meet standard roadway offset requirements). If the installers are unable to make a decision about any sign locations, they can contact the Designer, providing a graphic representation of the questionable area, or contact the Owner for on-site options.

N. Demolition

The fabricator is responsible for the removal and disposal of certain signs if identified in the sign message schedule. In addition to the above grade sign removal the sign foundations, sign anchors and posts must also be removed. If there are electrical connections, they must be properly terminated.

O. Site Safety and Restoration

During the installation period, the fabricator is responsible for their own safety, and are expected to maintain a safe environment for pedestrians. The fabricator is to keep the Owner's premises and the adjoining premises, driveways and streets clean and clear. The job site shall be left safe, neat and clean at the completion of each day's operation. The fabricator is also expected to temporarily maintain old signs in order to continue their directional and identification functions, as well as to maintain signage that meets MUTCD standards during the installation period. At the completion of work, the fabricator shall remove all rubbish, tools, equipment, and surplus materials, from and about the premises, and shall leave the site as originally found. The fabricator shall be responsible for repairing or correcting damage to other contractors' work resulting from Installer's work.

P. Punchlist

It is required that the fabricator complete a walk through with the Owner immediately following installation to identify any errors, such as construction or installation issues. Such errors are to be corrected in a timely manner, and to the satisfaction of the Owner.

Q. Signage Warranty

Fabricator is solely responsible for applying products (paints, finishes, components, etc.) according to manufacturers' specifications and validating the warranty. The fabricator is to provide a written five (5) year full replacement warranty to the Owner that all signs will be free of defects due to craft work and materials including, but not limited to:

- bubbling, chalking, rusting or other disintegration of the sign panel, graphics or of the edges;
- corrosion appearing beneath paint surfaces of panels, brackets, posts or other support assemblies (except as an obvious result of vandalism or other external damage);
- corrosion of fasteners;
- assemblies not remaining true and plumb on their supports;
- fading, chalking and discoloration of the colors and finishes within the vinyl and paint manufacturer's stated warranty period;
- peeling, delamination or warping ("oil canning"); and
- repair and reinstallation of signage due to failed mountings.

Fabricator shall also extend in writing to the Owner all manufacturers' warranties for materials and components used within the signs. It is the fabricator's responsibility to obtain extended 5-year manufacturer warranties on all paint and powder coat applications. Warranty issues will be addressed by the fabricator within a 2-day time period (either through email communication or a phone call).

R. Repair or Replacement

Without additional cost to the Owner the fabricator shall repair or replace, including installation, any defective signs or hardware that develop during the warranty period and repair any damage to other work due to such imperfections. The fabricator will be required to fully replace all signs that are in error relative to the working documents (sign message schedule and sign type drawings) that were submitted to the fabricator upon award of contract. Replacement of any warranty items shall occur within a 60-day timeframe.

S. Maintenance

Fabricator is responsible for providing maintenance and inspection of the signage for a 5-year period. Maintenance responsibilities will include cleaning and inspection of the signage, creation of a punchlist for any needed repairs and/or replacements, and estimated costs and timeframes for the repairs/replacements. Inspection and punchlists will be performed every 6 months for the 5-year period.

COLOR, TYPOGRAPHY & ARTWORK

Sign Color/Materials Palette

Fabricator is responsible for supplying samples for all colors/materials in the palette.



01 PMS 123C
Perspex - Satin Finish or Glass
(Gateway Signs)



02 PMS 299C
Perspex - Satin Finish or Glass
(Gateway Signs)



03 PMS 7621C
Perspex - Satin Finish or Glass
(Gateway Signs)



04 PMS 7490 C
Perspex - Satin Finish or Glass
(Gateway Signs)



05 PMS 7461 C
Perspex - Satin Finish or Glass
(Gateway Signs)



06 Perspex / LuciteLux White
Translucent Acrylic - Polar White (330
Satin Finish
(Gateway Signs)



07 PMS 7746C
Perspex - Satin Finish or Glass
(Gateway Signs)



08 PMS 4975C
Satin Finish Powdercoat
(All Sign Waterjet Metal Elements)



09 Clear Coat
Anti-Graffiti Clear Coat
(On All Powdercoated Sign Faces/Surfaces/
Lettering)



10 Reflective White
GRAULTE 5800 White
(Sign Text)



11 Cooper Roof
(Informational Kiosk)



12 High Pressure Laminate
(Maps)



13 Art Glass
(Gateway Signs, Kiosks, Auto Navigation,
Pedestrian Signs)



14 Naturally Rusting Corten Steel
(Auto Signs, Pedestrian Signs, Kiosks,
Gateway Signs, Destination Signs)

Typography

Fabricator is responsible for acquiring all listed fonts.

HEADLINE: METALLOPHILE 5P8

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz
1 2 3 4 5 6 7 8 9 0

BODY COPY PRIMARY: MYRIAD PRO REGULAR

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz
1 2 3 4 5 6 7 8 9 0

BODY COPY ALTERNATE: ITC BOOKMAN STANDARD - LIGHT ITALIC

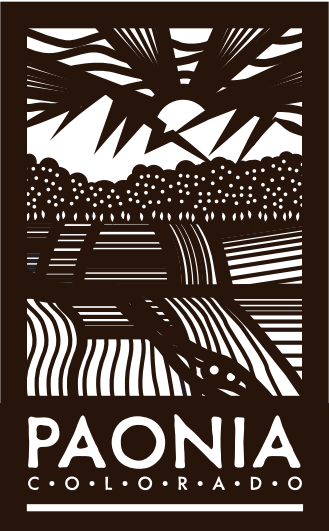
Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz
1 2 3 4 5 6 7 8 9 0

COLOR, TYPOGRAPHY & ARTWORK

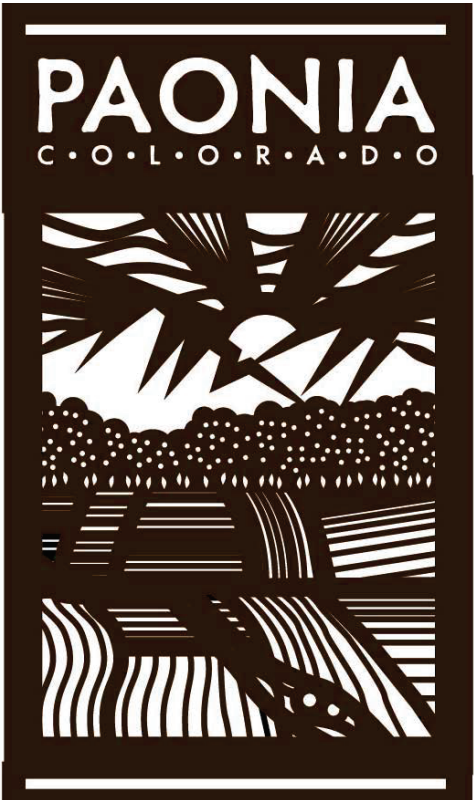
Artwork
All artwork shown in the document is for placement only – it is the responsibility of the Fabricator to obtain original vector art from the Designer.
The Designer will provide all original vector art and photography to the Fabricator via FTP, Dropbox, or other electronic means.

PAONIA
C • O • L • O • R • A • D • O

Town Wordmark



Paonia Brand Stamp/Logos

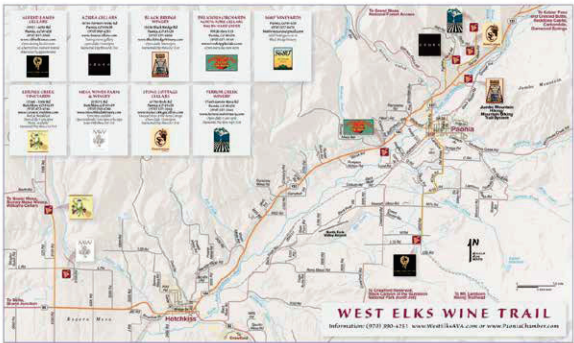


Artwork (waterjet cut graphic)

COLOR, TYPOGRAPHY & ARTWORK

Artwork

All artwork shown in the document is for placement only – it is the responsibility of the Fabricator to obtain original vector art from the Designer. The Designer will provide all original vector art and photography to the Fabricator via FTP, Dropbox, or other electronic means.

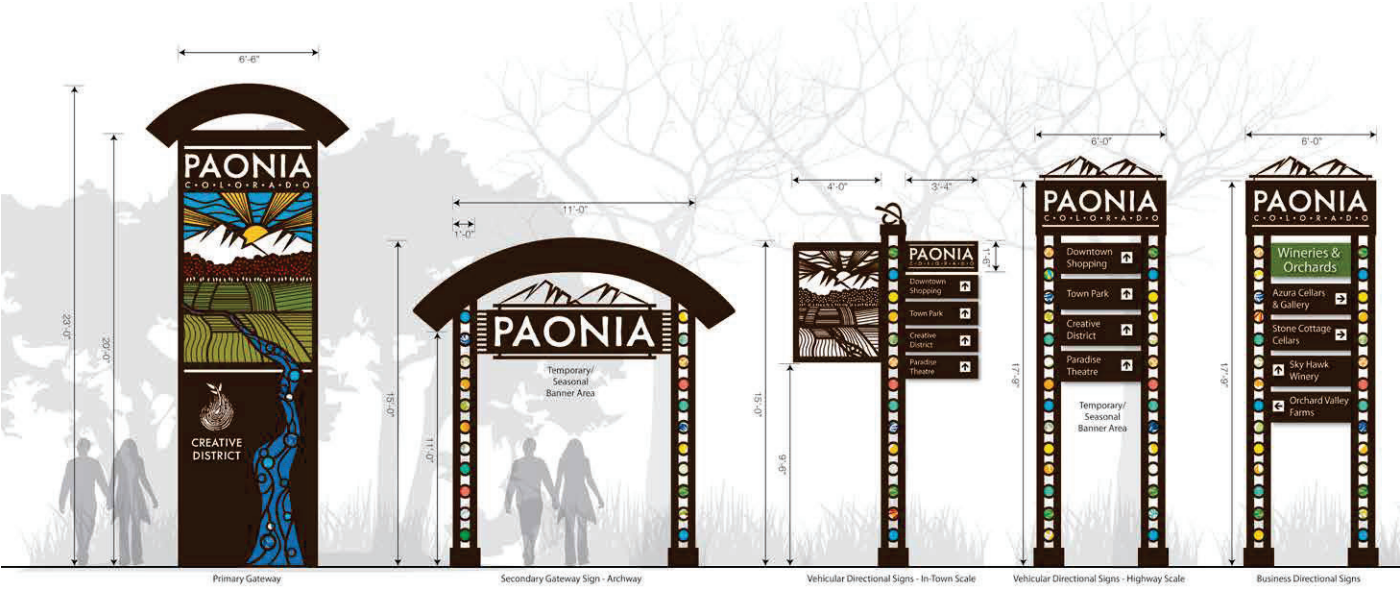


Wine Tour Map

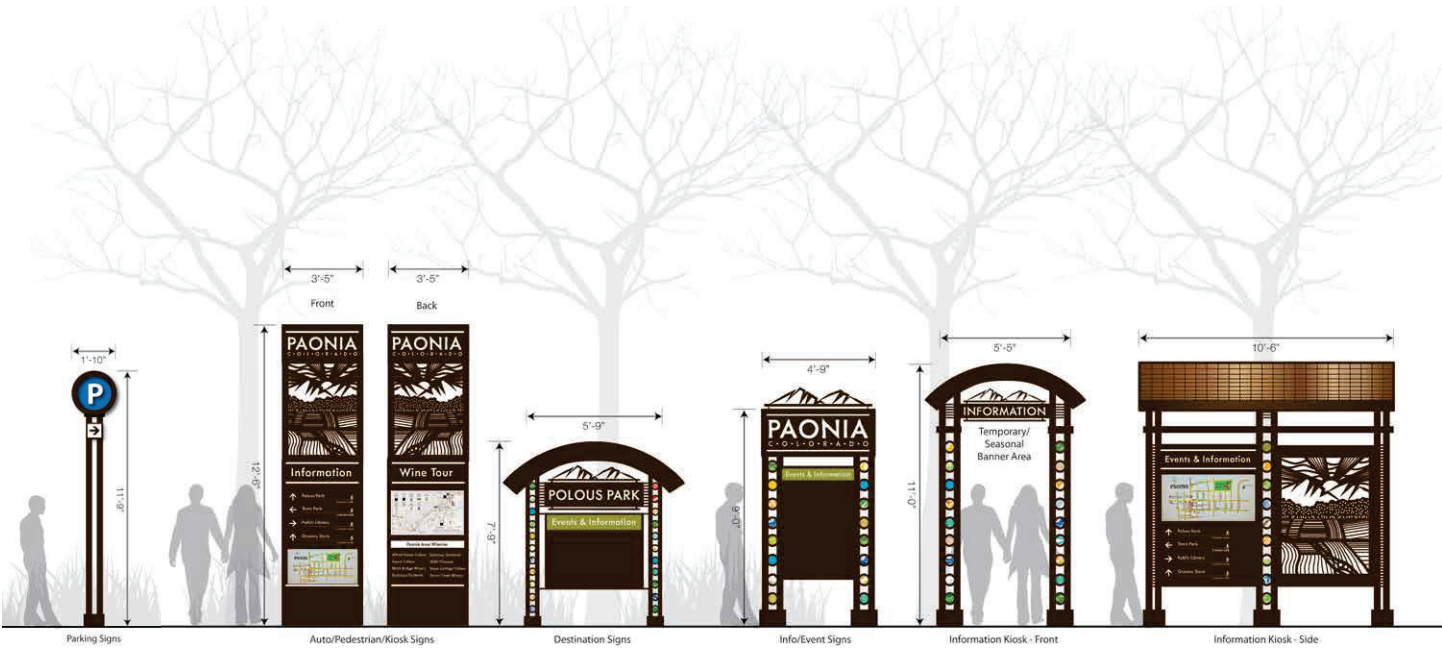


Cast Art Glass Emblems - 8", 6" & 4" Sizes

SIGNAGE DIMENSIONS



SIGNAGE DIMENSIONS



DOCUMENT PREPARED BY:

Kristin Cypher

C+B Design