



**NOTICE AND AGENDA
SPECIAL MEETING
IDAHO SPRINGS CITY COUNCIL
CITY COUNCIL CHAMBERS, CITY HALL
MONDAY, MAY 2, 2022
5:30 P.M.**

**NOTICE AND AGENDA
SPECIAL MEETING
MONDAY, MAY 2, 2022 5:30P.M.**

CALL TO ORDER

ROLL CALL

Executive session under C.R.S. section 24-6-402(4)(b) to confer with the City's water attorney for the purpose of receiving legal advice and information concerning the City's water interests.

ADJOURNMENT



CITY OF IDAHO SPRINGS
1711 Miner Street
P.O. Box 907
Idaho Springs, CO 80452-0907
Telephone (303) 567-4421
FAX (303) 567-4955

NOTICE AND AGENDA
WORK SESSION
Idaho Springs City Council
1711 Miner Street
Monday, May 02, 2022 – 6:00 p.m.

**NOTICE AND AGENDA OF
WORK SESSION
MONDAY MAY 2nd, 2022 6:00 p.m.**

- ❖ Special Events Update
- ❖ Council Goals for 2022
- ❖ Paperless Packets
- ❖ City Clean Up Day

**IN-PERSON AND REMOTE MEETING PUBLIC ATTENDANCE AND PARTICIPATION
INSTRUCTIONS**

The Public is able to view and hear this meeting remotely at the following address on the City's website:

<https://www.colorado.gov/pacific/idahosprings/city-council-live>

To: Mayor and City Council

From: Wonder Martell, Deputy City Clerk

Date: May 02, 2022

Subject: Staff Report Work Session Meeting

- ✓ Special Events- This is the season for special events. City staff have been getting many requests for special event fees to be waived. These requests are coming from event coordinators for new events as well as annual repeat events. City staff wants to advise council in the special event process and give a little break down of what all is involved with a special event application/approval process.
- ✓ The City of Idaho Springs special event application is included in this work session packet for council review.
- ✓ Also included is the excerpt from the Idaho Springs Municipal Code that outlines rules and regulations of a special event permit.

Special Event Fact Sheet City of Idaho Springs May 2022

Rules and regulations per the Colorado Liquor Code

Overview of the special event permit

State and local licensing authorities' may issue special event permits to particular types of organizations, municipalities, and political candidates, permitting them to sell alcohol beverages for a limited number of days at specific locations. The permit may be either for the sale of malt beverages only or the sale of malt, spirituous or vinous liquors generally.

To qualify for a special event permit, an application must be:

1. Incorporated under the laws of Colorado for purposes of a social, fraternal, patriotic, political, educational, or athletic nature, and not for pecuniary gain;
2. Municipalities, counties, or special districts;
3. A nonprofit or charitable organization that is incorporated or registered with the Colorado secretary of state;
4. A regularly chartered branch, lodge or chapter of a national nonprofit organization or society which is organized for social, fraternal, patriotic, political, or athletic purposes;
5. A regularly established religious or philanthropic institution;
6. A state institution of higher education to include each principal campus of such institution;
7. A political candidate who has filed the necessary reports and statements with the Secretary of State pursuant to Title 1, Article 45;10 or
8. An entity that is either a state agency, the Colorado Wine Industry Development Board created in section 35-29.5-103, C.R.S., or an instrumentality of a municipality or county, provided that the entity promotes:
 - a) Alcohol beverages manufactured in the state; or
 - b) Tourism in an area of the state where alcohol beverage are manufactured.

Special event permits applications and processes

The licensing authority may not issue a special event permit to any organization or political candidate for more than 15 days in any one calendar year, but the days need not be consecutive. Special event permits may only be issued for prescribed hours during a day, and sandwiches or other food snacks must at all times be made available during the hours of service in the case of a malt, spirituous or vinous liquors license. At special events, servers must be at least 18 years of age to sell, serve, dispense, or handle alcohol beverages. If a person older than 18 but younger than 21 is handling malt, vinous, and spirituous liquors, the person needs to be under direct supervision of a person who is at least 21 years of age. However, with fermented malt beverages, the supervision limitation does not apply.

Application process

Legislation enacted in 2011 offers the opportunity for a local authority to "opt-in" to a local-only approval method.¹⁸ A municipality may choose to adopt the local-only process or continue the dual authority process. If the local authority takes no action to "opt-in", then it remains under the dual authority method. If the local-only method is preferred, a municipality may choose this by way of any formal action, such as a motion at a meeting, resolution, or ordinance.

One advantage to continuing with the dual authority method is that it offers a second level of review to the application documents and an opportunity to ensure that the applicant and local authority has complied with all requirements. The obvious advantage to the local-only option is that it speeds up the process and offers more timely customer service to applicants.

Special Event Fact Sheet City of Idaho Springs May 2022

Dual Authority Method

An applicant must file for a special event permit with the local licensing authority at least 30 days prior to the date of the event, on forms provided by the state licensing authority.¹ However, for "good cause shown," the local licensing authority may waive this thirty-day requirement. The application must be verified by oath or affirmation of an officer of the applicant organization or of the political candidate making the application. A check covering the appropriate state permit fee, as well as payment of the fee established by the local licensing authority for investigation and issuance of the license, must accompany the application. The amount of the local investigative/issuance fee cannot exceed \$100 per day.

Local-Only Method

All compliance requirements remain the same; a local-only process does not alleviate any obligation under statute or regulation. In addition to all the requirements described below, the local authority is required to notify the state within 10 days from issuance of a permit, the name of the permitted organization, the address of the permitted location, and the permitted dates of alcohol beverage service. Additionally, the local licensing authority must "promptly act upon each application and either approve or disapprove each application for a special event permit."

Restrictions on receiving or acting upon applications

Prior to processing an application, the municipality should check the state's website to ensure that the applicant has not exceeded the maximum number of allowed days.

An application for a special event permit for the sale of alcoholic beverages cannot be received or acted upon if the premises upon which the liquor is to be sold is located within 500 feet of any public or parochial school or the principal campus of any college, university, or seminary. This restriction does not apply, however, during hours in which no school classes are scheduled.

Public notice and hearing

Public notice of the proposed permit and of the procedure for protesting issuance of the permit must be conspicuously posted at the proposed location for at least ten days prior to approval of the permit by the local licensing authority. There is no requirement that the notice be published. Any affected person may file a protest to the application within ten days after the date of the notice.

The statutes do not require a hearing on the permit application unless sufficient grounds appear to exist for denial of the permit. However, the local authority may, in its discretion, hold a hearing on any application if it wishes. Regardless of whether such hearing is required or discretionary, it must be held at least ten days after the initial posting of the notice, and notice of the hearing must be provided to the applicant and to any person(s) who filed a protest to the application. The local authority should provide this notice in writing. Since the special event permit statutes and regulations do not specify hearing procedures, the authority might consider simply following hearing procedures and notice-of-decision requirements established for new liquor or fermented malt beverage license applications, outlined earlier in this publication.

Investigation and grounds for issuance or denial

The local licensing authority must investigate the application and either approve or deny it based upon the statutory grounds. The local and state licensing authorities apply the same standards for approval or denial of special event permit applications.

The statutes explain that nothing in Article 5 is intended to prohibit the sale or dispensing of malt, vinous, or spirituous liquors on any closed street, highway, or public byway for which a special event permit has been issued. Moreover, special event permits are specifically allowed to

Special Event Fact Sheet City of Idaho Springs May 2022

be issued on premises for which there is already a limited winery license, a wine-festival permit license, a campus liquor complex license, a club license, arts license, or an art gallery permit.³⁹ Granting or denying the application (dual authority method)

If the local authority denies the special event permit application, the state may not issue a permit. If the local authority approves the application, it must notify the state licensing authority of the approval and submit the approved application form and state permit fee not less than ten days prior to the special event.

Revocation or suspension

State liquor regulations set forth the conditions under which the state licensing authority may suspend or revoke a special event permit, which states:

Upon inspection, notice, and hearing, the state or local licensing authority may suspend or revoke a special event permit and may further order the denial of future applications for another special event permit submitted by the same organization.

In addition, if a violation of the Liquor Code or of the conditions of special events occurs during the event and the responsible licensee can be identified, such licensee may be charged and the appropriate penalties may apply. If a violation occurs but no responsible licensee may be found, the state authority may send written notice to every licensee identified on the permit applications and fine each the same amount.

Changes in location or ownership

A special event permit is issued for a specific location, is not transferable, and therefore is not valid for any other location. Also, a special event permit cannot be transferred to any other organization or political candidate, nor used on any other day.

Exemptions

When certain conditions are met, an event may be exempt from the provisions of the Special Events Code and Liquor Code:

- The event must be held by an organization otherwise qualifying to hold a special events permit.
- The event or gathering is free - or when any admission or other charge required for entry is uniform as to all, regardless of whether such beverages or liquors are.
- The organization must dispense fermented malt beverages and alcoholic liquors gratuitously by the drink to guests and/or members at a private function.
- The event must be on an unlicensed premises.

Under such circumstances, neither a special permit nor a liquor license for the premises is required.⁴⁷ Note, for purposes of this exemption, all invited attendees at a private function held by a state institution of higher education shall be considered members or guests of the institution.

Rules and Regulations for Idaho Springs Special Event per Muni Code

Sec. 9-202:

(4) An application for a public event permit must be filed with the City Clerk, on forms provided by the City Clerk, not less than sixty (60) days prior to the commencement of the proposed public event. A permit shall be required for each public event, regardless of whether the event is a regular, recurring event (such as an annual event); though a public event may last for more than one (1) calendar day.

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Sec. 9-204:

(A)The City Clerk shall review and process all public event permit applications and is hereby authorized to administratively approve an application that satisfies each of the following criteria:

- (1)The application is complete and all applicable fees have been paid;
- (2)The completed application has been referred to all affected City departments, as determined by the City Clerk, and the City Clerk has received no returned comments in objection to the application;
- (3)The application does not request any waiver or exception from the City's rules, regulations, ordinances, Code provisions or any other requirement that generally applies to public events or to the activity proposed;
- (4)All applicable Code requirements have been met;
- (5)The applicant has not been denied a public event permit or had any such permit revoked by the City within the last two (2) years; and
- (6)If the proposed public event is a recurring event that has previously been conducted in the City, the previously conducted event must have:

- (a) occurred not less than eighteen (18) calendar months prior to the event proposed by the current application;
- (b) been properly permitted by the City; and
- (c) consisted of substantially the same events and activities proposed by the current application.

(B)In the event the City Clerk cannot or will not approve an application pursuant to Subsection (A) above, the City Clerk shall automatically and promptly schedule the application for consideration by the City Council at the next regular City Council meeting at which the agenda and packet deadline allow. The City Council shall review the application for completeness, as required by Section 9-202 above, and evaluate the adequacy with which the application addresses any potentially adverse impacts of the event on City residents, businesses, visitors and property owners.

(C)The City Clerk and the City Council are authorized to impose conditions on the approval of any public event permit application designed to ensure compliance with this Article, the Code or any other applicable law, ordinance or regulation, or to prevent or mitigate the potentially adverse impacts of the special event on City residents, businesses, visitors and property owners. The City Clerk will provide, in writing, to the applicant any conditions imposed.

(D)Any decision of the City Clerk under this Section may be appealed to the City Council by filing a written notice of appeal with the City Clerk within ten (10) days of the date of the decision being appealed. The City Clerk shall promptly schedule the appeal before the City Council at the next regular City Council meeting at which the agenda and packet deadline allow.

(E)Any decision rendered by the City Council, and any decision rendered by the City Clerk which is not timely appealed in accordance with Subsection (D) above, shall constitute the City's final decision on the matter.

Policy

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Once a completed application is received, staff conducts an investigation for issuance of the liquor license. Once the investigation is completed, staff then sends out completed application to all of the approving departments. Fire, EMS, PD, PW to sign off on the approval of the special event application. If a liquor license is requested, public notice must be posted. This gets put onto a sign and the application is required to post said sign on the property where the special event will be held. That sign needs to be posted for at least 10 days prior to the event.

COLORADO LIQUOR CODE RULES FOR SPECIAL EVENTS

44-5-105. Restrictions related to permits.

- (1) Each special event permit shall be issued for a specific location and is not valid for any other location.
- (2) A special event permit authorizes sale of the beverage or the liquors specified only during the following hours: (a) Between the hours of five a.m. of the day specified in a malt beverage permit and until twelve midnight on the same day; (b) Between the hours of seven a.m. of the day specified in a malt, vinous, and spirituous liquor permit and until two a.m. of the day immediately following.
- (3) The state or a local licensing authority shall not issue a special event permit to any organization for more than fifteen days in one calendar year.
- (4) No issuance of a special event permit shall have the effect of requiring the state or local licensing authority to issue such a permit upon any subsequent application by an organization.
- (5) Sandwiches or other food snacks shall be available during all hours of service of malt, spirituous, or vinous liquors, but prepared meals need not be served.

-Regulation 47-1002 Code of Colorado Liquor Regulations

(C) Applications shall be filed with the local licensing authority not less than 30 days prior to the date of the special event. The respective local licensing authority shall investigate each special event permit application, and shall either approve or deny such application under proper grounds in accordance with the provisions in article 5 of title 44, C.R.S.

Impacts Neighborhood, residents, parks, parking, traffic, alcohol, timing, fire, CDOT, County, Police, Rangers, staff.



Dear Event Organizer,

On behalf of the Mayor, City Council and Employees, welcome to Idaho Springs and thank you for choosing the City of Idaho Springs for your special event.

To make the process a pleasant experience for all concerned, a packet of information has been included with this letter. Please read all material carefully. The **completed** packet will need to be given to the City Clerk 60 days prior to your event. Please return the entire packet, *even if some of the forms do not apply to your event.*

Some special events will need to be presented to the Idaho Springs City Council. If Council approval is required, the City Clerk will set an appearance time once all paperwork is received and approved.

If any alcohol will be included in your event you will need to apply for a special event through the City Clerk's office (the form is included in this packet) No alcohol can be served, sold or consumed in any public area without a local liquor license as well as an additional insurance requirement.

Please note, there is a \$100 application fee per day of the event, a \$100 per day fee for a liquor license and a \$100.00 deposit for trash removal and general clean-up.

Contact the Clear Creek Courant to get your event in the calendar section of the local newspaper.

We are here to help in anyway possible. Please feel free to contact my office with any questions or concerns.

Sincerely,

Diane Breece
City Clerk

\$100 Clean-up deposit & \$100 Application Fee per day received by _____ Date _____

REQUIRED INFORMATION MUST BE SUBMITTED WITH YOUR APPLICATION BEFORE IT CAN BE CONSIDERED. PLEASE CHECK THE INFORMATION PROVIDED.

- _____ 1. Map of the area involved, showing locations of barricades, security personnel, location of activities, fencing, entrances and exits.
- _____ 2. Written approval of all business owners, vendors and private land owners in the affected area.
- _____ 3. A written plan for notifying the community of the street closure (if applicable).
- _____ 4. Certificate of insurance naming the City of Idaho Springs as an additional Insured .(See insurance requirements)
- _____ 5. Proof of a City of Idaho Springs business license (if applicable).
- _____ 6. Trash, recycling and sanitation plan (see "Trash and Comfort Station Rules and Regulations)
- _____ 7. **A \$10.00 deposit is required for each city owned traffic control device. Deposits must be in the form of cash or certified funds and will be returned only after all items are returned in proper condition.
- _____ 8. Timeline of events and locations.
- _____ 9. \$100 Clean-up deposit & \$100 Application fee per day
- _____ 10. Outside Agency approval signatures.
- _____ 11. UNTIL FURTHER NOTICE - A completed Special Event Permit Covid-19 Conditions of Approval - Acknowledgment, Waiver & Release is required for ALL Applications.

I hereby agree to indemnify the City of Idaho Springs, its officers, agents and employees, and to hold them harmless from and against any and all claims, liabilities or damages, including attorney fees and court costs, arising out of, related to, or directly or indirectly resulting from this Application, its processing or decision thereon rendered by the City, or from the planning, financing or conduct of the above event.

Event Organizer Signature

Date

Idaho Springs Special Event Rules and Regulations

Event Name _____

Event Date _____

The responsible organization, as a condition of being granted a special event permit within the City, agrees to abide by the following rules, regulations and conditions established by the City of Idaho Springs:

1. The services and activities provided by the event are those of an independent entity and not as an employee, officer, official or agent of the City.
2. The responsible organization shall indemnify and hold harmless the City, its officers, officials, employees and self- insurance pool from and against any and all damage and loss to person or property and shall defend the City from any and all claims, demands, suits, actions or proceedings of any kind, including cost of actions and reasonable expert fees and attorney fees incurred by the City in any way resulting from or arising out of the special event. This provision shall not and is not intended, in any way or manner, to waive or cause the waiver of the defenses or limitations on damages provided by the Colorado Governmental Immunity Act, Section 24-10-101 et seq., Colorado Revised Statutes, the Colorado Constitution, or the common law or laws of the United States or Colorado.
3. The responsible organization shall procure and maintain at its own cost, liability insurance in the amount of not less than \$1,093,000 against all claims, demands and other obligations incurred by the event planner in its performance of the community event. Such insurance shall be in addition to any other insurance requirements imposed by law. The responsible organization shall not be relieved of any liability, claims, demands or other obligations assumed pursuant to Section 3 of these "Rules" by reason of its failure to procure or maintain insurance in sufficient amounts, durations or types. The City of Idaho Springs must be listed as an additional insured. *Proof of said insurance must be provided to the City and approved by the City as a condition of the event being approved.*
At the discretion of the City Council, some activities/events may not be subject to established insurance requirements.
4. The responsible organization shall collect and pay all sales tax applicable to the sale of food, drinks, souvenirs, service and other taxable item or activity sold at the special event.
5. The responsible organization holding the event on City property shall, upon conclusion of the event, return the site to its pre-event condition immediately. If literature is distributed to the public during an event, the organizers are required to pick up all associated trash within a three-block radius of the event location. Event organizers must supply their own trash bags and cleaning supplies. The organizers are responsible for clean-up.
6. All events shall be confined to the boundaries of the area reserved and shall not block or impede the sidewalk or traveled area. This includes access to fire lanes and handicapped areas.
7. Stakes will not be driven in the grass without prior approval of the City.
8. Identification signs for the event may be placed only with prior approval of the City, and must be removed within 24 hours after the event.

9. The City of Idaho Springs cannot issue permits or approve activities on behalf of other jurisdictions such as County Health Department, the Sheriff's Department, State Patrol, etc. It is the responsibility of the organization to secure the necessary approval from other entities.

10. The responsible organization agrees to abide by any additional regulations and requirements set forth on all permit application forms submitted.

11. If two or more special events plan to use the same City property on the same date, the first event to submit a complete packet shall have precedence.

12. The City of Idaho Springs cannot guarantee availability of public property for special events.

Event Planner Signature

Date

Event Planner Printed Name

SPECIAL EVENT APPLICATION APPROVAL

Applicant: _____

Date of Event: _____

Approvals Requested:

_____ Street Closure _____ City Parking Lot(s) _____ City Park(s)

Other _____

OUTSIDE AGENCY APPROVALS: (The City of Idaho Springs will be responsible for obtaining agency approvals)

Fire Authority (acknowledging the event, listing any special issues) **303-567-4739**

Fire Chief	Date
------------	------

Clear Creek EMS (acknowledging the event, listing any special issues) 303-567-4710

Director _____ Date _____

CITY APPROVALS

Police Chief _____ Date _____

Public Works Director _____ Date _____

STREET CLOSURE APPLICATION

Applicant: _____

Mailing Address: _____

Contact person: _____ **Daytime Phone** _____

Dates (s) and time (s) of requested street closure:

Date	Street	Time (indicate a.m. or p.m.)
_____	_____	_____ to _____
_____	_____	_____ to _____
_____	_____	_____ to _____

Describe requested closure locations, including street name, block, and cross street(s):
Draw closures on map provided.

Street Closure Approved by:

Police Chief _____ **Date** _____
303-567-4291

Public Works Superintendent _____ **Date** _____
303-567-2400

Fire Chief _____ **Date** _____
303-567-4342 ext 123

EMS Director _____ **Date** _____
303-567-4221

****This applicant is ☐ is not ☐ required to provide a traffic control plan. The applicant is ☐ is not ☐ required to hire a barricade company for this event.**

Name of barricade company: _____

CITY PARKING AREA and CITY PARK RESERVATION PERMIT

Event

Name: _____

Date(s) of Event: _____

Reservation requested from (date and time) _____ to _____

Which area are you requesting?

☐ Courtney Reily Cooper Park

☐ Citizens Park

☐ Other _____

☐ West Parking (15th to 16th Ave. between Idaho & Water Street

☐ East Parking (16th to 17th Ave. between Idaho & Water Street

☐ BOTH

Briefly describe your event: _____

Will there be music? YES _____ NO _____ Live _____ Amplified _____

Will you erect a tent? YES _____ NO _____ How many people are expected? _____

Will you be serving alcohol? YES _____ NO _____

- Alcohol may **not** be sold or consumed in any public area without a State and local license.
- Glass is not permitted in the parking lots or in the parks.
- Obtain a Special Event liquor license application from the City Clerk. It must be submitted at least 30 days prior to the event.

IF YOU ARE RESERVING CITIZENS PARK or COURTNEY RYLEY COOPER PARK the public restrooms must be checked and cleaned both during and after the event. (Supplies provided by organization holding event)

Landscape or facility damage will be billed to event organizer at replacement cost PLUS 15%

Trash and Comfort Station Rules & Regulations

Trash Receptacles Required

The type, location and size of your event will indicate the number of trash receptacles you will be required to provide (see approval page). The organization sponsoring the event is responsible for disposing of all trash and clean-up of the area used during the event. The area(s) will be inspected the morning after the event and the results of the inspection will determine if a refund of the deposit is warranted. For an event that will have 100 or more attendees a dumpster must be obtained by the event sponsors.

Comfort Station Regulations (existing public facilities may be included as part of requirement)

Small Events

Number of Attendees	Minimum # of Restroom Facilities
1 –10	1
11-20	2
21-30	3
31- 40	4
Over 40	1 facility for each 20 additional attendees

Large Events

Average Crowd Size	Average Hours at the event									
	1	2	3	4	5	6	7	8	9	10
500	2	4	4	5	6	7	9	9	10	12
1000	4	6	8	8	9	9	11	12	13	13
2000	5	6	9	12	14	16	18	20	23	25
3000	6	9	12	16	20	24	26	30	34	38

A bad experience with a portable restroom can affect the users attitude toward the event itself. Under normal conditions most persons will use sanitation facilities once every four hours. Each portable restroom facility should accommodate a maximum of 200 uses. Weather conditions and the consumption of food, liquids, beer and other alcoholic beverages will increase usage by 30-40%. Your local portable restroom contractor's experience will help you in planning properly for any event. Good planning for sanitation at special events pays! A satisfied customer will stay longer, spend more money, and return next year. Your portable restroom contractor can advise you on availability of hand washing units, handicap facilities, and many other special event items.

Number of trash receptacles required _____

Other special requirements _____



Special Event Liquor~3.2 Beer, Malt, Vinous and Spirituous Permit Application

ONLY NONPROFIT ORGANIZATIONS ARE ELIGIBLE TO APPLY FOR THIS PERMIT

If you would like to **sell, possess or consume** alcoholic beverages by the attendees of your event, you must apply for a Special Event Liquor License. By State Law, C.R.S .12-48-102 (1)(a), applicants for a Special Event Liquor License must meet the following criteria:

“A Special Event Permit issued under this article may be issued to an organization, whether or not presently licensed under articles 46 and 47 of this title, which has been incorporated under the laws of this State for purposed of a social, fraternal, patriotic, political or athletic nature, and not for pecuniary gain. Or which is a regularly chartered branch, lodge or chapter of a national organization or society organized for such purposes and being nonprofit in nature, or which is a regularly established religious or philanthropic institution, and to any political candidate who has filed the necessary reports and statements with the Secretary of State pursuant to article 45 of title 1, C.R.S.”

As part of the Special Event Application, at least 60 days in advance of the event, the applicant must submit to the City Clerk’s office the following supporting documents:

- A completed DR8439 Special Event Application Form (see attached)
- Copy of Certificate of Corporation in Good Standing (nonprofit) issued by the Secretary of State within the last two years *or* if not incorporated, a nonprofit charter, *or* if a political candidate, attach copies of reports and statements that were filed with the Secretary of State of Colorado.
- Event site plan sketch (8 ½ x 11) reflecting bars, walls partitions, ingress, egress and dimensions. If the event is to be held outdoors you must submit evidence of intended control, i.e. fencing, ropes, barriers, arm bands, etc.
- Copy of deed, lease or written permission from owner for the use of the premises in the applicant’s name.
- Submit \$100 for either a 3.2 Beer permit or Malt, Vinous and Spirituous permit payable to the City of Idaho Springs.

Incomplete applications will be rejected and returned to the applicant for corrections. There are no refunds under any circumstances. The event must be held on the **date, time and location** specified on the application and may not be changed. Applicant is limited to 10 days of special events per calendar year. The City Clerk’s office is required to post a public notice on the premises for a period of 10 days prior to the approval of the special event. If protests are received

as a result of posting, a hearing may be held before the Local Authority for approval of the special event. During the event *age warning signs*, must be conspicuously displayed.

As a condition of being granted this permit, I hereby agree to comply with City, County and State regulations related to alcohol consumption. I certify that I am 21 years of age or older and the information I have provided here is true and accurate to the best of my knowledge. I understand the glass containers to consume alcohol are not allowed. I hereby agree to defend, indemnify and hold harmless, the City of Idaho Springs, its officers, officials, employees and agent for all liability claims arising from the event and have attached a certificate of insurance for the event to guarantee indemnification.

Applicants Signature

Date

DR 8439 (06/28/06)
COLORADO DEPARTMENT OF REVENUE
LIQUOR ENFORCEMENT DIVISION
1375 SHERMAN STREET
DENVER CO 80261
(303) 205-2300

APPLICATION FOR A SPECIAL EVENTS PERMIT

Department Use Only

IN ORDER TO QUALIFY FOR A SPECIAL EVENTS PERMIT, YOU MUST BE NONPROFIT
AND ONE OF THE FOLLOWING (See back for details.)

- | | | |
|------------------------------------|--|--|
| ☐ SOCIAL | ☐ ATHLETIC | ☐ PHILANTHROPIC INSTITUTION |
| ☐ FRATERNAL | ☐ CHARTERED BRANCH, LODGE OR CHAPTER | ☐ POLITICAL CANDIDATE |
| ☐ PATRIOTIC | ☐ OF A NATIONAL ORGANIZATION OR SOCIETY | ☐ MUNICIPALITY OWNING ARTS |
| ☐ POLITICAL | ☐ RELIGIOUS INSTITUTION | ☐ FACILITIES |

LIAB TYPE OF SPECIAL EVENT APPLICANT IS APPLYING FOR:

2110 ☐ MALT, VINOUS AND SPIRITUOUS LIQUOR

2170 ☐ FERMENTED MALT BEVERAGE (3.2 Beer)

DO NOT WRITE IN THIS SPACE

LIQUOR PERMIT NUMBER

1. NAME OF APPLICANT ORGANIZATION OR POLITICAL CANDIDATE

State Sales Tax Number (Required)

2. MAILING ADDRESS OF ORGANIZATION OR POLITICAL CANDIDATE
(include street, city/town and ZIP)

3. ADDRESS OF PLACE TO HAVE SPECIAL EVENT
(include street, city/town and ZIP)

NAME	DATE OF BIRTH	HOME ADDRESS (Street, City, State, ZIP)	PHONE NUMBER
------	---------------	---	--------------

4. PRES./SECY OF ORG. or POLITICAL CANDIDATE

5. EVENT MANAGER

6. HAS APPLICANT ORGANIZATION OR POLITICAL CANDIDATE BEEN
ISSUED A SPECIAL EVENT PERMIT THIS CALENDAR YEAR?

☐ NO ☐ YES HOW MANY DAYS? _____

7. IS PREMISES NOW LICENSED UNDER STATE LIQUOR OR BEER CODE?

☐ NO ☐ YES TO WHOM? _____

8. DOES THE APPLICANT HAVE POSSESSION OR WRITTEN PERMISSION FOR THE USE OF THE PREMISES TO BE LICENSED? ☐ Yes ☐ No

LIST BELOW THE EXACT DATE(S) FOR WHICH APPLICATION IS BEING MADE FOR PERMIT

Date	Date	Date	Date	Date
Hours From .m.	Hours From .m.	Hours From .m.	Hours From .m.	Hours From .m.
To .m.	To .m.	To .m.	To .m.	To .m.

OATH OF APPLICANT

I declare under penalty of perjury in the second degree that I have read the foregoing application and all attachments thereto, and that all information therein is true, correct, and complete to the best of my knowledge.

SIGNATURE

TITLE

DATE

REPORT AND APPROVAL OF LOCAL LICENSING AUTHORITY (CITY OR COUNTY)

The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the provisions of Title 12, Article 48, C.R.S., as amended.

THEREFORE, THIS APPLICATION IS APPROVED.

LOCAL LICENSING AUTHORITY (CITY OR COUNTY)

☐ CITY
☐ COUNTY

TELEPHONE NUMBER OF CITY/COUNTY CLERK

SIGNATURE

TITLE

DATE

DO NOT WRITE IN THIS SPACE - FOR DEPARTMENT OF REVENUE USE ONLY

LIABILITY INFORMATION

License Account Number

Liability Date

State

TOTAL

-750 (999) \$

(Instructions on Reverse Side)

APPLICATION INFORMATION AND CHECKLIST

THE FOLLOWING SUPPORTING DOCUMENTS MUST BE ATTACHED TO THIS APPLICATION FOR A PERMIT TO BE ISSUED:

- ☐ Appropriate fee.
- ☐ Diagram of the area to be licensed (not larger than 8 1/2" X 11" reflecting bars, walls, partitions, ingress, egress and dimensions.
Note: If the event is to be held outside, please submit evidence of intended control, i.e., fencing, ropes, barriers, etc.
- ☐ Copy of deed, lease, or written permission of owner for use of the premises.
- ☐ Certificate of good corporate standing (NONPROFIT) issued by Secretary of State within last two years; or
- ☐ If not incorporated, a NONPROFIT charter; or
- ☐ If a political Candidate, attach copies of reports and statements that were filed with the Secretary of State.

(12-48-102 C.R.S.)

A Special Event Permit issued under this article may be issued to an organization, whether or not presently licensed under Articles 46 and 47 of this title, which has been incorporated under the laws of this state for the purpose of a social, fraternal, patriotic, political or athletic nature, and not for pecuniary gain or which is a regularly chartered branch, lodge or chapter of a national organization or society organized for such purposes and being non profit in nature, or which is a regularly established religious or philanthropic institution, and to any political candidate who has filed the necessary reports and statements with the Secretary of State pursuant to Article 45 of Title 1, C.R.S. A Special Event permit may be issued to any municipality owning arts facilities at which productions or performances of an artistic or cultural nature are presented for use at such facilities.

If an event is cancelled, the application fees and the day(s) are forfeited.

SPECIAL EVENT PERMIT QUESTIONNAIRE AND AFFIDAVIT

1. What type of an event is planned (i.e., annual, quarterly, benefit, etc.)?

2. Explain in detail the nature of your organization, its function, and who or what benefits from its operations (attach separate sheet if necessary)

3. Who or what organization will be the recipient of funds derived from this event?

4. How many attendees are expected at this event? _____
5. Describe the premises at which this event will take place

6. What type of security will be provided at this event?

7. How many security personnel will be on hand? _____
8. How will security personnel be identified? (i.e., shirts, hats etc.)

9. If this event is being held outdoors, how will the exterior boundaries of the premises be marked (i.e., roped, fenced, etc.)?

10. What type of entertainment will be provided, if any, for this event?

11. What method will be used in checking identification for proper age of attendees (i.e., at the bar, etc.) and how will underage patrons be identified so as not to be served alcohol beverages (i.e., stamp or mark on the hand, etc)

12. How will the conduct and level of intoxication of attendees be monitored and by whom?

13. Have volunteers or members of you organization been trained in the sale/service of alcohol beverages?

14. What types of alternate beverages and food/snacks will be available?

15. Explain how this event will be marketed describing what kinds of advertising material will be Distributed and the targeted recipients of such material.

I hereby certify, under penalty of perjury, that the information provided to the Idaho Springs Liquor Authority contained in this affidavit is true and accurate to the best of my knowledge.

Applicant's Signature

Date

STATE OF COLORADO
COUNTY OF CLEAR CREEK) SS.
CITY OF IDAHO SPRINGS

Subscribed and sworn to before me this _____ day of _____,
_____.

Witness my hand and official seal.

Notary Public

My commission expires

Please list complete information for all vendors participating in the event:

[illegible]

2022 Idaho Springs Special Events

As of 4/28/22

May 14th	CCRD Gold Rush Games	Ball Fields
May 29th	Clear Creek Pack Burro Races	Rolling Burro Race start at The Field House
July 4 th	Outdoor Festival	Downtown IS – Music, beer, fireworks
July 16 th	Democratic Summer Event	Baseball Fields *
July 23 rd	Bob Cook Mem. Mt Evans Hill Climb	CCC & IS - Hwy 103
August 13 th	GTown to IS ½ Marathon	GTown through IS to Ball Fields
August 20 th	Two Brothers UP & Down	Running race up Two Brother Road *
August 20 th	Triple Bypass Bicycle Race	Evergreen to Vail
Sept. 9 th	Flaming Foliage Relay	Bicycle Race
Sept. 24 th	Trout Unlimited	Clean up along CC *

*No ppwk received as yet

City of Idaho Springs

Goals and Action Items 2022

(Draft from the City Council Retreat on March 28, 2022)

Goal: Update aging infrastructure

- Continue to pursue any and all grant opportunities
- Establish a multi-year funding plan for the existing five-year capital improvements plan (CIP)
- Complete construction of the new Public Works Facility
- Plan for execution of the Police Station tenant finish at the City-owned fire station building when the Clear Creek Fire Authority moves its operations to its new station
- Develop a raw water delivery plan
- Reintroduce a ballot measure in the fall of 2022 for a one-percent sales tax to fund water and sewer infrastructure costs and to reduce the amount of annual rate increases

Goal: Promote a safe, efficient and environmentally sustainable transportation corridor

- Enter into an intergovernmental agreement (IGA) with the Colorado Department of Transportation (CDOT) for the design and construction of a Mobility Hub at I-70 exit 240
- Continue coordination with Clear Creek County and the Denver Regional Council of Governments (DRCOG) to further develop alternative modes of transportation

Goal: Retain and encourage local business diversity and sustainability

- Coordinate with the Clear Creek Economic Development Corporation (CCEDC) and the Idaho Springs Chamber of Commerce to develop and implement related strategies
- Evaluate methods to assist in retaining and attracting businesses
- Implement downtown property assessments under the established special improvement district (SID) to help fund the City's match for construction of the Mobility Hub and parking structure
- Consider establishing a Downtown Development Authority (DDA) to manage the business district and to provide funding for capital improvements
- Encourage and assist the renewed community interest in the creative arts industry

Goal: Promote and facilitate an engaged community

- Research methods to generate greater age-specific community engagement
- Modernize community engagement processes to include the use of current communications technology
- Improve and expand recreation options for all ages and abilities including hiking/biking trails, tennis/pickleball/basketball courts, and a skate park

Goal: Consider opportunities for shared services

- Evaluate the feasibility and desirability of a regional building services delivery system
- Advocate to ensure adequate funding and staffing for fire and emergency medical services
- Analyze 9-1-1 communications models for operational efficiency and cost effectiveness
- Refine long-term financial projections for sustaining City services

Goal: Identify, evaluate and assess affordable and attainable housing options

- Evaluate the feasibility of a multi-jurisdictional housing authority
- Facilitate community education and engagement processes regarding housing needs
- Coordinate with the Planning Commission to consider the expansion of accessory dwelling units (ADUs) as an additional housing option
- Evaluate House Bill 1271 for possible incentives and funding
- Review and update the City's Comprehensive Plan