

**TOWN OF SILT
 PLANNING AND ZONING COMMISSION AGENDA
 Wednesday, November, 6 2024 6:30 P.M.
 MUNICIPAL COUNCIL CHAMBERS
 HYBRID MEETING**

ESTIMATED TIME	ELECTRONIC AGENDA ITEM	PUBLIC HEARING/ ACTION	ELECTRONIC LOCATION AND PRESENTOR
	Agenda		Tab A
6:30 5 min	Call to Order		Chair Williams
	Roll Call		
	Pledge of Allegiance		
6:35 5 min	Public Comments - Each speaker will limit comments to no more than three (3) minutes, with a total time of 30 minutes allotted to public comments, pursuant to Section 2.28.020 of the Silt Municipal Code		
6:40 5 min	Consent agenda – 1. Minutes of the October 1, 2024 Planning & Zoning Commission meeting	Action Item	Tab B Chair Williams
	Conflicts of Interest		
	Agenda Changes		
6:45 15 min	Natural Medicine Municipal Code Ordinance	Discussion Item / Recommendation	Deputy Clerk Malsbury
7:00 10 min	Planners Report	Update	Director Centeno
7:10 5 min	Commissioner Comments		
7:15	Adjournment		

The next regularly scheduled meeting of the Silt Planning & Zoning Commission is tentatively set for Tuesday, December 3 2024, at 6:30 p.m. Items on the agenda are approximate and intended as a guide for the Planning and Zoning Commission. "Estimated Time" is subject to change, as is the order of the agenda. For deadlines and information required to schedule an item on the agenda, please contact the Town of Silt at 876-2353. Please be aware that this agenda is given to the public and to the Commission in electronic form. If you require a hard-copy, please request one before or after the scheduled meeting. Normal Town copying charges may apply. Thank you.

TOWN OF SILT
REGULAR PLANNING AND ZONING COMMISSION MEETING
October 1, 2024 – 6:30 P.M.
HYBRID MEETING

The Silt Planning and Zoning Commission held their regularly scheduled meeting on Tuesday, October 1, 2024. The meeting was called to order at 6:30PM.

Roll call	Present	Chair Lindsey Williams Vice Chair Michael Bertaux Commissioner Eddie Aragon Commissioner Jennifer Stepisnik Commissioner Vanessa Westmoreland Alternate Dana Wood Alternate Justin Anderson
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Absent

Also present: Community Development Director, Nicole Centeno and Town Manager, Jim Mann

Pledge of Allegiance

Public Comment

There was no public comment

Consent Agenda

1. Minutes of the September 3, 2024 Planning & Zoning Commission meeting.

Commissioner Stepisnik made a motion to approve the meeting minutes on the consent agenda, seconded by Vice-Chair Bertaux. The motion to approve the consent agenda carried unanimously.

2. JSN Properties, Lot #158, Resolution PZ-12, Series 2024

Vice-Chair Bertaux made a motion to approve Resolution PZ-12, Series 2024, on the consent agenda, seconded by Commissioner Stepisnik. The motion to approve the consent agenda carried unanimously.

3. JSN Properties, Lot #157, Resolution PZ-11, Series 2024

Commissioner Stepisnik made a motion to approve Resolution PZ-11, Series 2024, on the consent agenda, seconded by Commissioner Aragon. The motion to approve the consent agenda carried unanimously.

Conflicts of Interest

There were no conflicts of interest.

Agenda Changes

There were no proposed changes to the agenda.

Consciously Crafted- Special Use Permit

Director Centeno explained that Consciously Crafted, LLC, bought the retail marijuana business that is operating out of 730 Main Street. This business, formally known as High Q, has been operating under a Special Use Permit.

High Q's previous Special Use Permit required a renewal every two years. The last renewal was in 2020, so Director Centeno stated that the Town appreciates Consciously Crafted working towards meeting the necessary criteria to be able to operate in Town.

The applicant did submit an operating plan, explaining the below key points:

- The store will operate Sunday – Thursday from 10am-8pm and Friday-Saturday from 10am-9pm.
- There will be 2 sales counters and terminals
- The staff will be trained to sale in accordance with state licensing laws, confirming patrons or anyone entering the establishment to be at least 21 years old.
- An ATM will be provided, inside of the building for convenience
- There will be security cameras at all 3 exterior doors and throughout all areas of the building.
- The front of the building will be the licensed marijuana location, while the locked rear of the building will be used for non-cannabis storage and an employee breakroom. The rear of the building will not be used by the public.
- No portion of the property or structure will be used for living or sleeping.
- There are no childcares, schools or other marijuana establishments within 500 feet.

Centeno then explained how the proposed business met the Comprehensive Plan, but pointed out that the plan does state to be cautious with retail marijuana at this location. She then reiterated that this application was a Special Use Permit for zoning.

Director Centeno concluded that overall, staff finds that the applicant's proposal acceptable, with minimal negative impact to the adjacent properties.

The largest concern was the mixed-use occupancy, in an un-sprinkled building, with inadequate fire separation. She stated that there was too large of a health and safety risk, to allow anyone to live or sleep in this commercial building. The applicant addressed this concern and has worked hard to get the beds removed, with the understanding that nobody can live or sleep there.

Given that the original application was submitted in 2014, and retail marijuana has been located at this property for 10 years, staff is supportive of this application.

Staff recommended approval of the Special Use Permit, with the following conditions:

- 1) That all representations of the applicant made in writing, application materials and verbally at the Planning Commission or Trustee meetings or that are reflected in the meeting minutes are considered to be part of the application and are binding on the applicant.
- 2) That applicant provides any additional requested documents and pay all related fees.
- 3) That the applicant uses the property and structure for the purposes of the marijuana business, with the acknowledgement that this building is NOT approved to be used as a residence. Nobody is allowed to live or sleep at this property.
- 4) That this approval is not for construction. All future improvements will require permitting through the Community Development Department.
- 5) That the applicant complies with all marijuana local, state and federal laws.
- 6) That the applicant renews their marijuana and business license annually.
- 7) That the applicant renews their Special Use Permit every two years.

Chair Williams then invited the applicant to speak.

The owner of Consciously Crafted, Dylan Damavandi, gave a background on his company and highlighted the organic nature in which his product is grown.

Commissioner Anderson inquired about western slope expansion and Mr. Damavandi explained that they have a lot going on currently, so they don't plan on expansion at this time.

Chair Williams asked about modifying the exterior. Mr. Damavandi answered that there were no plans to change the look and clarified what the new signage would look like, once the name change was approved through the state.

Chair Williams then asked about plans to engage in community support. Mr. Damavandi stated that he was interested in being part of the community events and engagement. Chair Williams suggested the Town Newsletter and social media to stay connected with the community.

Commissioner Anderson suggested sponsoring local youth sports teams, to give back to the children in the community.

Director Centeno explained that marijuana businesses could not donate or sponsor events involving youth, but that there are other Town Events that this business could sponsor. Once approved and licensed as a business, they will receive information about ways to be involved.

Commissioner Stepsnik pointed out that back in 2017, when marijuana was legalized, the profits from were 1.5 billion, then 2.2 billion on 2020 and 2021. It's now under a billion dollars. She asked what their plan was to remain profitable. Mr. Damavandi stated that it's the branding and higher quality product.

Commissioner Anderson asked the applicant to give a quick summary on what makes their company different. Mr. Damavandi explained the growing process and different materials that can be used. Given that the quality is of higher value, they are targeting the higher end consumer, while still maintaining being competitive.

Chair Williams opened the public comment at 7:00pm. There was no public comment and it was closed at 7:01pm.

Commissioner Stepsnik made a motion to recommend that the Board of Trustees approve the application for a Special Use Permit, allowing Consciously Crafted to operate an establishment for retail marijuana at 730 Main Street, with the conditions written in the staff report and spoken during this meeting. Seconded by Commissioner Aragon, the motion passed unanimously.

Planners Report

Director Centeno gave an update on Town happenings and went over her staff report. She also gave a quick overview of items that will be on future agendas.

Commissioner Comments

Chair Williams inquired about the GOCO Grant and Director Centeno explained that the outreach was for Community Park.

Chair Williams and Commissioner Anderson both volunteered to help with Main Street Trick or Treat.

Adjournment

Commissioner Stepsnik made a motion to adjourn the meeting; seconded by Commissioner Aragon. The meeting adjourned at 7:09 PM.

Respectfully submitted,

Approved by the Planning Commission

Nicole Centeno
Community Development Director

Lindsey Williams
Chair

Natural Medicine Overview and State Proposed Rules and Regulations

Title 12-170 C.R.S - Article 50 of Title 44 – Natural Medicine Division

- When Colorado voters passed Proposition 122 in 2022 decriminalizing Natural Medicine for personal use and sharing for adults.
- Definition of Natural Medicine is -Psilocybin and Psilocin are approved for 2025. After recommendation by the Natural Medicine Advisory Board, they may add Mescaline, Dimethyltryptamine, and Ibogaine (excluding Lophophora williamsii (peyote) in 2026.
- Department of Regulatory Agencies (DORA) assigned with all regulatory responsibilities establishing the Natural Medicine Advisory Board. They also oversee the licensing and regulating of Facilitators (persons licensed to provide natural medicine or related services)
- The Department of Revenue (DOR) will regulate license and regulate natural medicine, natural medicine product, and natural medicine businesses, including healing centers, cultivators, manufacturers, and testing facilities
- Perform duties necessary for the regulation of natural medicine, natural medicine products, and natural medicine businesses, including Investigatory and disciplinary authority.
- State to begin taking applications as of 12-31-2024
- State does not require local licensure.
- Local Authority may not refuse any licenses.
Can only dictate time, manner, and place. (zoning, distance requirements, and hours of operation)
- License Types for individuals are Owner, Facilitator, Handler, and transport. License Types for facilities Healing Center, Cultivation, Manufacture, and Testing Facility.
- Natural Medicine services cannot be within one thousand feet of a child care center, preschool, elementary, middle, or high school, or a residential child care facility.
- If no local component is involved the Department of Revenue will be responsible for monitoring activities related to Natural Medicine by conducting inspections, monitoring compliance, and taking enforcement action if necessary.
- License periods are all valid for one year from the date of issuance.
- Must Maintain books and records necessary to fully and accurately account for the Licensee's transactions.
- Licensees must maintain the confidentiality of any participants' records unless disclosure is otherwise required by Local. State or Federal law.
- Co-locations of business are permitted if they have identical owners. The only restriction is that a health center cannot be located on the same premises as a testing facility or a manufacturing facility that uses hazardous substances.
- A Testing facility may be co-located with a Marijuana Testing facility or certified Hemp laboratory
- Healing Centers Can only transfer products to a Participant in an Administration session. Products are not allowed to be removed from the healing center premises. Licensee shall refuse services to a potential Participant who cannot provide valid identification.
- At least one Facilitator is required to be employed by a Healing Center.
- A Facilitator must observe a Participant consume any product.
- A facilitator or Handler must dispose of packaging waste.
- Persons under 21 are allowed into an Administration area during a session, including when the product has been taken out of the secured storage place.

- All products must be stored in a secure, locked place. Restricted Areas are only required if a Healing Center stores more than 750mg of total Psilocin and is only accessible by the Owner Licensee and/or the Handler Licensee, as well as video surveillance and security alarm system.
- Personal Possession has no limits. Cultivation is limited to persons over 21+ and must be in an enclosed locked space no bigger than 12x12 on private property. Can be used by adults 21+ in the context of counseling, spiritual guidance, community-based use, support, or related services, but not sell natural medicine for profit or engage in natural medicine business activities or for commercial purposes.
- Open display and consumption are prohibited, it is illegal for anyone under 21 to knowingly possess or consume, or cultivate in a space bigger than 12x12 that is not an enclosed & locked space on private property, manufacturing with inherently hazardous substances.
- Level I Violation – Most severe and generally has an effect on public health, safety, or wellness. Suspension of license, a fine of up to \$25,000 per individual violation, and/or license revocation. May also include restrictions on the license
- Level II Violation – generally has no immediate impact on public health, safety, or wellness. Suspension of license, a fine of up to \$10,000 per individual violation, and/or license revocation. May also include restrictions on the license
- Personal Penalties-
 - A person under 21 years of age who possesses, uses, ingests, inhales, or transports, if convicted is subject to a drug petty offense, shall be subject only to a penalty of no more than 4 hours of drug education or counseling provided at no cost to the person.
 - A person who cultivates natural medicines that are not secure from access by persons under 21 is subject to a civil fine not exceeding \$250.
 - A person shall not be subject to any additional fees, fines, or other penalties for the violations addressed in this section other than those set forth.

**TOWN OF SILT
ORDINANCE NO. 11
SERIES 2024**

AN ORDINANCE OF THE TOWN OF SILT, COLORADO, ADOPTING CHAPTER 5.34 AND CHAPTER 17.08.363 AND AMENDING LAND USE REGULATIONS IN CHAPTER 17.13.020 TO THE SILT MUNICIPAL CODE TO INCLUDE NATURAL MEDICINE HEALING CENTERS, NATURAL MEDICINE CULTIVATION FACILITIES, NATURAL MEDICINE PRODUCTS MANUFACTURING FACILITIES, AND NATURAL MEDICINE TESTING FACILITIES, WITHIN THE TOWN OF SILT, GARFIELD COUNTY, STATE OF COLORADO

WHEREAS, pursuant to Colorado Revised Statutes (C.R.S.) § 31-15-103 and Section 1 of the Town's Home Rule Charter, the Board of Trustees ("Board") of the Town of Silt has the authority to make and publish ordinances necessary and proper to provide for the safety, preserve the health, promote the prosperity, improve the morals, order comfort and convenience of such municipality and the inhabitants thereof; and

WHEREAS, on or about November 7, 2022, the voters of the state of Colorado approved Proposition 122, which directed establishment of a regulatory program for natural medicine and decriminalized personal use and sharing for adults; and

WHEREAS, the State legislature enacted Senate Bill 23-290, which is codified in C.R.S. 44-50-101 through 904, to create the regulatory structure for the operation of these licensed facilities, which includes the licensing and registration of facilities and related businesses that provide the use, cultivation, manufacture, and testing of these substances;

WHEREAS, on or about June 6, 2024, SB24-198 was signed to clarify regulatory authority and incorporated technical clean-up to support the effective implementation of the state's regulated natural medicine program; and

WHEREAS, the enabling act prohibits local governments from banning licensed facilities, services, and use of natural medicine substances permitted by the enabling act, while allowing local governments to adopt local regulations governing the time, place, and manner of operation of these facilities.

WHEREAS, the Town gave proper and timely published and/or posted notice of the dates and times of the public hearings at which the Board considered this ordinance.

NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE TOWN OF SILT, COLORADO, ORDAINS AS FOLLOWS:

Section 1.

Chapter 5.34 is hereby adopted as follows:

5.34.010 Purpose

The Board of Trustees of the Town of Silt (the “Board”) makes the following legislative findings:

- A. The Board finds and determines that the Colorado Natural Medicine Code, as codified in C.R.S. §§ 44-50-101 through 904 (the “Regulatory Act”) specifically authorizes the governing body of a municipality to enact an ordinance to regulate the time, place and manner of the operation of licenses issued pursuant to the Regulatory Act;
- B. The Town Council finds and determines that the Regulatory Act specifically authorizes the governing body of a municipality to enact zoning ordinances to locate the area where the cultivation, manufacturing, testing, storage, distribution, transfer and dispensation of natural medicine and natural medicine product, as defined by the Regulatory Act, may be permitted in a municipality;
- C. The Town Council finds and determines that the Regulatory Act specifically authorizes the governing body of a municipality to enact ordinances to establish the distance restrictions for buildings where natural medicine services are provided within the vicinity of a childcare center; preschool; elementary, middle, junior or high school; a residential child care facility; or residential dwelling; and
- D. The purpose of this Ordinance is therefore to establish certain time, place, and manner requirements for the regulation of natural medicine establishments. In addition to abiding by the legislation enacted and codified in C.R.S. §§ 44-50-101 through 44-50-904.

5.34.020 State Law Applicable

C.R.S. Title §§ 44-50-101, *et seq.*, and the Rules and Regulations of the Executive Director of the Colorado Department of Public Health and Environment (“CDPHE”), as the state licensing authority, with all subsequent supplements thereto, are adopted by the town. A copy of these provisions is on file with the town clerk and is available for inspection. The above-cited provisions are also available on the internet through the Colorado Department of Revenue website. The above statute and regulations are incorporated and adopted as fully as if set out at length in this chapter, except as otherwise provided in this chapter.

5.34.030 Definitions

As used in this chapter, unless context otherwise requires:

- A. “Applicant” means an individual or entity that submitted an application under these rules and the Natural Medicine Code that was accepted by the Division for review but has not been approved or denied by the State Licensing Authority.

- B. "Healing Center" means a facility where an entity is licensed by the State Licensing Authority pursuant to Article 50 of Title 44 that permits a Facilitator to provide and supervise natural medicine services for a participant.
- C. "License" means a license, permit, or registration pursuant to the Natural Medicine Code.
- D. "Licensed Premises" means the premises specified in an application for a license pursuant to this Article 50 that the Licensee owns or is in possession of and within which the Licensee is authorized to cultivate, manufacture, test, store, distribute, transport, transfer, or dispense Regulated Natural Medicine or Regulated Natural Medicine product in accordance with the Natural Medicine Code.
- E. "Licensee" means a person licensed, registered, or permitted pursuant to the Natural Medicine Code or rules promulgated pursuant to Article 50.
- F. "Local Jurisdiction" means a county, municipality, or city and county.
- G. "Natural Medicine" has the same meaning as in section C.R.S. 44-50-103(13).
- H. "Natural Medicine Business" means any of the following entities licensed pursuant to the Natural Medicine Code:
- i. A Healing Center;
 - ii. A Natural Medicine Cultivation Facility;
 - iii. A Natural Medicine Products Manufacturer;
 - iv. A Natural Medicine Testing Facility; or
 - v. Any other licensed entity created by the state licensing authority.
- I. "Natural Medicine Cultivation Facility" means a location where Regulated Natural Medicine is grown, harvested, and prepared in order to be transferred and distributed to either a Healing Center, Facilitator, a Natural Medicine Products Manufacturer, or to another Natural Medicine Cultivation Facility.
- J. "Natural Medicine Products Manufacturer" means a person who manufactures Regulated Natural Medicine Products for transfer to a Healing Center, Facilitator, or to another Natural Medicine Products Manufacturer.
- K. "Natural Medicine Services" means a preparation session, administration session, and integration session as provided pursuant to Article 170 of Title 12.
- L. "Natural Medicine Testing Facility" means a public or private laboratory licensed, or approved by the Division, to perform testing and research on Regulated Natural Medicine and Regulated Natural Medicine Product.

- M. "Participant" means a person who is 21 years of age or older and who receives Natural Medicine Services performed by or under the supervision of a Facilitator.
- N. "Regulated Natural Medicine" means natural medicine that is cultivated, manufactured, tested, stored, distributed, transported, transferred, or dispensed pursuant to the Natural Medicine Code. Regulated Natural Medicine includes:
- i. Psilocybin; or
 - ii. Psilocin;
- O. "Restricted Area" means areas of Natural Medicine Cultivation Facilities, Natural Medicine Products Manufacturers, and Natural Medicine Testing Facilities where Regulated Natural Medicine is cultivated, access Restricted Areas without supervision or documenting access on a visitor log. A Healing Center may have a Restricted Area, but is not required to have a Restricted Area, unless the Healing Center stores more than 750 mg of Total Psilocin pursuant to Rule 8025.
- P. "Rules" means these Colorado Regulated Natural Medicine Rules at 1 CCR 213-1.
- Q. "State Licensing Authority" means the authority created for the purpose of regulating and controlling the licensing of the cultivation, manufacturing, testing, storage, distribution, transportation, transfer, and dispensation of Regulated Natural Medicine and Regulated Natural Medicine Product in Colorado pursuant to C.R.S 44-50-201.

All other words and phrases used in this Chapter shall have the meanings attached by the state statutes regulating Natural Medicine in C.R.S 44-50.

5.34.040 Zoning and Distance Requirements

Natural Medicine businesses are permissible in accordance with state law except in compliance with zoning and distance restrictions.

- A. Natural Medicine businesses shall be allowed in the zone districts indicated in S.M.C 17.13.20, and subject to the distance and hour of operation requirements contained herein.
- B. No Natural Medicine Business shall be:
- i. Within one thousand feet (1,000) of a licensed childcare facility.
 - ii. Within one thousand feet (1,000) of any preschool, elementary, middle, junior, or high school.
 - iii. The hours of operation of any Natural Medicine Business shall occur only from 8:00 am to 6:00 pm Monday through Saturday.

5.34.050 Issuance of licenses

A. All licenses shall be granted by the state licensing authority with the conditions set forth in C.R.S 44-50-201, *et seq.*, through C.R.S 44-50-401, *et seq.*

B. All Natural Medicine businesses must obtain a town business license.
5.04.020 S.M.C

5.34.060 Compliance with State-issued licenses.

The town shall have the authority to receive information about potential violations of any state-issued license and may report any suspected license violations to the state license authority.

5.34.070 Compliance with State law.

A. Except as otherwise provided herein, the town shall be governed by the Natural Medicine Code now in effect or subsequently amended.

B. To the extent the state adopts or adopts in the future any additional or stricter laws or regulations governing the administering, cultivation, production, or testing of natural medicine, the town may amend this chapter in accordance.

5.34.080 Indemnification of Town.

By accepting a license issued pursuant to this code, a licensee, jointly and severally if more than one, agrees to indemnify and defend the town, its officers, elected officials, employees, attorneys, agents, insurers and self-insurance pool against all liability, claims and demands on account of injury, loss or damage, including, without limitation, claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage or any other loss of any kind whatsoever, which arise out of or are in any manner connected with the operation of the natural medicine business that is the subject of the license. The licensee further agrees to investigate, handle, respond to and provide defense for and defend against any such liability, claims or demands at its expense and to bear all other costs and expenses related thereto, including court costs and attorney fees. The town administrator may require a licensee to execute a written instrument confirming the provisions of this section.

5.34.080 Nuisance.

It is unlawful and deemed a nuisance to:

A. Operate a Natural Medicine Business in violation of any of the requirements set forth in the Regulatory Act or this Chapter 5.34.

B. Dispose of, discharge out of or from, or permit to flow from any facility associated with natural medicine, any foul or noxious liquid or substance of any kind whatsoever, including, without limitation, by-products of the natural medicine process, into or upon any adjacent ground or lot, into any street, alley or public place, or into any municipal storm sewer and/or system in the Town.

Section 2

Adopting the definition in Chapter 17.08.363

- A. Natural Medicine Business” means any of the following entities licensed pursuant to the Natural Medicine Code; a Healing Center, a Natural Medicine Cultivation Facility, a Natural Medicine Products Manufacturer, a Natural Medicine Testing Facility.

Section 3

Amending Chapter 17.13.020 S.M.C.

- A. Schedule of uses to be amended to include Natural Medicine Healing Center, Natural Medicine Cultivation Facility, Natural Medicine Products Manufacturing, and Natural Medicine Testing Facility.

TYPE OF BUSINESS	AG	R-1	R-2	R-3	B-1	B-1	B-2	B-3	PU	DMD
X = permitted use; SU = special use; PR = prohibited use										
Natural Medicine Healing Centers	PR	PR	PR	PR	PR	PR	SU	SU	PR	PR
Natural Medicine Healing Cultivation Facility	SU	PR	PR	PR	PR	PR	PR	PR	PR	PR
Natural Medicine Products Manufacturer	PR	PR	PR	PR	SU	PR	PR	SU	PR	PR
Natural Medicine Testing Facility	PR	PR	PR	PR	SU	PR	PR	SU	PR	PR

Section 4

All ordinances heretofore passed and adopted by the Board of Trustees of the Town of Silt, Colorado are hereby repealed to the extent that said ordinances, or parts thereof, are in conflict herewith.

Section 5

If any section, subsection, clause, phrase or provision of this Ordinance, or the application thereof to any person or circumstance, shall to any extent, be held by a court of competent jurisdiction to be invalid, void or unconstitutional, the remaining sections, subsections, clauses, phrases and provisions of this Ordinance, or the application

thereof to any person or circumstance, shall remain in full force and shall in no way be affected, impaired or invalidated.

INTRODUCED, READ, AND APPROVED ON FIRST READING, a public hearing, this 12th day of November 2024, at 7:00 p.m. in the Municipal Building of the Town of Silt Colorado.

PASSED, APPROVED ON SECOND READING, following a continued public hearing, ADOPTED AND ORDERED PUBLISHED, this _____ day of November 2024.

TOWN OF SILT

Mayor Keith B. Richel

ATTEST:

Town Clerk Sheila M. McIntyre, CMC



Community Development Department

MEMORANDUM

TO: Jim Mann, Town Administrator
FROM: Nicole Centeno, Community Development Manager
DATE: October 2024 - November 2024

Building Department

- * Zoning & Building Reviews
- * Inspections - 53 in October
- * Contractor Licensing- 6 New / 246 YTD
- * BEST Tests- 13 New / 107 YTD
- * Miscellaneous Permits – 15 New / 152 YTD
- * Excavation Permits- 4 New / 39 YTD
- * Single Family Permits – 0 New / 7 YTD
- * Commercial Building Permit- 0 New / 2 YTD
- * Stop Work Orders
- * Building Code Second Phase Implementation

Administration

- * Staff Meetings
- * LED/Community Engagement/Communication
- * Business Licenses- 136 YTD
- * Customer Service (Calls, Emails, Walk-ins)
- * Facility Rentals
- * Office/File Organization
- * P & Z Meetings and Minutes
- * Website Management
- * Social Media Management
- * Vendor's Licenses- 34 YTD
- * Housing Needs Assessment Grant
- * GarCo Grant Outreach

Recreation

- * Online Registration Portal Updates
- * Micro Soccer
- * Girls Basketball
- * Boys Basketball Prep

Code Enforcement

- * Non-Compliant Business Licenses
- * Building w/out a Permit
- * Zoning Infractions

Subdivisions/Infrastructure

- * Stoney Ridge 2
(Pending Applicant Phasing Plan)
- * Camario Phase 2
(Site Work is permitted and under construction)
- * River Trace
(2 Buildings Received C.O.; all buildings have now been permitted)

Land Use/Planning & Zoning

- * Riverview Sketch- In Processing
- * Laestadian Annexation- Approved, Waiting to Record
- * River Run Storage Site Plan- Pending
- * Free-Up Storage Out of Town Taps- Waiting on Applicant
- * Consciously Crafted- Special Use (Approved by BOT)
- * Rislende Final Plat- Waiting on Corrections
- * Heron's Nest- Annexation, PUD & Sketch
- * 347 Dogwood Drive- Subdivision

Special Events- Current & Future Planning

- * Create Flyers and Advertise Events
- * Main Street Trick or Treat
- * White Christmas Tree Lighting
- * Coordinating Next Year's Events

-
- * Code Enforcement Complaints
 - * Code Research for Complaints

2025

BOARD OF TRUSTEES
PLANNING & ZONING COMMISSION
COURT
PAYDAYS
VALE BOARD – Third Monday of each month (when needed)
HOLIDAYS
CLOSED FRIDAYS

January

S	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February

S	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March

S	M	Tu	W	Th	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April

S	M	Tu	W	Th	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May

S	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June

S	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July

S	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August

S	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September

S	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October

S	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November

S	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December

S	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

2024 Holiday List

January 1 – New Years Day
January 20 – Martin Luther King Day
February 17 – President’s Day
May 26 – Memorial Day
June 19 – Juneteenth
July 4 – Fourth of July (floating)
September 1 – Labor Day
October 13 – Columbus/Indigenous Peoples’ Day
November 11 – Veteran’s Day
November 27 – Thanksgiving Holiday
December 24 & 25 – Christmas Holiday

Floating Holiday

July 4 – Fourth of July