

Rico Board of Trustee's Memorandum

Date: August 27th, 2021

TO: Town of Rico Board of Trustees  
FROM: Kari Distefano, Rico Town Manager  
SUBJECT: September 1<sup>st</sup> Special Board of Trustee's meeting

**Consideration of the approval of a special event permit for the Rico Trail's Alliance Fundraiser**

Attached to this memo is the Rico Trails Alliance Special Event Permit Application and the affidavit of mailing. RTA would like to use Jones Park behind the school for their fundraising activities. The paperwork is in order and the liquor license was approved at the last meeting. Since the event is not renting dumpsters, it may be incumbent on the Town to request a deposit for trash cleanup.

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## Special Event Permit Application

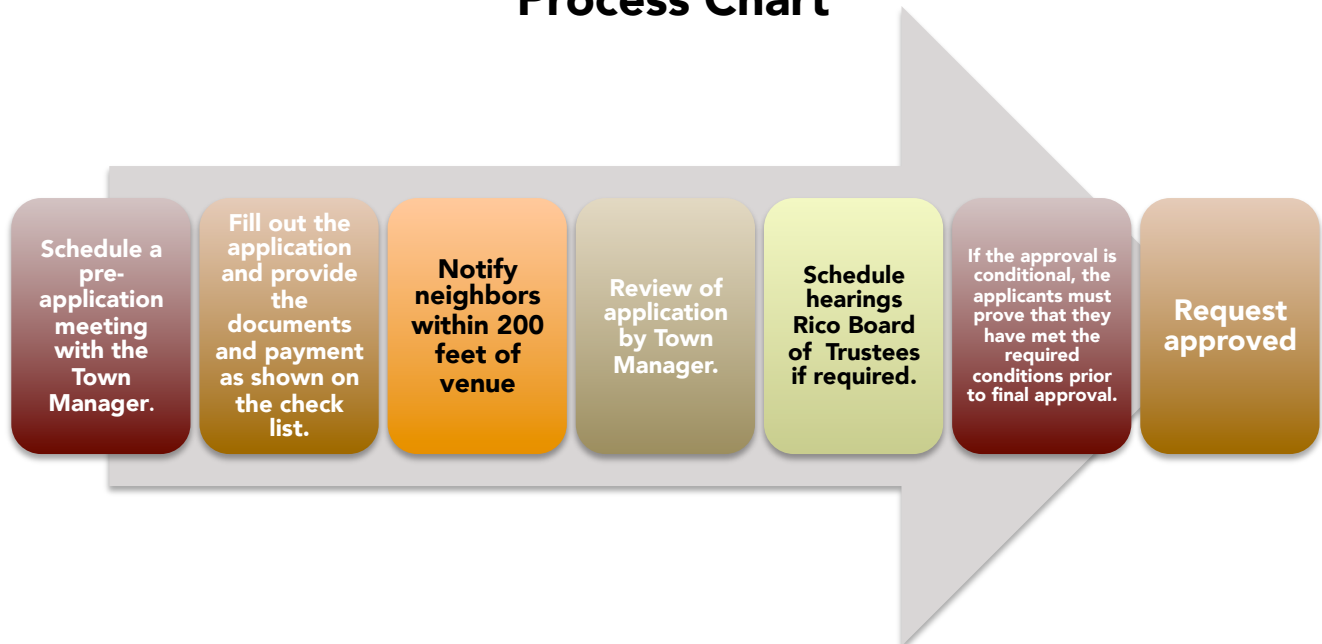
**Special Event Permit Applications are required for special events making use of the Town of Rico property including:**

- Parks
- Town owned open space
- Town owned facilities
- Town owned rights-of-way

**Special events exempt from permitting:**

- Events attracting fewer than 50 people
- Events co-hosted by the Town of Rico

### Process Chart



## Special Event Permit Application



Application Date: July 19, 2021 Event Name: Rico Trails Alliance Summer/Fall Event

Applicant Name: Nicole Pieterse Event Date(s): Saturday, September 18, 2021

Applicant Phone: 970-708-0411 Event Time(s): 10am - 6pm or earlier

Applicant Email: nicole.rplaw@gmail.com # Attendees: 75-150

Organization Name: Rico Trails Alliance # Participants: n/a

Mailing Address: PO Box 25, Rico, CO 81332 Entry Fee(s): 0

Contact Name (Event Day): Nicole Pieterse # of Vendors: 3-6 food and beverage

Contact Cell #: 970-708-0411 # of Spectators: n/a

**Important:** Inaugural and second annual events must receive the express approval of the Rico Board of Trustees. Subsequent annual events will be permitted administratively and include all conditions of approval and other Rico Board of Trustee's requirements.

All event sponsors are required to provide proof on insurance listing the Town of Rico, officers and employee as additional insured and indemnifying the Town of Rico and its officers and employees.

Specify park, facility and/or public right-of-way for the event (check all that apply)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Rico Town Hall | <input checked="" type="checkbox"/> Jones Park | <input type="checkbox"/> Silver Street Pocket Park    |
| <input type="checkbox"/> Town shop area | <input type="checkbox"/> Other (specify below) | <input type="checkbox"/> Right-of-way (specify below) |

If using Town rights-of-way or other Town owned property specify exact location(s):

Argentine Alley between school building and Jones Park

**Event Type** (check all that apply):

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> Fundraising event | <input type="checkbox"/> Outdoor concert                   | <input type="checkbox"/> Filming/production |
| <input type="checkbox"/> Run/walk event               | <input type="checkbox"/> Bicycling Event                   | <input type="checkbox"/> Art show           |
| <input type="checkbox"/> Outdoor market               | <input checked="" type="checkbox"/> Community dining event | <input type="checkbox"/> Other              |

If other, please describe:

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Describe in detail the proposed use and activity for the park, facility or right-of-way:

4th Annual Rico Trails Alliance community event.

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For assistance in completing this application please contact Town of Rico (970) 967-2863.

**Signature:** Nicole Pieterse, RTA Board Facilitator **Date:** 7/18/21

Town staff will complete the fee schedule and requirements below.

Fee category	Amount	Date paid
Large event (more than 100 people)	\$50	
Filming/Production (per day)	\$250	
Park staff assistance (per hour per person)	\$25	
Electricity use fee (per day)	\$15	
Law enforcement (per hour per person)	\$35	
Damage deposit (up to 100 people)	\$100	
Damage deposit (101-500 people)	\$300	
Damage deposit (500 + people)	\$500	

**Additional requirements** (check all the apply):

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Board of Trustee's approval | <input type="checkbox"/> Insurance/Indemnity  |
| <input type="checkbox"/> Sign permit                            | <input checked="" type="checkbox"/> Special event liquor license                            |
| <input type="checkbox"/> Special event vendor license           | <input checked="" type="checkbox"/> Proof on notification of neighbors within 200' of venue |
| <input type="checkbox"/> Sales tax license(s)                   | <input type="checkbox"/> Other: _____   |
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### Vicinity Map/Site Plan

Attach a vicinity map and site plan showing the following:

See map in attached liquor license application submitted herewith

- |  |  |
|--|--|
| <input type="checkbox"/> Event site or pathway                         | <input type="checkbox"/> Temporary road closures         |
| <input type="checkbox"/> Parking plan and traffic flow                 | <input type="checkbox"/> Liquor sales & consumption area |
| <input type="checkbox"/> Locations of security personnel               | <input type="checkbox"/> Electrical & lighting sources   |
| <input type="checkbox"/> Locations of first aide & emergency services  | <input type="checkbox"/> Sound & amplification plan      |
| <input type="checkbox"/> Routes for EMS & fire crew                    | <input type="checkbox"/> Trash receptacle locations      |
| <input type="checkbox"/> Water access                                  | <input type="checkbox"/> Sign type & location            |
| <input type="checkbox"/> Sanitary facility locations & number existing | <input type="checkbox"/> Tent locations                  |
| <input type="checkbox"/> Vendor booths     2-3 food trucks             |  |

### Parking/Traffic Flow

Indicate the number of parking spaces, locations, traffic flow, personnel directing traffic, and traffic signage.

Are you planning event parking on-site? 10-20 vehcles Argentine Alley    ☒ Yes                      ☐ No

Are you planning event parking off-site? 20-30 vehicles Glasgow Ave.    ☒ Yes                      ☐ No

How will you be moving people to/from the event site?

walking

### Security/Law Enforcement

Describe the emergency communications plan (example: radio channels, cell phone, tin cans & string etc):

n/a

Do you anticipate using Town Marshalls or ground security or traffic control?

☐ Yes

☒ No

If so, what are the event needs? \_\_\_\_\_

Will a private security company be used?

☐ Yes

☒ No

How will the security personnel be identified? \_\_\_\_\_

n/a

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Will your event interrupt the normal flow of traffic on any roadway? ☒ Yes ☐ No

Argentine Alley somewhat congested during this event  
Will your event need authorization to park vehicles on any roadway? ☐ Yes ☒ No

Does this event need Rico Marshalls or Rico Fire Department ☐ Yes ☒ No

If so why? \_\_\_\_\_

### Emergency Medical Care

Describe emergency medical services arrangement/plan n/a

### Potable water

Are participants/vendors providing their own drinking water? ☒ Yes ☐ No

If yes describe water source, estimated amount and method of distribution:  
n/a

### Sanitation

Are you planning to use Town restroom facilities? ☒ Yes ☐ No

If yes describe: Existing port-a-potty

Will portable facilities be rented? ☐ Yes ☒ No

If yes, provide company name and phone number and confirmation of service: n/a

Drop off:	Pick up:
Date: _____	Date: _____
Time: _____	Time: _____

### Food Service & Merchandise Vendors

Will food service and/or merchandise vendors be present? ☒ Yes ☐ No

If yes, please supply a list of all vendors. The Clerk's Office will issue sales tax remittance forms to each vendor.

Describe the plan to remove hot coals and grease generated by food vendors if applicable: TBD

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**Alcohol Use**

No alcoholic beverages may be possessed, consumed or provided on any public property unless the permit holder has been issued an Application for a Special Events Permit from the State of Colorado, available at the Town of Rico Clerk's Office.

**Electricity**

Is electricity needed for the event?

☒ Yes

☐ No

If yes describe what the electricity will be used for and what type of service is needed:

May be needed by food vendors

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**Sound and Amplification**

Will sound amplification be used for the event?

☒ Yes

☐ No

If yes describe:

Background music (recorded), not a live music event

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**Trash Collection/Removal**

Will the event use Town trash receptacles?

☒ Yes

☐ No

Will the event rent dumpsters?

☐ Yes

☒ No

If yes, provide company name and phone number and confirmation of service:

Drop off:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Pick up:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

**Road Closure**

Are temporary road closures needed for the event?

☐ Yes

☒ No

Describe the road closure, signage and safety plan:

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If yes, provide company name and phone number:

Drop off:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Pick up:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

**Signage**

Date and time the temporary signage will be placed:

Signage

up:

Date: 9/18

Time: 10am

Signage

down:

Date: 9/19

Time: 6pm

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AFFIDAVIT OF MAILING PUBLIC NOTICE LETTER

Town of Rico  
P.O. Box 9  
Rico, Colorado, 81332

Re: Certification and Affidavit of Mailing Public Notice Letter for **Notice of Public Hearing, Rico Trails Alliance application for Special Event Permit** Town of Rico.

I, **Rob Cummings**, hereby declare that I mailed a copy of the Town approved, enclosed public letter via U.S. First Class Mail, postage prepaid thereon on August 11, 2021 to the attached list of property owners. The public notice letter was prepared and mailed in accordance with the public noticing requirements of the Rico Land Use Code. The public notice letter was placed in the mail on August 11, 2021 which was at least 20 days prior to the public hearing(s) to be held on September 1, 2021. The list of property owners includes all lot and condominium property owners located within 200 feet of the boundary of the existing or proposed lot(s). The adjacent property owner list was compiled from the Dolores County GIS website or Assessors Office.

Attached is the copy of the noticing letter, list of all property owners noticed, including their lot number and mailing address, a copy of the vicinity map mailed with the noticing letter, and a map showing all lots that were included within the 200 foot noticing area.

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



Rob Cummings



**NOTICE OF PUBLIC HEARING**  
Town of Rico, Colorado

August 11, 2021

**Re:** Special Event Permit Application Hearing 9/1/2021  
**Applicant:** Rico Trails Alliance  
**Event:** Community gathering/fundraiser on 9/18/2021, Jones Park, Town of Rico

Please take notice that a hearing of the Board of Trustees for the Town of Rico to consider the above-referenced Special Event Permit Application will be held on **Wednesday, September 1, 2021, at 6:00 pm MT at Town Hall, located at 2 Commercial Street, Rico Colorado.**

A copy of the Special Event Permit application is available at Town Hall or upon request by emailing [ricocoloradoscanner@gmail.com](mailto:ricocoloradoscanner@gmail.com).

Written public comments should be submitted to the Town Manager by Thursday, August 26, 2021, via the email address above, by hand delivery at Town Hall between 8am and 5pm, Monday through Thursday, or by U.S. Mail addressed to Town Manager, Town of Rico, PO Box 9, Rico, Colorado 81332.

The Special Event venue is located at:  
Jones Park a/k/a Rico's Town Park  
16 W. Campbell St., Rico, CO 81332  
(Lots 28-40 Block 2 36-40-11)

Parcel Number	Owners Name	
504736222015	RICO FIRE PROTECTION DISTRICT	
504735100011	RICO TOWN OF	
504735100009	DISPOSITION PROPERTIES, LLC	C/O EMMERSON ENTERPRISES, INC.
504735100005	RICO TOWN OF	
504736220004	DISPOSITION PROPERTIES, LLC	C/O EMMERSON ENTERPRISES, INC.
504736220002	RICO TOWN OF	
504736219026	BUTTON BRETT M.	
504736219025	DREW DEANNA & PATRICK DREW (JT)	
504736219006	GABARRON THOMAS	
504736219030	CETIN MESUT	
504736219029	VANDERGRIFF GARY L. & DEBRA K.	
504736219008	RICO MASONIC TEMPLE ASSOCIATION	C/O GLEN BAER
504736221001	DOLORES COUNTY SCHOOL DIST RE-2	
504736221002	RICO TOWN OF	
504736221003	HASLER JORY & ELIZABETH A.	STAFFORD (JT)
504736222002	DOLORES COUNTY SCHOOL DIST RE-2	
504736222003	HOLT FAMILY TRUST	HOLT P. DUANE & JUDY L. TRUSTEES
504736222004	HASLER JORY	
504736222001	DOLORES COUNTY SCHOOL DIST RE-2	
504736222009	RICO TOWN OF	
504736222005	YELLOWMAN LINDA & GENEVIEVE	

Mailing Address	City	ST	ZIP	Property Address
P.O. BOX 39	RICO	CO	81332	GLASGOW AVE
P.O. BOX 56	RICO	CO	81332	RIVER CORRIDOR
14555 N. SCOTTSDALE ROAD, STE 330	SCOTTSDALE	AZ	85254	RIVER LODGE SITE
P.O. BOX 56	RICO	CO	81332	
14555 N. SCOTTSDALE ROAD, STE 330	SCOTTSDALE	AZ	85254	5 S. RIVER STREET
P.O. BOX 56	RICO	CO	81332	
P.O. BOX 171	RICO	CO	81332	30 S. ARGENTINE STREET
P.O. BOX 236	RICO	CO	81332	34 S. ARGENTINE STREET
P.O. BOX 3003	TELLURIDE	CO	81435	40 S. RIVER STREET
8125 W. 94TH AVENUE	WESTMINSTER	CO	80021	39 S. GLASGOW AVE
1303 LAWSON	MIDLAND	TX	79701	33 S. GLASGOW AVE
813 N. SLIGO ST.	CORTEZ	CO	81321	31 S. GLASGOW
P.O. BOX 459	DOVE CREEK	CO	81324	101 S. RIVER STREET
P.O. BOX 56	RICO	CO	81332	RIVERVIEW DR.
P.O. BOX 282	RICO	CO	81332	137 S. RIVER STREET
P.O. BOX 459	DOVE CREEK	CO	81324	16 W. CAMPBELL STREET
P.O. BOX 30	GILA BEND	AZ	85337	130 S. RIVER STREET
P.O. BOX 282	RICO	CO	81332	136 S. ARGENTINE STREET
P.O. BOX 459	DOVE CREEK	CO	81324	101 S. GLASGOW AVENUE
P.O. BOX 56	RICO	CO	81332	119 S. GLASGOW AVE
P.O. BOX 36	RICO	CO	81332	137 S. GLASGOW AVENUE

