

TOWN OF LYONS BOARD OF TRUSTEES MEETING
LYONS TOWN HALL, 432 5TH AVENUE, LYONS, COLORADO

WATCH AT: WWW.TOWNOFLYONS.COM/LIVESTREAM

DRAFT AGENDA
MONDAY, JANUARY 5, 2026

WORKSHOP

5:30 PM – 6:15 PM

Historic Preservation and Demolition Moratorium Discussion

6:15 – 6:50 PM

Use Tax Discussion

7:00 pm BOARD OF TRUSTEES

REGULAR MEETING

- I. Roll Call And Pledge Of Allegiance
- II. Land Acknowledgement / Reflective Moment Of Silence
- III. Approval Of The Agenda
- IV. Audience Business (In Person Only) & Follow Up
- V. Request From Adventure Fit Regarding Old Man Winter Rally

Documents:

- [1.2026OLD_MANWINTER_REQUESTBOT.PDF](#)
- [2.OLDMANWINTERRALLY-REQUEST_COVERMEMO.PDF](#)
- [3.OMW2026TOWNOFLYONSSPECIALEVENTAPPLICATION.PDF](#)
- [4.OLDMANWINTER_REGISTRATIONFEES.PDF](#)
- [5.OLDMANWINTER.PDF](#)

VI. Staff Reports (15 Min)

VI.1. Boulder County Sheriff's Office Report

VI.2. Administrator's Report

Documents:

- [1 ADMIN REPORT 12-31-2025.PDF](#)
- [COMMRELPROGS_ADMIN REPORT_DEC 2025- JANUARY 2026.PDF](#)
- [DEC-2025-BOTMEETINGSRECAP.PDF](#)

VI.3. Town Clerk's Report

Documents:

- [2026 ELECTION CANDIDATE INFO.PDF](#)
- [IMPORTANT ELECTION DATES 2026.PDF](#)

VI.4. Legal Update

VII. Ordinances And Public Hearings

- VII.1. 1st Reading – Ordinance 1203- An Ordinance Of The Town Of Lyons, Colorado, Approving The Rezoning Of 4651 & 4652 Ute Hwy From Commercial Eastern Corridor (CEC) To PUD CEC

Documents:

[COVER MEMO - 4651 AND 4652 UTE HWY PUD 1.5.25.PDF](#)
[1. ORD 1203 - PUD 4651 AND 4652 UTE HIGHWAY.PDF](#)
[2A. LAND USE APPLICATION FORM_LYONS PH AND MV PUD_07-30-025_SIGNED_REDACTED.PDF](#)
[2B. LYONS PEOPLES HOUSE AND MAKER VILLAGE_PUD WRITTEN STATEMENT_07-30-2025.PDF](#)
[3. LYONS PEOPLES HOUSE AND MAKER VILLAGE_PUD PLANS_12-30-2025.PDF](#)
[4. PUD USES EXHIBIT.PDF](#)

VII.1.a. Referral Comments

Documents:

[CDOT_ REFERRAL REQUEST - 4651 4652 UTE HWY PUD.PDF](#)
[CPW COMMENTS_TOWN OF LYONS_LYONS PEOPLES HOUSE AND MAKERS VILLAGE.PDF](#)
[EAB REFERRAL - 4651 4652 UTE HWY PUD.PDF](#)
[UEB COMMENTS - 4651 4652 UTE HIGHWAY PUD REFERRAL.PDF](#)

- VII.2. 1st Reading – Ordinance 1211 – An Ordinance Of The Town Of Lyons, Colorado Approving A Ballot Question Regarding The Increase Of The Use Tax By 1.0% To Be Approved By Voters At The April 7, 2026, Election

THIS ITEM WILL POST ON FRIDAY, JANUARY 2, 2026

VIII. Consent Agenda

- VIII.1. Resolution 2026-01 – A Resolution Of The Town Of Lyons, Colorado, Designating The Official Public Notice Location And The Official Newspapers Of General Circulation For The Town Of Lyons

Documents:

[RESOLUTION 2026-01 - NEWSPAPER PUBLIC NOTICE.PDF](#)

- VIII.2. Resolution 2026-02 - A Resolution Of The Town Of Lyons, Colorado, Determining That The Regular Municipal Election Be Held On April 7, 2026, And Shall Be A Mail Ballot Election

Documents:

[RESO 2026-02 COVER MAIL BALLOT ELECTION.PDF](#)
[RESO 2026-02 - MAIL BALLOT ELECTION.PDF](#)

- VIII.3. December 15, 2025, Regular BOT Meeting Minutes

Documents:

VIII.4. January Accounts Payable

Documents:

[BOT PAYABLES 2026 0105.PDF](#)

[UNPAID INVOICE REPORT 2026 0105.PDF](#)

IX. Items Removed From The Consent Agenda

X. Boards And Commissions

X.1. LAHC - Municipal Flag Presentation

Documents:

[1-COVER MEMO- LYONS MUNICIPAL FLAG -JAN2026.PDF](#)

X.2. Appointment Of Adam Walker To The Student Advisory Commission

XI. General Business

XI.1. Discussion / Direction On Workshop: Downtown Demolition Moratorium

SEE WORKSHOP MATERIALS

XI.2. Discussion / Direction On Workshop: Use Tax (If Needed)

XI.3. Discussion / Direction On The Mental Health And Wellness Fund - Community Foundation Boulder County

Documents:

[COVER BCF MENTAL WELLNESS FUND.PDF](#)

[2025-35 APPROVING THE FIRST AMENDMNET WITH THE COMMUNITY FOUNDATION OF BOULDER COUNTY TO ESTABLISH A MENTAL HEALTH PROGRAM.PDF](#)

[2025-35 AGREEMENT.PDF](#)

[2024-107 APPROVING AGREEMENT WITH COMMUNITY FOUNDATION OF BOULDER COUNTY TO ESTABLISH A MENTAL HEALTH AND WELLNESS FIELD OF INTEREST FUND.PDF](#)

[2024-107 AGREEMENT.PDF](#)

[SUMMARY OF FUND ACTIVITY - FUND 01149 - 2025.12.08.PDF](#)

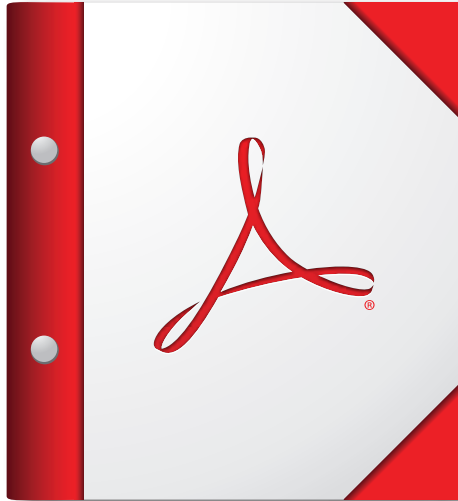
XI.4. Agenda Request: Limb Pick Up

XII. Trustee Reports / Future Agenda Items

XIII. Summary Of Action Items

XIV. Adjournment

"The Town of Lyons will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. Persons needing accommodations or special assistance should contact the Town at hr@townoflyons.com as soon as possible, but no later than 72 hours before the scheduled event."



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**Town of Lyons, Colorado
Board of Trustees
BOT Agenda Cover Sheet
Agenda Item No: V.
Meeting Date: January 5, 2025**

TO: Mayor Rogin and Members of the Board of Trustees

FROM: Kim Mitchell, Communications and Community Relations Director
Dave Cosgrove, Parks and Public Works Director

DATE: December 31, 2025

ITEM: Adventure Fit Request for Waiver of Park Rental/Administrative Fees for the Old Man Winter Rally, and Consideration of Town Sponsorship

☐ ORDINANCE
☐ MOTION / RESOLUTION
☒ INFORMATION

- I. **REQUEST OR ISSUE:** Staff seeks Board of Trustees (BOT) direction on whether to:
 - a) Approve the Town as a sponsor of the Old Man Winter Rally, and
 - b) Waive any park use/administrative fees for the event.
- II. **RECOMMENDED ACTION / NEXT STEPS:** Provide staff direction on the sponsorship request and the waiver of park fees.
- III. **FISCAL IMPACTS:** The Town typically receives revenue from special event park/use fees (historically for the past 8–10 years). A budget line exists for new event development (e.g., Dark Sky event, Summer Vibes Festival). If approved, the waived fees would represent a cost to the Town rather than revenue. There is also a budget line for new event development and/or funding (e.g., Dark Sky event, Summer Vibes Festival, other new ideas). If the Board supports Old Man Winter sponsorship, this would be an expense item.
- IV. **BACKGROUND INFORMATION:** This will be the 12th year the Old Man Winter Rally has been hosted in Lyons. The event began as a grassroots partnership between the Town and Oskar Blues, originally held at Sandstone Park. Due to growth, it transitioned to LaVern Johnson Park and then to Bohn Park in 2022/2023, where it continues to operate successfully.
- V. The event is well organized, draws strong participation, and highlights Lyons positively. Adventure Fit continues to develop new routes that incorporate downtown and encourages distributed parking. This year includes a new half-marathon (13.1-mile) course and a segment on the CEMEX property for cycling events.

VI. The Town has previously supported Adventure Fit events, including Lyons Outdoor Games and the 2025 Summer Vibes Festival, which was new last year.

VII. **LEGAL ISSUES:** None to our knowledge.

VIII. **CONFLICTS OR ENVIRONMENTAL ISSUES:** None to our knowledge

IX. **SUMMARY AND ALTERNATIVES:**

The Board may:

- a) Approve both sponsorship and fee waiver
- b) Approve one component but not the other
- c) Decline the request

Staff requests Board feedback and direction.



SPECIAL EVENT/TEMPORARY USE PERMIT APPLICATION

A Special Event/Temporary Use Permit is required for any organized activity involving the use of, or having impact upon, public property, public facilities, parks, sidewalks, paths, trails, streets or other public areas or the temporary use of private property in a manner that varies from its current land use.

If you have any questions, please contact Kim Mitchell, Community Relations Director:

Kim Mitchell
303-823-6622, ext. 35
kmitchell@townoflyons.com



About

Please submit a non-refundable application fee of **\$150** along with this application to Town Hall, P.O. Box 49 / 432 5th Avenue, Lyons, CO 80540 or events@townoflyons.com. **Applications MUST be submitted at least 90 days before the event.** Late applications may be accepted with a \$100 late fee.

A Special Event/Temporary Use Permit is required for any organized activity involving the use of, or having impact upon, public property, public facilities, parks, sidewalks, paths, trails, streets or other public areas or the temporary use of private property in a manner that varies from its current land use, that lies within the boundaries of the Town of Lyons. This application may need additional review by any state or county entity; if further review is required, it is the applicant's responsibility to ensure compliance.

All Event Permit applications are handled through the Department of Community Relations and Programs. After the application and required documents are complete, return this completed form to the Town. **Acceptance of your application should in no way be construed as final approval** or confirmation of your request. You will be notified if your event requires additional information, permits, licenses, or certificates. During the initial application processing, applicants will be given time to provide pending documentation (e.g. certificate of insurance, etc.). All documentation must be received before a Special Event/Temporary Use Permit will be issued.

The Lyons Department Community Relations and Programs shall conduct a final review of the subject application and condition of the space utilized for this proposed event, and additional charges maybe added based upon its consideration of the following criteria:

- Number of participants/ attendees
- Duration of the Special Use
- Geographic extent of the event on Town facilities
- Impacts of the proposed event on Town facilities/Actual costs of the event to the Town (i.e. labor costs, utilities, etc.)
- Damage to Property
- Amount of processing time required by the Town of Lyons for the event
- Direct benefit(s) of the event to Town of Lyons residents and businesses
 - Whether the event provides an economic infusion into the Town of Lyons;
 - Whether the event is a fundraiser for a Lyons-based non-profit organization; and
 - Whether the special-use participants are comprised mostly of local community members.

Requests and recommendation letters may be included with the application for consideration as to how the proposed event meets the above criteria.

EVENT DETAILS



Event Organizer

Application Date: 12/3/25 Host Organization: Adventure Fit
Type of Organization (circle): ☐ Public Agency ☐ Non-Profit ☐ For-Profit Business/Private
Contact Name: Josh Kravetz Email: [REDACTED]
Physical Address: [REDACTED]
Mailing Address: _____
Cell Phone: [REDACTED]

Event

Name of Event: Old Man Winter Rally
Is this a first-time event? 12th year Is this event open to the public? yes
Expected # of Participants: 2000 Expected # of Spectators: 500
Event Date(s): From: 02/01/26 To: 02/01/26
Event Time(s): From: 9am To: 5pm
Load In Date: 1/30/26 and 1/31/26 Load In Times: noon - 4
Break Down Date: 2/1/26 Break Down Times: 5pm - 9pm
Event Website: http://oldmanwinterrally.com

Description of Event (attach additional page, if necessary): _____
Mixed terrain winter adventure for riders and runners, followed by a huge after party.

Event Location

For events that take place in public spaces, a site map must be submitted. Site maps should include a base map with either satellite or topographic imagery. Items identified on the map should include tents, large vehicles used for the event (trailers, branded vehicles for sampling, etc.), loading and staging areas, vendor areas, liquor boundaries, event boundaries, fencing, barricades, porto-potties, zero-waste stations, power needs, etc. Contact the Special Event Coordinator with questions.

Proposed Location(s) of Event (the site map should be attached to this application as a separate document):
Bohn Park, run goes through town

Vendors

If you plan to include vendors at the event, all vendors must obtain a Town of Lyons **Business License** and submit **Special Event Sales Tax** to the State. Lyons Business License applications can be found at www.townoflyons.com/BusinessLicense. Information for Special Event Organizers' State sales tax responsibilities can be found at www.colorado.gov/pacific/tax/special-event-organizers. A list of all vendors must be sent to the Special Event Coordinator no less than 10 days before the event.

1. Will your event include vendors? ☒ Yes ☐ No

Food

All food vendors must complete the [Boulder County Vendor Application](#) at least 10 days prior to the event. All food vendors (with a few exceptions) must obtain a Temporary Event Retail Food license issued by Boulder County Public Health.

Event Coordinators (i.e. the event applicant) must complete the [Coordinator Application](#) within 10 days prior to an event. The coordinator will be notified of approval/non-approval once all vendors have submitted Vendor Applications. A list of all food vendors must be attached when submitting this application.

2. Are you serving/selling food at your event? ☒ Yes ☐ No
3. Will you have mobile cooking units (e.g. food trucks, trailers, etc.) at your event? ☒ Yes ☐ No
- Number of Mobile Cooking Units: 1

Please note trucks and/or trailers are not permitted on grass or otherwise landscaped areas, unless explicitly approved as a separate plan. Contact the Special Event Coordinator with questions.

Sanitation

The Town requires portable toilets be provided for special events, by the ratio of at least 1 (one) portable toilet per 100 people. Please list on the site map where these will be placed.

Portable toilets must be delivered after 12 p.m. (noon) the business day before the event, and removed by 12 p.m. (noon) the business day following the event. For example, if the event is on a Saturday, portable toilets cannot be delivered earlier than noon on the previous Friday and must be removed by 12 p.m. (noon) the following Monday.

4. Will your event require portable toilets? ☒ Yes ☐ No
- 12 Number of portable toilets

Alcohol

Per State statute, only nonprofit entities may apply for a Special Event Liquor Permit. The Special Event Liquor Permit application must be submitted at least 30 days before your event. If alcohol will be served, Boulder County Sheriff deputies are required for the event. Contact the Boulder County Sheriff's office to get a complete Incident Action Plan (IAP) and to schedule officers for the event. The cost of extra-duty deputies is managed and billed by Boulder County.

5. Are you serving/selling alcoholic beverages at your event? ☒ Yes ☐ No

6. If so, are you aware you are responsible for scheduling appropriate Sheriff/Police, Fire, Emergency Personnel, Ambulance, or other personnel services for your event? X Yes ____ No

Signage

All event signage must be approved by the Town of Lyons. Signage proposals should include the size, location, and design of each sign. Proposed locations of signage should also be included on the event site map. Please review [Sec. 16-9](#) of the Lyons Municipal Code for sign regulations.

Banners and other advertising signage require a separate application and fee; please contact the Special Events Coordinator for more information.

7. Will signage be placed at the event? X Yes ____ No

Amplified Sound

All amplified sound must be approved by the Town of Lyons. Amplified sound after 10:00 p.m. is not permitted. Please refer to [Sec. 10-11](#) of the Municipal Code regarding noise regulations.

8. Will amplified sound or a public address system be used? X Yes ____ No
If so, what hours do you plan to have amplified sound? 8am - 5pm.

Road Closures

If the event involves any road closures, an additional map of the proposed closures must be submitted with this application. Events requesting road closures must be approved by the Board of Trustees, Boulder County Sheriff's Office, and Lyons Fire Protection District. Road closures require extra-duty Boulder County Sheriff Deputies, at the scheduling coordination and cost of the applicant. Closures of Hwy 7 and US-36, including Main Street, Broadway, and Ute Hwy, must be approved by Colorado Department of Transportation (CDOT) and other applicable entities, as determined by CDOT. The applicant is solely responsible for acquiring all necessary permitting. Upon approval of road closures, Event Coordinators are responsible for notifying surrounding businesses and/or residents of the closure(s) at least two weeks prior to the event. A copy of the notification should be sent to the Special Event Coordinator at least two weeks prior to the event.

9. Does the event require any road closures within the Town Limits? X Yes ____ No

If so, please list the proposed road closures here (the map of proposed closures is also to be attached to this application as a separate document): 2nd Ave, from 2nd Ave/2nd Ave past the entrance to Bohn Park

Parking

Event representatives must provide a comprehensive parking plan that demonstrates where they plan to have participants and attendees park. Parking is only permitted in designated areas. Please note that **parking fees** are enforced daily from 5 a.m. to 10 p.m. in Town of Lyons public parks. Overflow or parking planned outside of

designated park (LaVern Johnson Park, Bohn Park, etc.) parking lots is subject to an agreement with the Town, to be included as an additional addendum as part of this contract.

Post-Event

Event Organizers are required to schedule and attend a post-event follow-up meeting with the Special Event Coordinator, within two weeks of the event. At the meeting, Staff will conduct a final review of the subject application and condition of the space utilized for the event, and determine whether additional charges maybe incurred based upon the consideration of the *Fees and Rental Terms* criteria (see page 9).

Additional Information & Required Items

Please initial to certify compliance of the following terms:

JK 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 Town of Lyons. The parties of this event permit are not and shall not be construed as partners, contractors for services, joint venturers or agents of one another with respect to any activities associated with this event permit.

JK The responsible organization agrees that, in the event of any damage, loss, or injury to the facilities or to any property or equipment therein, the Town of Lyons may charge the billing organization the full amount of such damage, loss, or injury.

JK The group size may not exceed the venue capacity.

JK The responsible organization is responsible for providing a zero-waste event and has filled out the Zero-Waste Event Plan, as part of this application.

JK Town facilities will generally remain available on a first-come first-served basis for all visitors. Permits do not grant exclusive use of the site, trails or of parking facilities. Carpooling and alternative transportation should be encouraged. Permittees shall ensure the rights and privileges of other visitors are recognized and met.

JK The Town of Lyons logo shall be identified in all marketing material promoting your event. Please refer to [this folder](#) for web or low-res, or contact the Special Events Coordinator for hi-res.

JK Alcoholic beverages are not allowed in any unpermitted areas.

JK No motorized vehicles or devices of any kind are allowed within the event area without specific permission.

JK Personal fireworks are not permitted.

JK Amplified sound after 10:00 p.m. is not permitted.

JK Damages to public property and all cleanup are the responsibility of the user.

JK Representatives must have a copy of their permit with them and make copies for anyone who oversees the permitted use.

JK All tents must be removed at the end of the event. All event apparatus (including signs) must be removed by 12 p.m. (noon) on the following day.

JK If the event will be held on Town property, the responsible organization must return the venue(s) to pre-event condition by 12 p.m. (noon) the following day, and email a photo documenting trash and recycling clean up. Failure to clean up and provide a photo may affect future event approval. The Town reserves the right to charge for any additional clean up.

JK All zero waste and/or trash must be removed 12 p.m. (noon) following the event.

Parks/Fields/Trails

JK Tent stakes may not be driven into the ground; to protect the Town's irrigation system, all tents must be held down with weights or water barrels only.

JK Motor vehicles are not allowed on town trails, parks, or open space areas.

JK Town staff must approve signage plan on trails. Posting signage on trees or using nails on Town property is prohibited.

JK Glass is not allowed in the parks.

JK Trails must always remain open to the public.

JK Town staff reserves the right to postpone and/or cancel the event due to wet trails.

Payment

JK To complete your venue reservation, the application fee must be submitted with the application. Final payment of any additional fees due must be received within 30 days of approval of permit. Reservations made within 90 days of the date of use must be paid in full immediately, and late fees will apply.

Cancellation

JK Request for cancellation must be received no later than 15 days before the event. The application fee is non-refundable.

Vendors

JK The responsible organization is responsible for providing a list of all vendors no less than 10 days before the event. All vendors must have a valid business license to operate within the Town of Lyons. All local and State Sales tax must be collected and remitted to the State of Colorado.

FEES & RENTALS



Fees

Item	Fee Schedule	Total
Application Fee	\$150	
Late Application Fee	\$100	
Permit Fee (based on projected number of participants*) *Staff will confirm actual numbers to determine if additional fees are required	\$150: 0-50 Participants \$250: 51-200 Participants \$650: 201-500 Participants \$1,250: 501-1,000 Participants \$1,750: Over 1,000 Participants	
Maintenance Fee	\$30/hour	
Restroom Cleaning/Stocking Fee	\$30/hour	
Staff Time	\$30/hour	
Electric Fee	\$30 Base + \$50 per ½ day	
Water Use Fee (yard hydrant/spigots)	\$25 + meter charge for large water use	
Facility/Field Rental Fee (based on park use, location, time, etc.)		
Road Closure Fee	\$30/hour, maximum \$240/day	
TOTAL		

Rentals

Item	Nonrefundable Rental Fee	Number Renting	Total
Cone Rental (100 max)	\$100		
Barricade Rental	\$100 per barricade		
Sign Rental	\$50		
Table Rental	\$5 per table per day		
Chair Rental	\$1 per table per day		
Anchor Audio System	\$100 deposit + \$50 per day		
TOTAL			

Rental Replacement Costs

The following replacement costs will be charged for items unreturned within 24 business hours of the event:

Rented Item	Rental Replacement Cost
Cones	\$50 each
Barricades	\$200 each
Signs	\$150 each
Tables	\$100 each
Chairs	\$50 each
Anchor Wireless Audio	\$1,500

For additional fees and rentals, please refer to Exhibit A.



Fees and Rental Terms

Application fees and deposits are due upon application submission. The Lyons Department Community Relations and Programs shall conduct a final review of the subject application and condition of the space utilized for this proposed event, and additional charges maybe added based upon its consideration of the following criteria:

- Number of participants/ attendees
- Duration of the Special Use
- Geographic extent of the event on Town facilities
- Impacts of the proposed event on Town facilities/Actual costs of the event to the Town (i.e. labor costs, utilities, etc.)
- Damage to Property
- Amount of processing time required by the Town of Lyons for the event
- Direct benefit(s) of the event to Town of Lyons residents and businesses
 - Whether the event provides an economic infusion into the Town of Lyons;
 - Whether the event is a fundraiser for a Lyons-based non-profit organization; and
 - Whether the special-use participants are comprised mostly of local community members.

Requests and recommendation letters may be included with the application for consideration as to how the proposed event meets the above criteria.

I have read and agree to the fees and rental terms.

Signature: Josh Kravetz Date: 12/3/25



Insurance and Indemnification

Required by all applicants. Please initial to certify compliance.

JK The responsible organization shall indemnify and hold harmless the Town, its officer, officials, employees, agents, and insurance from and against any and all claims, demands suits, actions, or proceedings of any kind, including but not limited to: costs of actions and reasonable expert and attorney fees incurred by the Town in any way resulting from or arising out of this event. This provision shall not and is not intended in any way or manner to waive or cause the waiver of defenses or limitation 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(s) of the United States or Colorado.

JK The responsible organization shall procure and maintain, at its own costs, liability insurance in the amount of not less than \$1,000,000 against all claims, demands and other obligations incurred by the event planner/organizer in its performance of the 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 amount, duration or types. Such insurance shall be an occurrence policy. **A certification of insurance, naming the Town and its officers and staff, as an additional insured, shall be provided to the Town at least 14 days prior to the event.**

JK Workers Compensation Insurance (Colorado Statutory Requirement). The event sponsor or responsible organization is required to provide Workers Compensation Insurance for any person who is an employee of the organization or anyone paid to work on the community event. Event sponsors often have volunteer insurance. Please specify if you have this additional insurance:

Workers Compensation: _____ Yes _____ No X _____ Not Applicable
 Volunteer Insurance: X _____ Yes _____ No _____ Not Applicable

JK Automobile Liability (Colorado Statutory Requirement). The event sponsor or responsible organization is required by Colorado law to provide automobile insurance to any person who is an employee, paid worker or volunteer of the organization operating an automobile. If automobiles are required or utilized for your event (auto races, parades, etc.), please provide proof of insurance to the Town of Lyons 7 days prior to the event.

Automobile Liability: X _____ Yes _____ No _____ Not Applicable



Required Attachments:

- ☐ Site Map (see below)
- ☐ Proposed location of the event. Please be specific; include courses, boundaries, etc.
- ☐ Parking Plan
- ☐ Zero-Waste Application

If Applicable Attachments:

- ☐ List of Retail Vendors
- ☐ List of Food Vendors
- ☐ Signage Proposal

SITE MAP

Please provide an Event Site Map that includes the following information:

If the item is not applicable, please write N/A in the box

- ☐ Location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
- ☐ Provision of minimum twenty-foot (20') emergency access lanes throughout the event venue.
- ☐ Location of first-aid facilities and ambulances.
- ☐ Location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers and dumpsters, and other temporary structures.
- ☐ A detailed or close-up of the food booth and cooking area configuration including booth identification of all vendors cooking with flammable gases or barbecue grills.
- ☐ Generator locations and/or source of electricity.
- ☐ Placement of vehicles and/or trailers.
- ☐ Exit locations for outdoor events that are fenced and/or locations within tents and tent structures.
- ☐ Other related event components not listed above. _____

CERTIFICATION



As the applicant, you understand and agree to the following:

1. To ensure prompt processing of your application, submit ALL support materials and documentation with your application. Incomplete applications will be returned.
2. The applicant may incur additional expenses from other County, Fire, or State jurisdictions.
3. A non-refundable application fee of \$150 must be submitted with the complete application.
4. The applicant agrees to abide by the following deadlines:
 - a. Applicant Submission: No more than 365 days and no less than 90 days before the event. Late applications will incur a \$100 late fee.
 - b. Cancellation: No less than 15 calendar days before the event.
 - c. Additional Services (Personnel and Equipment): No less than 45 days before the event.
5. The applicant is required to attend pre- and post-event meetings with Town staff.

CERTIFICATION:

I/we certify that the information contained in the foregoing application is true and correct to the best of my/our knowledge and belief that I/we have read, understand and agree to abide by the requirements, rules and regulations governing the proposed Special Event Permit under the Town of Lyons. I/we agree to comply with all other requirements of the Town, County, State, Federal Government, and any other applicable entity which may pertain to the use of the Event venue and the conduct of the Event, I/we agree to pay all fees, taxes and the Town shall not be liable for the payment of such taxes. I/we agree to abide by the requirements of the Special Events Permit, and further certify that I/we, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible, in conjunction with the Host Organization, for any costs and fees that may be incurred by or on behalf of the Event to the Town of Lyons.

Print Name Host Organization Adventure Fit Inc

Print Name of Authorized Agent Josh Kravetz

Title President

Signature [REDACTED]

Date 12/3/26

Office Use Only

The \$150 processing fee, if applicable, must accompany this application.

Total Fees Required \$ _____

Deposit Received \$ _____ Date: _____

Signatures of Approval

Event Coordinator: CONDITIONS, RESTRICTIONS, COMMENTS

Signature: _____ Date _____

Director of Parks and Public Works: CONDITIONS, RESTRICTIONS, COMMENTS

Signature: _____ Date _____

Town Administrator (for Town road closures): CONDITIONS, RESTRICTIONS, COMMENTS

Signature: _____ Date _____

Boulder County Sheriff's Office (when applicable): CONDITIONS, RESTRICTIONS, COMMENTS

Signature: _____ Date _____

Lyons Fire (when applicable): CONDITIONS, RESTRICTIONS, COMMENTS

Signature: _____ Date _____

EXHIBIT A: ADDITIONAL FEES & RENTALS



If necessary, please use the following tables for additional fees, rentals, and rental replacement fees.

Additional Fees

Item	Fee	Total
TOTAL		

Rentals

Item	Nonrefundable Deposit	Number Renting	Total Cost
TOTAL			

Rental Replacement Costs

The following replacement costs will be charged for items unreturned within 24 business hours of the event:

Rented Item	Rental Replacement Cost

23 mile Bike Rally

- ~~\$89 (10/15/25 - 11/14/25)~~
- \$99 (11/15/25– 12/31/25)
- \$109 (1/1/26 – 1/25/26)
- \$119 (1/26/26 - 1/31/26)
- \$129 2/1/26 (packet will be mailed post-event)
- Only \$59 for those under 14

40 mile Bike Rally

- ~~\$109 (10/15/25 - 11/14/25)~~
- \$119 (11/15/25– 12/31/25)
- \$129 (1/1/26 – 1/25/26)
- \$139 (1/26/26 - 1/31/26)
- \$149 2/1/26 (packet will be mailed post-event)
- Only \$69 for those under 14

75 mile Bike Rally

OLD MAN WINTER

02. 01. 26

Bike Rally & Run

Lyons, CO



2026 is almost here and Old Man Winter Rally is a great

TO: Mayor Rogin and Members of the Board of Trustees

FROM: Victoria Simonsen, Town Administrator

DATE: December 31, 2025

ITEM: Administrator's Report

☐ ORDINANCE
☐ MOTION / RESOLUTION
☒ INFORMATION

Electric Utility Updates

Undergrounding Grant - The Town was not awarded the 1 million dollars grant to underground the electric distribution lines from the intersection of Highways 36 and 66 to the Black Bear Hole. Our application included several strengths. The primary weakness was that our outage frequency and duration were less than the state average. While this is a good thing, it means other communities are in greater need. They also advised that this was a very competitive round.

EV Chargers – The new level 3 EV charging stations have been commissioned. Jule is working out some issues with the credit card charging system. The old EV charging station should be removed in the next couple of weeks.

Longmont Backup for Entire Town - Staff, along with a MEAN representative, met with Longmont Power and Communications to discuss whether Longmont Power could provide a backup power connection to the entire Town system. Longmont had previously transmitted WAPA power to the Town via its utility lines, and some of that infrastructure remains in place.

There are concerns about the potentially high cost of standby power for the entire Town, so Longmont will also consider an option for planned emergency power. While this option would only be useful if there were a planned outage, staff felt it would be worthwhile to compare the costs of these two options. Any agreement would be between MEAN and Longmont Power and Communication.

During this time, the option of transferring the service territory was also briefly discussed. The main topic was that allowing individual properties to be transferred to Lyons would not be in Longmont Power's best interest. They will review additional options for the transfer of properties already in Lyons' service territory, as well as the more recent annexations East of the 36/66 intersection.

Water Utility Updates

Ewald Water Line and Fire Hydrant Replacement - The new water line and fire hydrant are completely installed. The new hydrant tested well above the desired 1,000 gallons per minute at 20 psi of pressure.

Lead Service Line Inventory – Over the past two years, the Town has completed the requirements for the new Lead and Copper Rule Revision (LCRR). This included initial verification of when a building was built, a review of building permit records, multiple surveys sent out to

property owners, and finally, a couple of rounds of random sampling around town to expose the lines in the street. No lead service lines have been identified in Town. The last round of sampling location results were submitted to the Colorado Dept of Public Health & Environment, and Lyons should be classified as a lead-free drinking water system by the state.

Apple Valley Old Water Treatment Plant – With the sale of the property complete, staff are working with the new owner to cut the old water line from the plant to our active water line. We are looking at installing a new fire hydrant at that location. Longmont Water has cut and capped the intake line that used to take water from the creek into the plant. That diversion and intake line was transferred to Longmont during the 2013 Water IGA amendments.

Wastewater Utility Updates

Wastewater Facility Modifications - The contractor spent several days at the plant studying all the operations. They requested and received a number of documents and data, and have organized years of SCADA data and begun analysis. They are estimating to have a 30% design by the end of February.

High Strength Waste – The average of Biochemical Oxygen Demand (BOD) and Total Suspended Solids (TSS), two items that contribute to wastewater treatment costs, has continued to trend down. In 2023, the averages for both were in the mid-600 milligrams per liter; in 2024, 500 mg/L; and this year, without December data, they are down to 400 mg/L.

Wastewater Facility Issues - On Dec 30th, the centrifuge stopped working due to a faulty sensor. The manufacturer was reached even though the company was closed for the holidays, and we are waiting to see when the new sensor can be delivered. Until the centrifuge is back in operation, we will need to haul wet sludge rather than dewatered waste. This is probably \$10,000 a week, maybe more. We are also exploring other options if the part cannot be delivered by the end of the week. Staff will have an update at the BOT meeting on January 5th.

Stormwater Utility Updates

Green Stormwater Infrastructure - Staff are working with WaterNow Alliance to finalize the project brief, where WaterNow will provide up to 250 hours of technical and program support over a 6 to 12-month period, free of charge, to Lyons to support their effort to develop the Strengthening Community Resilience Through Green Stormwater Infrastructure Project. This is the project that the board was advised of last spring, for which staff had applied for technical assistance and was awarded.

2nd Ave Stormwater and Street Replacement Loan - We are working through the Project Needs Assessment. This has been a slower-than-expected process.

Flagstone Culvert Between 4th and 5th – We have reached out to History Colorado, as advised by our DOLA representative, to discuss any historic concerns that might need to be resolved before an Energy and Mineral Impact Grant could be awarded.

CDOT ADA Curb Replacement Project

The Colorado Department of Transportation and its contract partner, Goodland Construction, Inc., began their Americans with Disabilities Act curb ramp replacement project. The impacts within the rights-of-way (especially public gardens) are quite significant.

Week of January 5th Plans:

Intersection(s):

- CO 7 at Broadway, Railroad, Prospect, and Meily St.

Work Schedule: Monday-Wednesday between 7:00 am and 5:00 pm

Lane Closures: Single lane closures and shoulder closures at each curb ramp

Community Programs Updates

CTO Grant Opportunity - Staff are inquiring whether the Board of Trustees will support (via a letter to be signed by the mayor) an application from the Colorado Tourism Office for a marketing grant, which offers up to \$20,000 for projects that enhance the visitors' experience and require a 4:1 match.

With a \$5,000 Town cash match included in the 2026 budget, we can leverage a total project value of \$25,000, increasing our capacity for marketing and tourism initiatives. Staff are planning to submit the application, which is due before the next BOT meeting. Our most recent Colorado Tourism Office Grant was \$18,000 for the Wayfinding Plan and Strategy.

Tree & Limb Drop Off

Saturday, January 3, 2026, from 8:30 am - 12:30 pm
4687 Ute Highway | Public Works Facility

The Lyons Fire Protection District, Boulder County Wildfire Partners, and the Town of Lyons are coordinating a **local Christmas Tree (and limb) drop off**. We all realize the wind last week took down several branches and limbs, in town and beyond. As long as the limbs/branches are less than 6" in diameter, you may bring them and/or your Christmas Tree to the drop off. There will be a coffee cart providing free coffee for the first 100 drinks.

This is a perfect time to help any neighbors and/or friends if you have a truck and/or trailer, and to coordinate a limb drop-off with them. This event is open to residents of the Town of Lyons, those in our nearby canyons who live in unincorporated Boulder County, and those in the Lyons Fire and Hygiene Protection District, with Christmas Trees and limbs less than 6" in diameter (this is for the wood chipper that will be on-site). They would appreciate it if you would **please sign up in advance**. Use event #435.

A curbside pickup will be arranged within the town limits for those unable to coordinate drop-off at this free event. The date will be announced once the contractors have finished local cleanup efforts following the wind events.

Lyons Town Hall Closure

Town Hall will be closed on January 1, 2026, for the New Year's holiday. As a reminder, Town Hall hours are Monday - Thursday, 8 am - 4:30 pm, and Friday, from 8 am - noon.

If you have a concern or issue, residents are welcome to reach out via our TextMyGovApp. To use the app, Text "Hi" to 970.972.0972. The software will prompt you to reply with a text to find information or report issues. The prompt is also available on the Town's website.

Glass Recycling in Lyons

By using the glass recycling dumpster for "Glass Only", our community has diverted a combined 31 US Tons of glass. The glass from the Lyons Recycling Center is sent to a sustainable glass packaging company in Windsor, CO, to be returned to the shelf as a bottle in as few as 30 days. This collaboration with the Town of Lyons provides a unique opportunity to advance a more circular glass-recycling economy, as Owens International and Anheuser-Busch each maintain local operations.

LAHC and Lyons Creative District Transition

Staff recommends transferring \$1,500 of the 2026 art show budget to the Lyons Creative District to directly manage three of the quarterly art shows scheduled for April, July, and October 2026. As a reminder, the Board of Trustees has allocated a total of \$2,000 for the quarterly Town Hall/Library art shows, with the next show scheduled for January 14, 2026. Staff will manage the payments and check requests for the January 14, 2026, show.

With this approach, staff would like to ensure the LAHC has an opportunity to review this plan as well; their next meeting is January 13.

Transferring the funds is expected to improve efficiency by reducing staff paperwork and allowing the Lyons Creative District to handle expenses, donations, and procurement for food, beverages, and musicians. This shifts quarterly art show management and related fundraising to the LCD.

Portable Sauna Follow Up

Following Board direction from the December 15, 2025, meeting, staff issued and posted an RFP for a portable sauna concessionaire. The RFP was listed on Rocky Mountain BidNet, the Town website, and emailed directly to the Portal Sauna contact who spoke at the December 1 meeting. No bids were received. Staff also noted that the portable saunas previously located just east of Lyons, across from the Town Public Works facility, have since been removed.

Electronic Record Update

The Town Clerk's office has prepared and shipped five pallets of town records to be digitized and prepped for Laserfiche access. This inaugural shipment contains records that will not be returned, but instead will be shredded by the contractor.

Affordable Housing Updates

In December, staff accomplished the following actions related to affordable housing:

- The Finance Department coordinated with Boulder County to receive the \$900,000 AAHT funds
- The Town applied jointly with Nederland for a \$40,000 AAHT Innovation Fund grant with Boulder County to cover the required match for the DOLA grant to support a joint staff Housing Coordinator position. (Should be able to update this today with acceptance/denial)
- Staff met onsite with the engineering team hired by BCHA to further the feasibility study for the Carter Court lots
- Staff met with representatives from Boulder MOD and Habitat for Humanity to discuss placement of Boulder MOD units on the Carter Court lots. There is a high degree of confidence that this is possible. Staff will provide an update to the Board when details are available
- Staff attended a virtual Housing Strategies Peer Exchange with DOLA
- Staff met with other Regional Housing Partnership (RHP) communications subcommittee members to discuss a new communication strategy for RHP
- Staff met with BCHA and Highland Property Management to discuss potential changes to management or potential partnerships for the Lyons Valley Townhomes development
- Staff attended the RHP Quarterly Ambassador Meeting to share achievements in Lyons for 2025.

Upcoming Meetings and Events

Jan 1		Town Hall Closed for New Year's Day
Jan 3	8:30 am	Tree Drop at PW Facilities until 12:30 pm
Jan 5	5:30 pm	Board of Trustees Workshop
	7:00 pm	Board of Trustees Regular Meeting
Jan 8	6:30 pm	Sustainable Futures Commission Meeting - Library
Jan 12	4:30 pm	Housing and Human Services Meeting – Library
	6:00 pm	PCDC Meeting at Town Hall
	6:00 pm	Parks and Recreation Commission – Library
Jan 13	4:30 pm	LAHC Meeting – Library
Jan 14	5:00 pm	LURA Meeting at Town Hall
Jan 15	3:30 pm	Student Advisory Commission – Town Hall
Jan 19		Town Hall Closed for Martin Luther King Day
Jan 20	6:00 pm	Board of Trustees Workshop
	7:00 pm	Board of Trustees Regular Meeting.



December 2025/ January 2026

Department: Communications and Community Relations

Highlights

- EVC
 - o Full page ad in Redstone Review, Winter Holiday Events
 - o Half page ad in Redstone Review, thank you for Volunteer Service
 - o Article in Redstone Review – Importance of Supporting local service and retail businesses.
 - o 4 loans being repaid via Revolving Loan Fund. Have had 3 inquiries about loans for 2026. Currently they have approximately \$102K available to lend.
 - o Per BOT direction in June, BRF funds were used for permanent furniture along Main Street, a Speed Trailer and VMS sign, towards the Noise Consultant Professional Services Agreement and for additional wayfinding signage.
- SFC
 - o BoCo Sustainability Funding Grant for \$15K was submitted. Requested funding to match for the LED Lighting implementation.
 - o Town was not awarded any Zero Waste/Circular Economy BoCo Grant funds for 2026. They received 22 applications with almost \$400,000 in funding requested. The Resource Conservation Advisory Board carefully considered each application with the challenging task of allocating the \$50,000 in funding.
- LAHC
 - o New Call for Artists for 2026 public sculpture art was released on Dec 10.

- o Together with grant funding there is ability for about 8 sculptures.
- o Has one new opening for a commission member.
- o Hosted a light show and mural unveiling on December 5, in tandem with all of the Holiday events for the new mural on the north side of Town Hall.

➤ Events

- o Tree Lighting Celebration on December 5 was well attended, nearly 250 – 300 people. Becoming nice Lyons tradition and great to have families come downtown and celebrate the lights and get excited for the holidays. Great to partner with the Lyons Garden Club for sweet delights and hot cocoa. Luckily weather also cooperated with a small outdoor fire pit. Nice to have the Lyons Choir students participate. Staff have ideas for improvements for 2026.
- o Artisan Market – Great weather to get outside. Over 1,700 attendees over two days. Great help by staff and volunteers – the Lyons Leos who help with set up and take down for the vendors. We appreciate their youthful energy and strength. The Lyons Middle/Senior Choir also hosts the breakfast burrito/donut station and a homemade Chili soup with all the fixings on a donation basis for those who need lunch (such as vendors). Great opportunity to partner with our local schools.
- o Parade of Lights – successful and safe event. Staff was pleased with the additional safety barricades and volunteers from PRC and the community to keep crowds, especially children away from vehicles. Big crowds, great weather, fun theme, superb floats and entries. A great community Lyons event.
- o Drone Show – Great to have TWO shows this year on both Friday and Saturday, December 5 and December 6. The Lyons Community Foundation supports the drone shows via their grant process, which staff applied for.
- o All of the holiday events were well promoted and well attended.
- o Lights in Town look stunning and staff has received several compliments. Majority of lights survived the local wind events in mid-December.

➤ Outreach

- o Articles and advertisement in Redstone Review. Helped with Time of Use article for Redstone Review and Lyons Recorder.
- o Ten emails were sent in past month regarding community events, BOT meeting summary, and wind event/power outage on Christmas.
- o Press release sent regarding winter/holiday events.
- o Article about Visiting Lyons in Boulder Magazine.
- o Press release sent about Bee City USA status.



BOARD RECAP

DEC
2025



WORKSHOP ITEMS

The Board of Trustees (BOT) held a workshop at their regularly scheduled December 1, 2025 meeting. The [workshop](#) focused on the newly formed Lyons Creative District and their future plans. During the December 15, 2025 meeting, the BOT held a [workshop](#) with the Boulder County Tax Assessor's Office with Q & A for the Assessor and staff.



ORDINANCES & PUBLIC HEARINGS

At the [December 1, 2025 meeting](#), the Board of Trustees approved an ordinance of the Town of Lyons to modify hours for construction-related noise. The BOT also held [several first readings for ordinances](#) regarding proposed utility rate increases tied to the annual CPI. At the [December 15, 2025 meeting](#) the BOT held public hearings and approved upon the second reading of those ordinances for utility rate increases. All of the utility rate ordinances passed unanimously. The BOT also held a public hearing [and approved the property tax levy](#) for the 2026 budget year. Ordinances require two readings to allow for review, public input, and BOT discussion.



RESOLUTIONS/CONSENT AGENDA

The BOT approved two items on consent at the December 1, 2025 meeting, the minutes and accounts payable. The December 15, 2025 meeting had six items approved on consent, including accepting a Strategic Fuels Mitigation Matching Grant from Boulder County for wildfire mitigation, a [2025 supplemental budget appropriation](#), a renewal of a professional services agreement for the 2025 financial audit, as well as the previous meeting minutes and accounts payable.



FINANCIAL OVERVIEW

At the December 1, 2025 meeting, the Board of Trustees approved accounts payable totaling [\\$271,756.60](#). At the December 15, 2025 meeting, the Board approved an additional [\\$449,167.97](#) in payments. The Finance Director also shared an update on sales tax collections for the first ten months of the year. Sales tax revenue is up 4.31% compared to the same period last year, which equates to additional revenue of approximately \$72,078 year to date. The voter-approved 0.5% sales tax dedicated to infrastructure and capital projects has generated \$219,185 so far this year.

A quick reminder that sales tax numbers come with a two-month reporting delay. Businesses send payments to the State

by the 20th of the next month, and the State then sends the revenue to the Town around the 10th of the following month. For residents interested in more details, the [full finance update](#) for the first ten months of the year is included in the December 15, 2025 agenda packet.



PREVIOUS MEETING MINUTES

The Board approved the meeting minutes from [November 17, 2025](#) and [December 1, 2025](#). As a standard practice, minutes from each meeting are placed on the following meeting's agenda for approval.



GENERAL DISCUSSION/TOPICS

During the December 1, 2025 meeting, the BOT heard an update from the Parks and Recreation Commission, including the possibility of Lyons forming an Urban Dark Sky coalition for future certification and consideration. The BOT recommended a future workshop about the possibility of a dark sky coalition. During general business of the December 1, 2025 meeting the BOT held a discussion about the Lyons Creative District Plans. The BOT directed staff to continue to work with LCD and provide updates to the BOT. For the December 15, 2025 BOT meeting, the BOT gave staff direction to prepare an RFP for the possibility of a portable sauna concessionaire in Bohn Park. This was a follow up item from audience business at the December 1, 2025 meeting. In addition, the BOT discussed and approved a development agreement for the property located at 402 Main St. The final item was discussion and direction to staff regarding the update earlier during the workshop from the Boulder County Assessor's office.



TRUSTEE UPDATES

- Trustee Williams noted that the PCDC will host a workshop on December 8, 2025 regarding natural medicine
- Trustee Browning noted that the EVC heard about local commercial development and had an update from the owners of the future hotel property
 - Mayor Rogin appointed two members to board and commission vacancies and had a Consortium of Cities meeting
- Trustee Lowell noted that there would not be a PRC meeting for December
- Trustee Hamrick stated the SFC would meet on Thursday, December 11, 2025
- Mayor Pro Tem Williams did not have a HPC update
- Trustee Dady was absent for the December 1, 2025 meeting



READ OR DOWNLOAD THE AGENDA ITEMS ONLINE
townoflyons.com/legendacenter

TOWN OF LYONS
303-823-6622 | townoflyons.com



To Town of Lyons Board of Trustees Candidates:

The Town of Lyons Clerk's Office has prepared these materials to help you navigate the many requirements and deadlines for running for office in the Town of Lyons Regular Municipal Election to be conducted on **Tuesday, April 7, 2026**. Included is a summary of the basic requirements associated with the election, a listing of critical election dates, and forms required for participation in the election, such as the Nomination Petitions, which will be available at the Town Clerk's Office on **Tuesday, January 6, 2026**.

The Town of Lyons Regular Municipal Election will be conducted as a Mail Ballot Election. The designated polling place will be Lyons Town Hall, located at 432 5th Ave, with voting hours from 7:00 a.m. to 7:00 p.m. on Election Day, **April 7, 2026**. Ballots may be dropped off at Town Hall during regular business hours before election day.

The ballot will ask voters to consider candidates for six Trustee positions and one Mayor. Additionally, citizens may be asked to vote on one or more policy or tax-related questions. The currently seated Board will determine if any ballot questions need to be considered in the April 7, 2026, election.

Candidates for Trustee and Mayor may begin collecting signatures on nomination petitions beginning **Tuesday, January 6, 2026**. Any signatures collected prior to this date are not valid. A minimum of ten signatures from registered voters residing within the Town limits is required to establish candidacy. Completed nomination petitions, along with **signed and notarized** Affidavit of Circulator and Acceptance of Nomination forms, are due back to the clerk's office no later than **Monday, January 26, 2026, at 4:30 pm**.

Each candidate will receive a letter indicating the status of his/her petition's sufficiency. If a petition is not sufficient, additional signatures may be collected on an additional nomination petition packet and filed with the clerk before the close of business on **Monday, February 2, 2026**. **This is also the last day to withdraw your nomination petition.**

If a candidate chooses to use any contributions for campaign purposes, the candidate must comply with the Fair Campaign Practices Act reporting requirements, which require filing the necessary forms. Candidate, issue, and political committees are required to file regularly scheduled reports of all contributions/loans received and expenditures made regarding any campaign and/or ballot issue or ballot question.

If you have questions or need additional information, please do not hesitate to contact Town Clerk Dolores Vasquez at 303-823-6622 x12, dvasquez@townoflyons.com, or Deputy Town Clerk Maria Marquez-Rubio at 303-823-6622 x21, mmarquezrubio@townoflyons.com.

We wish you all the best in your campaign!

Sincerely,

Dolores M. Vasquez
Town Clerk, CMC

Maria Marquez-Rubio
Deputy Town Clerk



ARE YOU CONSIDERING RUNNING FOR OFFICE?

This article provides general information about life as an elected official in the Town of Lyons. The article explains the official duties and responsibilities of the Town's elected officials and offers insights into the real-life experiences of being in public office. It provides points for consideration as you decide whether to pursue election. Other materials you will receive in your petition packet contain facts about how to run, candidacy obligations, and the election process. Below you will find answers to basic questions you may have before deciding whether to take the next step.

GOVERNMENTAL STRUCTURE

The Town of Lyons is a Statutory Town and therefore complies with State Statutes and the Town of Lyons Municipal Code.

BOARD OF TRUSTEES

The Town of Lyons governing body consists of six elected Trustees and an elected Mayor, collectively the Board of Trustees. The Mayor has the same obligations as each of the Trustees, plus some additional duties as required by the Town of Lyons Municipal Code. At the first meeting, following the biennial election, the Board shall appoint one of the Trustees as Mayor Pro Tem who, in the absence of the Mayor (or the Mayor's inability to act), shall perform the duties of Mayor. The Board of Trustees offices are non-partisan. The Mayor shall receive the sum of \$700.00 per month for his or her services, and the Trustees shall receive the sum of \$400.00 per month for their services.

REASONS TO RUN

People choose to serve their town as an elected official for various reasons. Regardless of the motive, if you are contemplating serving your community as a member of the Board of Trustees, you should be prepared for the demands, expectations, and rewards that accompany the role. Although the basic requirements for serving require only that you reside in the Town of Lyons for twelve consecutive months immediately preceding the date of the election, attend the scheduled meetings of the Board, and participate as you desire in policy making, the Town of Lyons has a proud tradition of active and involved elected officials who regularly exceed the minimum requirements.

As an elected official in Lyons, you will represent the interests of Lyons' citizens in important matters such as how the Town's annual budget will be allocated, where and how development takes place, what Town services will be provided, and how to invest in community development. It is a responsibility best met with energy, enthusiasm, and conscientiousness.

The Board of Trustees sets public policy, and sound policy decisions result from hard work. For this reason, elected officials are encouraged, but not legally required, to conduct work outside of the regular meetings. Our dedicated Board of Trustees reviews meeting materials, educates itself about the public policy issues, interacts with constituents and other elected officials, and attends meetings with other groups, agencies and governments by serving on appointed committees and acting as liaisons with staff and other agencies.



YOU'VE GOT SUPPORT

Recalling the adage that “no good deed goes unpunished”, it can seem like you only hear from aggrieved citizens. Happily (and hopefully just when you need it), you will see the benefits of a Board decision play out for the good of the community, or you will occasionally get a much-needed thank-you. You will share the dais with others with a deep concern for the Town and its citizens. All board members have different backgrounds and strengths but knowing you share a common goal will create a united board.

TIME COMMITMENTS

Your experience as an elected official is dependent on your commitment. Attendance at Regular and Special meetings is required, except for excused absences. The remaining commitments listed are obligations that Board members in the Town have traditionally accepted.

Regular and Special meetings:

The Board of Trustees regularly meets on the first and third Mondays of each month. Workshops begin at 5:30 pm, and Meetings begin at 7:00 pm and conclude when the agenda items have been discussed. When a meeting falls on a holiday, the meeting is rescheduled to Tuesday. Infrequently, additional meetings are scheduled when the urgency of business requires.

In advance of board meetings, packets of meeting materials are published via the town website to board members at the end of the preceding week. Review of the packet can take several hours, and board members are requested to send any questions raised by such materials to the appropriate Town staff by Monday morning to allow time for questions to be addressed before or at the Monday evening meeting. Agendas and board packets are posted on the Town of Lyons website at www.townoflyons.com

Training:

Newly elected officials are required to attend one or more training sessions with town staff and the town attorney to become familiar with a variety of important subjects related to public service. Training(s) are scheduled in April or May following the election.

Committee Participation:

The town has boards and commissions to research and provide guidance to the board. Board members volunteer to serve as liaisons to the town's board and/or commission. Time commitment will vary, and meetings could be held during the day or evenings.

From time to time, the Town convenes ad hoc committees to review proposals for service contracts, interview candidates for appointments with boards and commissions, or consider special issues that come before the Town. Each board member is asked to volunteer some of their time to one or more of these committees.

Individual Constituent Interaction:

Constituents expect board members to be available to communicate via e-mail and phone calls about their concerns and to be diligent and consistent in their follow-up.



Miscellaneous Time Commitments:

Beyond the duties listed above, board members are often asked to attend ribbon cuttings, local ceremonies, community events, and important town traditions.

CAN YOU MAKE IT WORK?

Now that you understand the legal and traditional time commitments of elected officials, prospective candidates should evaluate their professional and personal responsibilities and determine:

Will your job/schedule allow the flexibility to be at Town Hall by 5:30 pm on the 1st and 3rd Mondays of each month, and any special meetings called?

Will your professional and personal life allow for attending occasional weekend or evening workshops?

Will you be able to commit to the occasional working or focus group meetings, which are sometimes held during afternoon or evening hours?

Are you organized in a manner that will allow you to interact with your constituents while still allowing you uninterrupted personal and/or professional time? (These constituent interactions can include emails, phone calls, meeting residents for coffee, or special meetings called by residents.)

Are you willing and able to occasionally serve on Town-formed ad hoc committees?

Do you have an interest in attending various community events?

Do you have time late in the week and over the weekend to review the packets?

Are you able to make decisions based on what is best for the entire community, even if at times it conflicts with your personal views?

MAKE AN INFORMED DECISION

If you decide to run for office, you will learn about the town, its policies, your neighbors, effective political discourse, time management, and what it means to be a public figure. Past town elected officials have felt their role is rewarding and important. The decision to run for an elected position should be made after careful consideration of your situation and ability to commit. However, many of the town's elected officials have chosen to run for a second term and recall the experience as rewarding and fulfilling.

GENERAL ELECTION INFORMATION

The Town of Lyons Regular Municipal Elections are held on the first Tuesday in April in even-numbered years via mail ballot. At each election, eligible electors can vote for candidates nominated to fill vacancies on the Board of Trustees. Eligible electors must have resided within the State of Colorado at least 22 days before the election and be properly registered with the office of the Boulder County Clerk and Recorder. Voter registration material is available at Lyons Town Hall, the Boulder County Clerk and Recorder's office, and online at <https://bouldercounty.gov/elections/> or govotecolorado.gov. The designated polling place is Lyons Town Hall (432 5th Ave.) and polling hours on Election Day are 7:00 a.m. until 7:00 p.m.



The Town of Lyons is a statutory town whose actions are governed by the Colorado Revised Statutes (C.R.S.); Election rules covered in Title 31 - Article 10, Municipal Election Code. A complete set of Colorado Revised Statutes is available for review at Town Hall, along with the Lyons Municipal Code, which is also on the town website. All municipal elections are nonpartisan, and nominations are made by petition. The one mayoral candidate and six trustee candidates receiving the highest number of votes will be elected to serve a two-year term of office. The term commences at the first regular board meeting following the date of election. A swearing-in ceremony will be conducted at this board meeting.

In the event a Board of Trustees seat is vacated during the elected term, the term is filled by appointment or special election. If filled by appointment, the appointed member's term expires at the next regular election.

Lyons has not repealed term limits. Therefore, no elected member shall serve more than three, two-year consecutive terms in office, except that with respect to terms of office which are shorter than two years in duration due to an appointment (Article 18, Section 11 of the Colorado Constitution). Voters did approve to extend the term limits for the office of Mayor, and the Mayor can be elected for two (2) year terms for a maximum of four (4) consecutive terms (Article 2, Section 2-2-10).

CANDIDATE ELIGIBILITY REQUIREMENTS

Candidates must meet the following criteria pursuant to C.R.S. 31-10-301:

- Must be a registered voter by the time of the candidate's nomination
- Must be at least 18 years of age by the date of the election
- Must be a primary resident of the Town of Lyons for a period of at least 12 consecutive months immediately preceding the election
- Must maintain residency throughout the term in office;
- May not be a candidate for more than one office at the same election or hold two municipal offices.

NOMINATION PROCEDURE

Candidates for municipal offices shall be nominated "at large", without regard to political party affiliation or geographic location. Municipal candidates are all nominated by petition. Nomination petitions must be filed in the Town Clerk's office in accordance with CRS. 31-10-909 (a).

Each nomination petition shall be completed with the name of the candidate as he/she wishes it to appear on the ballot, the candidate's place of residence, and the office being sought.

Candidates may use a nickname but **may not** use any title or degree designation with the business or profession of the candidate.

Candidates may withdraw from the election by submitting a written affidavit to the Town Clerk stating their withdrawal pursuant to CRS. 31-10-909 (b). The last day to withdraw from the election is **February 2, 2026, by 4:30 pm.**



WRITE-IN CANDIDATES

Write-in candidate votes will not be counted unless an Affidavit of Intent has been received pursuant to CRS. 31-10-306.

CIRCULATION OF NOMINATION PETITIONS

Candidates may circulate their own petitions or have others circulate them on their behalf. However, each nomination petition can only be circulated by one person. Nomination petitions cannot be left unattended by the circulator. The circulator must witness and certify by affidavit that each signature is the signature of the person whose name it purports to be, and that each signer has stated to the circulator that he is a registered elector of the municipality for which the nomination is being made.

The nominating petition must contain at least 10 signatures of registered electors residing within the town limits of the Town of Lyons. An elector has the right to sign only as many petitions as there are offices to fill. Each registered elector signing the petition must also print their name and physical address as it appears on their voter registration. It is advisable to obtain more than the required 10 signatures in the event a name is challenged, found to be ineligible, or otherwise eliminated.

The town clerk will verify signatures. If the clerk eliminates signatures, resulting in fewer than 10 registered electors signing a petition, the petition circulator will have time to amend the petition. The last day to amend a nomination petition is 64 days prior to the election (Election Day excluded).

VOTER REGISTRATION INFORMATION

To be eligible to vote, one must be eighteen years of age, be a citizen of the United States, have resided in Colorado for twenty-two days prior to the election, and be properly registered with the Boulder County Clerk and Recorder.

Voter registration forms are available through any municipal or county clerk's office or at Town Hall. Electors can register to vote, change their address and activate their voter registration at: www.govotecolorado.com

BALLOTS

The position of names on the ballot is determined by lot. The Town Clerk conducts the drawing of names for the position on the ballot. The drawing by lot will be held in the Town Hall boardroom, with the date and time to be announced to the Candidates. Candidates for office do not need to be present but are welcome.

ABSENTEE BALLOTS

Individuals must request an absentee ballot in writing. Applications for absentee ballots are available at the Town Clerk's Office at the Lyons Town Hall, 432 5th Ave, or on our website www.townoflyons.com. The Clerk will mail Absentee Ballots within 72 hours of receiving the ballots from the printer.



FAIR CAMPAIGN PRACTICES ACT

The reporting requirements of the Fair Campaign Practices Act (FCPA) apply to all mayoral and trustee candidates. All forms required by the act must be filed with the Town Clerk. It is each candidate's responsibility to become familiar with and comply with the reporting and filing provisions of the Fair Campaign Practices Act. For more information on Standalone Candidates (without Committees) and Candidate Committees, please contact the Town Clerk or the Deputy Town Clerk.



IMPORTANT APRIL 7, 2026, ELECTION DATES/DEADLINES

Registered electors 18 years of age or older may be a candidate and hold office if they have resided inside Town limits for at least 12 consecutive months immediately preceding April 7, 2026. Candidate packets will be available at Town Hall on January 6, 2026. Candidates may choose to run for Mayor (1 seat) or Trustee (6 seats).

JANUARY 6, 2026 – CANDIDATE NOMINATION PETITION PACKETS AVAILABLE FOR PICK UP. ***CAN BE CIRCULATED THAT SAME DAY!***

JANUARY 26, 2026 – NOMINATION PETITIONS DUE BY 4:30 P.M. AND NEED ***AT LEAST 10 SIGNATURES*** FROM REGISTERED ELECTORS *WHO RESIDE INSIDE TOWN LIMITS!!*

ADDITIONAL IMPORTANT DATES:

FEBRUARY 2ND – Last day to file a write-in candidate affidavit

FEBRUARY 2ND – Last day for candidate to ***withdraw*** from the election

FEBRUARY 20TH – Ballots mailed to voters registered as an active military or overseas voter (UOCAVA)

MARCH 16TH – Last day for eligible electors to establish residency in the State of Colorado. Register to vote at govotecolorado.com, Boulder County Clerk's Office or Town Clerk's office up to the day of the election.

MARCH 16th THRU 23RD – Ballots mailed to all registered voters

APRIL 7TH – ***ELECTION DAY! TOWN HALL POLLS OPEN 7 A.M-7 P.M. Ballots must be received by 7 pm in order to be counted!***

APRIL 20TH – Swearing in of newly elected Mayor and Town Trustees at the town board meeting.

Town of Lyons, Colorado
Board of Trustees
BOT Agenda Cover Sheet
Agenda Item No: VII.1.
Meeting Date: January 5, 2026

TO: Mayor Rogin and Members of the Board of Trustees

FROM: Lisa Ritchie, AICP, Planning and Building Director

DATE: December 31, 2025

ITEM: 1st Reading – Ordinance 1203 – An Ordinance of the Town of Lyons, Colorado, approving the rezoning of property located at 4651 and 4652 Ute Highway from Agricultural and Commercial East Corridor to Planned Unit Development

☒ ORDINANCE
☐ MOTION / RESOLUTION
☐ INFORMATION

- I. **REQUEST OR ISSUE:** Staff are requesting consideration of an Ordinance approving the rezoning of property to Planned Unit Development (PUD) for the properties located at 4651 and 4652 Ute Highway. The PUD would serve as the underlying zoning for the properties and would be the basis for future development.

Aerial image of the properties at 4651 and 4652 Ute Highway



II.

III. PROJECT HISTORY: The properties formerly contained structures supporting Longmont's water treatment systems, along with former BNSF property that fronts Ute Highway on the southern portion of the overall site. Following abandonment and decommissioning by BNSF and Longmont, the Town of Lyons acquired the properties. Over the years 2019-2021, the applicant, Lyons Ute Highway, LLC, represented by Paul Tamburello, entered into an agreement and subsequent amendments with the Town to acquire the three properties. The properties have undergone remediation and some degree of restoration, including removal of previous structures on the northern lot, and floodplain restoration on the southern lot.

IV. PLANNED UNIT DEVELOPMENT DESCRIPTION: The applicant, Lyons Ute Highway LLC, represented by Paul Tamburello and Rene Doubleday, requests approval of a Planned Unit Development for the three lots. The PUD would serve as the zoning for the properties and set the uses and development standards for all future development. The following describes the primary components of the PUD:

Proposed Uses:

The application relies on the existing [Commercial East Corridor \(CEC\) zone district](#), with some revisions, to establish permitted uses and uses approved by Special Review. The CEC zone district was established to regulate development along Highway 66 on the eastern side of Lyons. The uses in the zone district were last evaluated comprehensively by the Town in 2013 when the Special Review process and uses were developed.

The PUD proposes the following uses and associated approvals (see attached spreadsheet for complete list):

- Allow by-right all uses that are by-right in the CEC zone district
- Allow the following uses by Special Review in the PUD that also require a Special Review in the CEC zone district
 - o Gasoline Station
 - o Kennel
 - o Telecommunications Facility
 - o Restaurant and/or bar with a drive-up window for food or beverage service, or that otherwise serves food or beverages to customers parked in motor vehicles, or a restaurant or bar with more than 4,000 sf
 - o Light Industrial required to hold operating permits for air emissions with CDPHE
 - o Solar Garden
- Allow the following uses as by-right in the PUD where the CEC zone district requires Special Review:
 - o Automobile, boat, and motorcycle rental and sales (outdoor sales area limited to 5,000 sf without Special Review)
 - o Hotel or Motel, large
 - o Campground, south side only
 - o Dog day care facility, north side only
 - o EV Charging Station
 - o Event Center, large
 - o Light industrial use (note that light industrial uses that are not required to hold air emissions permits with CDPHE are allowed by right in CEC)
 - o Mini-storage facility, north side only
 - o Retail establishment, large
 - o Automotive and motorcycle repair (minor only as use-by-right)

- o Mixed-use building (a building with at least 50% of the total gross floor area of the building consisting of residential uses, all of which are located on the upper floors.
- Proposed new by-right uses in the PUD
 - o Arts and cultural facilities and services
 - o Assisted living facility
 - o Business use
 - o Car Wash, north side only
 - o Caretaker residence
 - o Church
 - o Community garden
 - o Health and wellness
 - o Natural medicine
 - o Nonprofit organization facilities and services
 - o RV storage, north side only
 - o Small manufacturing facility with fewer than 10 employees

The applicant requests the removal of the Special Review requirement for the uses listed above, noting that when the CEC zone district was originally established, the Town did not have the criteria for approval of Major Development Plans, nor had the Town's Commercial Design Standards been adopted.

The Special Review process includes the following criteria for approval in Section 16-7-35:

1. *The use shall satisfy all applicable provisions of this Chapter, design standards and subdivision regulations.*
2. *The use shall conform with or further the goals, policies and strategies set forth in the Comprehensive Plan.*
3. *The use shall be compatible with existing surrounding uses and enhance the community's character and conform with the Sustainable Design and Development Principles of the Comprehensive Plan. Compatibility should be evaluated by considering the magnitude, scale and diversity of product types in any given proposal so that no single project or combination of projects detracts from the character of the community.*
4. *The use shall result in efficient on-site and off-site traffic circulation which will not have a significant adverse impact on the adjacent uses or result in hazardous conditions for pedestrians or vehicles in or adjacent to the site.*
5. *Potential adverse impacts of the use on the neighborhood and the environment shall be adequately mitigated through setbacks, architecture, screen walls, landscaping, site arrangement or other methods.*
6. *The use avoids placing unreasonable financial burdens on the Town, such as police services and public facilities.*
7. *The proposed development shall conform with all applicable local, state and federal regulations.*
8. *The use shall not create more noise, dust, odors, vibrations, lights, traffic or parking than is customary for the zone district in which the USR is proposed, or such increased impacts can be adequately mitigated.*

The Town's criteria for approval of Development Plans are found in [Section 16-17-30](#) and include provisions for compatibility, adequate provision of services, compliance with the Comprehensive Plan, and many others similar in nature to the Special Review criteria listed

above.

Additionally, the Town's Commercial Design Standards criteria for approval are found in [Chapter 16, Article 6](#), and include provisions for compatibility with the surroundings and mitigation of impacts from the development.

Additional analysis on this portion of the application is provided below.

Design and Development Standards

The PUD requires that all development shall comply with the Commercial Design Guidelines in the Lyons Municipal Code. Additionally, the PUD allows the following amendments to the CEC development standards:

Development Standards	CEC Zone District	PUD application
Setbacks		
Front	25'	0'
Rear	25'	0'
Side, if abutting A, E, R-1, R-2, R-2A, or R-3	3x height of proposed building	0'
Side, all other conditions	5'	0'
Height		
General	40'	40'
Hospitality	40'	54'
Existing Structures	Existing height	47'
Number of Stories		
General	Not included	3
Hospitality and Existing Structures	Not included	4

The PUD proposes the following parking regulations that vary from the Lyons Municipal Code:

Off-Street Parking Ratios:

- Adaptive Reuse of Existing Structures: 0.5 spaces per 1000 sf, maximum of 50
- Camping, Hospitality/Multi-unit housing: 1 space per unit
- Rooftop Decks and Outdoor Gathering Spaces: Exempt from Parking

The PUD includes a note that indicates some uses may require a parking management plan, which will be evaluated at the time of any Major Development Plan.

The remainder of the PUD plan set includes the plan for both the northern and southern properties. At this time, no specific development is proposed, and any future improvements will require Major Development Plans to review architecture, site lighting, landscaping, parking, etc. The PUD allows, but does not require, rehabilitation and use of existing structures on the property.

Access to the site requires compliance with the Highway 66 Access Control Plan, or as otherwise approved by the Town and CDOT. The PUD also notes that access to the Town's Public Works facility directly north of the property shall be maintained, although it may be modified from its current condition with approval by the Town. Finally, the PUD includes a note that indicates future development will not impede access to the planned St Vrain Greenway

Trail.

The southern portion of the site is largely impacted by the regulatory floodplain. The PUD includes the current mapped areas, and any future development will be required to comply with applicable floodplain requirements in effect at the time of development.

It is important to understand that any future development on the properties will require approvals of one or more Major Development Plans through public hearings before PCDC and the Board, which will allow the Town to review architecture, site design, compatibility, landscaping, circulation, lighting, etc.

V. STAFF ANALYSIS: The application is subject to Section 16-4-90. General Review Criteria for Planned Unit Developments. This section includes staff analysis of the applicable standards and guidelines:

1. The PUD Plan is generally consistent with the Lyons Comprehensive Plan. The decision-making body shall weigh competing Comprehensive Plan goals, policies, and strategies and may approve a PUD Plan that provides a public benefit even if it is contrary to some of the goals, policies, or strategies in the Comprehensive Plan.
 - The [Lyons Thrive 2023 Comprehensive Plan](#) includes the following applicable goals:
 - Goal TSM-1:** Build Lyons' reputation as a destination for outdoor recreation, arts and culture, and heritage tourism.
 - Goal NE-1:** Promote the responsible stewardship of natural systems, processes, and resources in Lyons and the surrounding regions.
 - Goal NE-2:** Emphasize the conservation of Lyons' natural resources in public and private investments and decision-making.
 - Goal LU-2:** Provide opportunities for a balanced, and fiscally and environmentally sustainable mix of land uses.
 - Goal LU-3:** Promote a built environment that reinforces Lyons' identity and small-town feel
- Policy LU-3.3:** Support the use of creative strategies to revitalize vacant, blighted, or otherwise underutilized structures and buildings, including: adaptive reuse of existing buildings, infill of existing surface parking lots, integration of live-work space, and/or public/private partnerships.

Further, the [2016 Lyons Primary Planning Area Master Plan](#) includes the following vision for the area:

The vision for the Eastern Corridor Subarea is . . . a commercial and employment-anchored gateway with uses including retail, restaurant, and lodging operations serving daytime and nighttime populations as well as visitors to, and travelers through, the community. Established residential neighborhoods beyond the US 36 and SH 66 corridor will host a range of housing product types addressing the lifestyle needs of households at different price points. Natural amenities will be enhanced and protected and the quality and character of physical improvements informed by established and amended standards for development.

Generally, the area within this PUD is identified as a Gateway Business District, with the intent for commercial and office uses, lodging and/or an RV resort, small lot residential, and mixed industrial and office, including artisan live-work.

The Eastern Corridor is one of only a few locations in either the Town or the LPPA with the potential to support revenue-generating commercial operations, including retail outlets, restaurants, and lodging facilities. It is recommended that properties with highway frontage or adjacency be retained for these types of uses. Due to the numerous constraints identified in this plan, the Eastern Corridor is also one of the few locations that can accommodate the Town's needs for governmental uses (e.g. public works building) and affordable housing. Wherever possible, these types of uses should either be integrated into a single building with other uses or located outside of prime commercial space/highway frontage. Furthermore, there are opportunities in the Eastern Corridor for light-industrial, service-oriented businesses and other uses that would be better located near the east end of the Highland Drive loop, away from the prime commercial area at the intersection of US 36 and SH 66.

- *The approval of the PUD either supports or does not directly conflict with the Comprehensive Plan. Because the PUD does not propose specific development at this time, much of the impact to the natural environment will be understood at a future date, which requires approval of Development Plans and conformance with the Town's design standards. The PUD accommodates a mix of commercial, recreational, hospitality, and light industrial uses, all of which are referenced in the applicable guiding documents.*
2. The PUD Plan complies with all applicable district-specific standards and PUD development/design standards.
 - *The PUD plan does not propose specific development at this time. The PUD proposes changes to certain development standards; however, compliance with the Commercial Development Design Standards is required. Future development will require approval of a Major Development Plan, which provides the opportunity to evaluate improvements.*
 3. The PUD Plan shall comply with all standards, requirements, and specifications for provision of the following services: water; sewer; electricity; gas; public transit; trash collection and recycling; storm drainage; floodplain; telecommunications; streets/pedestrian system; fire protection; and cable television.
 - *The PUD plan does not propose specific development at this time. The PUD proposes changes to certain development standards; however, compliance with the Commercial Development Design Standards is required. Future development will require approval of a Major Development Plan, which provides the opportunity to evaluate improvements.*
 4. The PUD Plan shall be integrated and connected, whenever possible, with adjacent development through street connections, sidewalks, trails, and similar features.
 - *The PUD plan does not propose specific development at this time. The PUD requires compliance with the approved CDOT Access Plan and will not interfere with the future St Vrain Greenway Trail system. The PUD requires ongoing access to the Town's Public Works site north of their property.*

5. The PUD Plan shall be sensitive to existing adjacent development. It shall not limit the ability to integrate surrounding land into the Town or cause variances or exceptions to be necessary if the adjacent land is annexed or developed.
 - *The PUD will not negatively impact future development. The southern property is the only property currently within Town limits east of US 36 along the eastern corridor. The northern property is adjacent to the recently annexed Tebo property, which is expected to be redeveloped in the coming years. The removal of the requirement for Special Review Uses is acceptable, given that the Town now has multiple regulatory tools in place to ensure impacts on surrounding land uses can be managed*
6. The PUD Plan shall avoid or substantially mitigate impacts from development in known areas of natural or geologic hazard, including unstable slopes, flood, high groundwater, or soil conditions unfavorable to development.
 - *The PUD plan does not propose specific development at this time. As noted above, the southern property is significantly encumbered by the regulatory floodplain, which will limit future development in certain areas. Compliance with all applicable design standards and guidelines is required for all future development, with approval through public hearings.*
7. The PUD Plan minimizes environmental impacts, mitigates impacts to wildlife and wildlife habitat and promotes green building standards.
 - *The PUD plan does not propose specific development at this time. As noted above, the southern property is significantly encumbered by the regulatory floodplain, which will limit future development in certain areas. Compliance with all applicable design standards and guidelines is required for all future development, with approval through public hearings.*
8. The PUD Plan avoids placing unreasonable financial burdens on the Town.
 - *The PUD is not anticipated to place unreasonable burdens on the Town. All improvements, both public and private, will be the developer's responsibility. The applicant has included a narrative of their anticipated fiscal impact, with more information to be provided with each Development Plan.*
9. The PUD Plan shall be consistent with and implement the intent of the specific PUD District.
 - *"The purpose of the PUD-C District is to establish areas for planned commercial centers and grouping of consumer-oriented commercial uses that incorporate high-quality architectural design and to allow development of tracts of land large enough to accommodate well-planned and rational connections between structures, people, and automobiles through the use of planned parking access, pedestrian walkways, courtyards, malls and landscaped open space."*
 - *The PUD establishes basis development standards for future development and requires review and approval of Development Plans for conformance with the Town's design standards and guidelines. The PUD will not conflict with the intent of this district.*
 - *Staff finds additional guidance through the intent of the Eastern Corridor Design Guidelines Overlay, which states:*

- *“The intent of the Eastern Corridor (“EC”) design guidelines overlay is to provide an entrance into the Town that identifies Lyons as an attractive place to live and do business. The EC should convey that business investment is welcome and encouraged. Development that celebrates the natural beauty, outdoor adventure opportunities, and the Lyons music and arts culture is strongly encouraged. The Town welcomes collaboration and innovation from developers to achieve quality design in this gateway area. Developers may apply for a PUD status with flexible land use, parking, setback, and mixed-use standards.”*
10. Any applicable standards, requirements and specifications may be modified if the decision-making body finds that the proposed PUD Plan incorporates creative site design such that it represents an improvement in quality over what could have been accomplished through strict application of the otherwise applicable district or development standards, including but not limited to improvements in open space provision and access; environmental protection; tree and vegetation preservation; efficient provision of streets, roads and other utilities and services; or increased choice of living and housing environments.
- *The PUD proposes modifications that will be reviewed and approved by the Planning and Community Development Commission and the Board of Trustees during public hearings and will evaluate the proposal against all applicable criteria and local policy.*
11. Except where modifications are allowed under Section 16-4-50 above, the PUD Plan complies with all applicable standards stated in this Chapter.
- *The PUD meets the applicable standards in this chapter, with noted modifications on the PUD plan.*
12. The proposed phasing, if any, for development of the PUD Plan is rational in terms of available infrastructure capacity and adequate public facility standards.
- *The PUD may be developed in one or more phases, all of which will require approval of Development Plans.*
13. Height and setback standards shall be established using the following criteria:
- The proposed structure would have minimal effect upon adjacent properties with respect to compatibility of use and design, solar access, visual access and rights of privacy, light, and air;
 - *No specific structures are proposed at this time. The PUD will allow development on the property and will be reviewed as part of future development plans.*
 - The height and/or setback standards would not interfere with delivery of public services to the site at existing levels of service or at adequate levels required by Town policies and regulations;
 - *The code requires all future improvements to be adequately served, and will be reviewed through future development plans.*
 - The project complies with all fire and building code regulations and standards;
 - *All buildings will require review and approval of building permits to verify compliance with building and fire codes*

- The architecture and character of the proposed structure is compatible with existing development on surrounding or adjacent parcels; and
 - *No specific structures are proposed at this time. Future development is required to comply with the Town's development standards and guidelines.*
- In the PUD Overlay District, the development complies with all other applicable zoning and development regulations, including parking, screening, bulk and landscaping.
 - *No specific improvements are proposed at this time. Future development is required to comply with the Town's development standards and guidelines.*

VI. PCDC RECOMMENDATION: The PCDC held a public hearing over two meetings on November 24, 2025 and December 22, 2025 to consider the application. Discussion centered primarily on the changes to the permitted uses in the PUD and the concept of Temporary Uses, which are no longer included in the application. Between the two meetings, the applicant modified the permitted use tables and removed the provisions for Temporary Uses in response to PCDC discussion. PCDC voted unanimously to approve Resolution 21-2025 recommending approval of the PUD with one condition to remove the use listed as “public or private campground for the temporary parking of trailers, campers and similar” from the PUD. The applicant has satisfied this condition on the application before the Board.

VII. STAFF RECOMMENDATION: Staff recommends approval of the PUD and finds it supports the goals of the Comprehensive Plan to foster development and investment in the East Corridor. The modifications requested to the CEC zone district are reasonable and because all future development requires approval of one or more Major Development Plans, the Town has the ability to work with applicants to ensure impacts are mitigated while fostering development.

VIII. RECOMMENDED ACTION / NEXT STEPS: Approve the ordinance on first reading and set the public hearing for January 20, 2026 for full consideration by the Board of Trustees.

IX. FISCAL IMPACTS: Approval of the Planned Unit Development is the first step in the redevelopment of the property, eventually resulting in increased property tax revenues and generating sales tax.

X. LEGAL ISSUES: None identified.

XI. CONFLICTS OR ENVIRONMENTAL ISSUES: None identified.

XII. SUMMARY AND ALTERNATIVES:

1. Approve the Ordinance on 1st reading
2. Deny the Ordinance.
3. Continue to a date certain.

XIII. RECOMMENDED MOTION:

“I move to approve Ordinance 1203 on first reading – An Ordinance of the Town of Lyons approving a Planned Unit Development for 4651 and 4652 Ute Highway.”

XIV. ATTACHMENTS

- Draft Ordinance 1203
- Exhibit reflecting uses proposed in the PUD
- Application Materials
- Draft Planned Unit Development
- Referral Comments
- PCDC Resolution 21-2025

**TOWN OF LYONS, COLORADO
ORDINANCE 1203**

**AN ORDINANCE OF THE TOWN OF LYONS, COLORADO,
REZONING OF LOT 1, RAILROAD SUBDIVISION AND LOTS 2 and 3, LYONS EAST
VILLAGE REPLAT A, ALSO KNOWN AS 4651 and 4652 UTE HIGHWAY, FROM
AGRICULTURAL AND COMMERCIAL EAST CORRIDOR TO PLANNED UNIT
DEVELOPMENT**

WHEREAS, pursuant to C.R.S. § 31-23-301, the Town of Lyons (the “Town”) possesses the authority to regulate land uses within the Town; and

WHEREAS, pursuant to LMC § 16-15-10 *et seq.* the Board of Trustees, the Planning and Community Development Commission (the “PCDC”), Town Staff, or a real property owner may initiate the general rezoning of a property; and

WHEREAS, the subject properties are currently within the Agricultural and Commercial East Corridor Zone District; and

WHEREAS, the Applicant has proposed that the properties, as is more particularly described below, be rezoned from Agricultural and Commercial East Corridor to Planned Unit Development; and

WHEREAS, the proposed zoning designation of parcel is consistent with the Lyon’s Thrive Comprehensive Plan, Future Land Use Plan, and meets the approval criteria of LMC § 16-15-40; and

WHEREAS, the PCDC held a public hearing on the proposed PUD on November 24, 2025 and December 22, 2025; and

WHEREAS, the PCDC determined that it is in the best interest of the Town to and recommended to the Board of Trustees that the properties be zoned as PUD pursuant to PCDC Resolution 2025-21, attached hereto as **Exhibit A** and incorporated by reference herein; and

WHEREAS, the Board of Trustees held a duly noticed public hearing on the proposed zoning of the properties; and

WHEREAS, the Board of Trustees has determined it is in the best interest of the Town to approve a request for 4651 and 4652 Ute Highway be rezoned to Planned Unit Development.

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF LYONS, COLORADO, AS FOLLOWS:

Section 1. The above recitals are hereby incorporated by reference.

Section 2. The Board of Trustees hereby approves the Application for zoning of the 4651 and 4652 Ute Highway, more particularly described as Lot 1, Railroad Subdivision, and Lots 2 and 3, Lyons East Village Replat A as Planned Unit Development;

Section 3. Specifically, the Town of Lyons Board of Trustees finds that the Application “rezone[s] an area or extend the boundary of an existing district because of changed or changing conditions in a particular area or in the Town generally” consistent with LMC § 16-15-40(2).

Section 4. The Town Administrator, Town Planner, and other appropriate Town Staff are authorized and instructed to revise the official zoning map for the Town of Lyons so that the zoning designation described in this Ordinance is illustrated in graphic form. Failure to amend the official zoning map in accordance with this Ordinance shall not, however, have the effect of limiting, preventing or precluding the effect or effective date of this Ordinance.

Section 5. Severability. Should any one or more sections or provisions of this Ordinance enacted hereby be judicially determined invalid or unenforceable, such judgment shall not affect, impair or invalidate the remaining provisions of this Ordinance, the intention being that the various sections and provisions are severable.

Section 6. Repeal. Any and all ordinances, resolutions, or codes, or parts thereof, which are in conflict or inconsistent with this ordinance are repealed, to the extent of such conflict or inconsistency exists. The repeal of any such ordinance, resolution, or code or part thereof, shall not revive any other section or part of any ordinance, resolution, or code provision. 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 or code hereby repealed prior to this ordinance taking effect.

Section 7. Effective Date. This Ordinance shall become effective thirty (30) days after publication following final passage in accordance with Section 2-2-160 of the Lyons Municipal Code.

INTRODUCED AND PASSED ON FIRST READING THIS _____ DAY OF _____, 2026.

INTRODUCED, AMENDED, PASSED, ADOPTED, AND ORDERED PUBLISHED ON SECOND READING THIS _____ DAY OF _____ 2026.

TOWN OF LYONS, COLORADO

By: _____
Hollie Rogin, Mayor

ATTEST:

Dolores M. Vasquez, CMC Town Clerk



Town of Lyons
Community Development Department
432 5th Ave.
Lyons, CO 80540
(303)823-6622
communitydevelopment@townoflyons.com

LAND USE APPLICATION FORM

APPLICANT FULL NAME: Lyons Ute Hwy LLC	ADDRESS: [REDACTED]
APPLICANT'S PHONE #:	APPLICANT'S EMAIL: [REDACTED]
PROJECT NAME: Lyons People's House & Maker's Village	PROJECT ADDRESS: 4651 & 4652 Ute Hwy Lyons, CO 80503

TYPE OF APPLICATION (Check One)			
☐ Annexation	☐ Sketch Plan	☐ Minor Subdivision	
☐ Change of Zone	☐ Preliminary Plat	☐ Plat Vacation	
☐ Conditional Use Review	☐ Final Plat	☐ Lot Consolidation	
☐ Vacation of Right-of-Way/Easement	☐ Plat Amendment	☐ Survey Correction Plat	
☐ Variance (zoning / building / sub.)	☒ Planned Unit Development	☐ Site Plan or Development Plan	
☐ Special Use Review	☐ Telecommunications	☐ Other:	

PROJECT INFORMATION:	
Is site within Lyons' Planning Area? Yes	Is site within Lyons' Town Limits? Yes
Existing Use (single family, commercial, etc.): I	Proposed Use: restaurant/camping/event/light industrial
Existing Zoning: CEC, A-1	Proposed Zoning: PUD
Number of Existing Residential Lots: 0	Number of Proposed Residential Lots: 0
Number of Existing Commercial Lots: 3	Number of Proposed Commercial Lots: 1
Number of Existing Industrial Lots: 0	Number of Proposed Industrial Lots: 1
Total Property Acreage: 8.35	Does the property have slopes greater than 5%? Yes
Legal Description of Property – Lot #, Block #, and Subdivision; or Location in Section, Township, and Range Lot 1: Railroad Subdivision, County of Boulder, State of Colorado. Lots 2 and 3: Lyons Village East Replat A, Town of Lyons, County of Boulder, State of Colorado.	

ADDITIONAL CONTACTS (Owner, Consultants):
Full Name: Rene Doubleday
Address: [REDACTED]
Contact Info (email, phone): [REDACTED]
Full Name:
Address:
Contact Info (email phone):



Town of Lyons
Community Development Department
 432 5th Ave.
 Lyons, CO 80540
 (303)823-6622
 communitydevelopment@townoflyons.com

COMPREHENSIVE PLAN AND PARKS OPEN SPACE TRAILS MAP CONSISTENCY:		
	Yes/No	Describe
Locate your property on the <i>2010 Lyons Planning Area Map</i> . Does your proposed use meet the use designation shown?	Yes	
Is the project or property consistent with the guiding principles, goals, and objectives set forth in the <i>2010 Lyons Comprehensive Plan</i> , or the <i>2014 Lyons Recovery Action Plan</i> or the <i>2016 Lyons Primary Planning Area Action Plan</i> ?	Yes	
Is the project or property consistent with the Sustainable Design and Development Principles in Appendix D of the Comprehensive Plan.	Yes	
Is the project/property in or adjacent to a gateway designation on the <i>Comprehensive Plan's Lyons Gateway Map</i> (p87)?	No	
Does the proposed project or property have or is it adjacent to a designation on the legend of the Parks Recovery Plan's Trails Planning, Park Connectivity and Recreational Opportunities Map (pg. 47)?	No	
Is the proposed project or property in the floodplain? View floodplain map on the Town website under maps.	Yes	
Is the proposed project or property adjacent to a public facility or does it include a public facility?	No	
Does the proposed project or property have unique wildlife habitat or include a wildlife corridor?	Yes	Adjacent to St. Vrain Creek

UTILITY PROVIDER:		
Water: Town of Lyons	Sewer: Town of Lyons	Electric: Town of Lyons
Gas: Xcel	Cable:	Phone:
Fire Protection: Town of Lyons	Other:	

CERTIFICATION:	
I certify that I am the lawful owner of the parcel(s) of land, which this application concerns, and consent to this action.	
Owner: <u><i>[Signature]</i></u>	Date: <u>7/31/25</u>
I certify that the information and exhibits I have submitted are true and correct to the best of my knowledge. In filing this application, I am acting with the knowledge and consent of the property owners. I understand that all materials and fees required by the Town of Lyons must be submitted prior to having this application processed.	
Applicant: <u><i>[Signature]</i></u>	Date: <u>7/31/25</u>

FOR STAFF USE ONLY:	
APPLICATION ACCEPTED BY:	DATE ACCEPTED:
FEE RECIEVED:	TRACKING #:



Town of Lyons
Community Development Department
432 5th Ave.
Lyons, CO 80540
(303)823-6622
communitydevelopment@townoflyons.com

AGREEMENT FOR PAYMENT OF LAND USE APPLICATION FEES/DEPOSITS (If Required)

This Agreement is entered between Lyons Ute Hwy, LLC as
APPLICANT and THE TOWN OF LYONS, in consideration of the TOWN'S acceptance of APPLICANT'S application
for the land use approval as further described below:

1. APPLICANT hereby represents that he/she/it is the owner of 100% of the real property for which this application is being processed or that 100% of the property owners have also signed this application. APPLICANT has submitted to the TOWN an application for approval of:
PUD for 4651-4652 Ute Hwy, Longmont, CO 80503
2. APPLICANT acknowledges and understands that the Board of Trustees establishes a fee and deposit schedule for land use applications. The Agreement shall govern the payment of fees and deposits for processing applications.
3. The application shall not be accepted for processing unless the property owner(s) of record of the property included in the application sign(s) this Agreement.
4. A fee in the amount required by the Town sufficient to cover the internal and external costs of administration, processing, site visits, publication of notice and similar matters will be paid by the APPLICANT for processing the development application. An application fee of _____ and an escrow fee of \$_____, as required by resolution shall be paid to the Town prior to processing the application. see payment for same address Lot Consolidation Plan.
5. The applicant shall be required to pay all actual costs incurred by the Town for review of the application by consultants, including but not limited to engineering, surveying, legal and planning plus fifteen percent (15%) of such actual costs for the Town's administrative costs plus supplies. The Town may require a deposit from APPLICANT to offset the Town's costs for review prior to consideration of any application submittal pursuant to this Code. Subsequent deposits may be required when the initial deposits are eighty-five percent (85%) depleted. These deposits may exceed the total amount of fees collected using the standard schedule of fees. The Town shall not continue the processing of any application for which the APPLICANT has refused to deposit the funds to cover the Town's cost of review. Any funds deposited in excess of the standard fees remaining after paying the costs specified above shall be refunded to the APPLICANT. In the event of non-payment of fees, the Town shall have the right to file a legal action to collect any balance due to the Town plus its costs and attorney's fees against any or all persons signing this Agreement as APPLICANT. The Town may certify to the County Treasurer any amount due pursuant to this paragraph as a lien on the property for which the application is submitted to be due and payable with the real estate taxes for the Town if the APPLICANT does not pay such amount within (30) days of written request by the Town.

APPLICANT(S)/OWNER(S)-

(All Owners/Applicants must sign this application)

By: [Signature]
As: Owner
Date: 7/31/25
Address: [Redacted]

By: _____
As: _____
Date: _____
Address: _____



Town of Lyons
Community Development Department
 432 5th Ave.
 Lyons, CO 80540
 (303)823-6622
communitydevelopment@townoflyons.com

LAND USE PERMITS

APPLICATION TYPE	APPLICATION FEE (NON-REFUNDABLE)	ESCROW ACCOUNT	ADDITIONAL MATERIAL REQUIRED
Rezoning (except LI)	\$500.00	\$1,000.00	See LMC 16-15-30
Special or Conditional Use Review	\$250.00	\$500.00	See LMC 16-7-35 or 16-7-30
PUD Rezoning	\$500.00	\$1,000.00	See LMC 16-4-50
Variance (Zoning / Building / Subdivision)	\$250.00	\$500.00	See LMC 16-15-30
Board of Appeals	\$250.00	\$500.00	See LMC 16-15-30
Telecommunication Application	\$500.00	\$1,500.00	See LMC 16-11-50
Zoning Verification Letter	\$50.00	---	---
Change of Use	\$200.00	---	Requires Inspection and Occupancy Review
16-7-50(b) Review	\$150.00	---	See LMC 16-7-50(b)
DEVELOPMENT OR SITE PLAN			
Up to 1 Acre	\$500.00	\$2,000.00	See LMC 16-17-30
Up to 3 Acres	\$500.00	\$4,000.00	See LMC 16-17-31
Up to 10 Acres	\$500.00	\$6,000.00	See LMC 16-17-32
Over 10 Acres	\$500.00	\$8,000.00	See LMC 16-17-33
SUBDIVISION			
Survey Correction Plat	\$500.00	\$500.00	Sec. LMC 17-9-40
Lot Consolidation	\$250.00	\$500.00	Sec. LMC 17-7-50
Plat Vacation	\$500.00	\$500.00	Sec. LMC 17-6-40
Plat Amendment	\$500.00	\$500.00	Sec. LMC 17-5-40
Minor Subdivision	\$500.00	\$1,000.00	Sec. LMC 17-3-40
MAJOR SUBDIVISION			
Sketch Plan (Reg and PUD)	\$500.00	\$1,000 + \$10 per dwelling unit	Sec. LMC 17-4-50
Preliminary Plan (Reg and PUD)	\$500.00	\$1,000 + \$10 per dwelling unit	Sec. LMC 17-4-60.
Final Plat (Reg and PUD)	\$500.00	\$1,000 + \$10 per dwelling unit	Sec. LMC 17-4-70.
ANNEXATIONS			
Up to 5 acres	\$500.00	\$3,000.00	Sec LMC 15-1-120
5-20 acres	\$500.00	\$6,000.00	Sec LMC 15-1-120
Over 20 acres	\$500.00	\$8,000.00	Sec LMC 15-1-120

Lyons People's House and Maker's Village

4651 & 4652 Ute Highway Lyons, CO 80503

07-30-2025

PUD Application

3) Written Statement

a) Need for the proposed PUD

- As the first major development coming to the Eastern Corridor, we believe it will take a varied and creative combination of uses to activate the site and give it the best chance for success. The proposed project under consideration includes a mix of light industrial, retail, restaurant, and event venue—just to name a few—and those uses do not currently fit in any existing Town of Lyons zoning category.

b) Present and Future Impacts on the existing adjacent properties, uses, and physical characteristics of the surrounding area.

- The sites have been unused since 2003 with little to no activity or beneficial interest and fell derelict. With approximately seven developable acres in total, the development/renovation will need to be phased and will likely evolve over time. The near term goals are to improve safety and security on the parcels and work on infrastructure improvements. The future development will bring activity to the Eastern Corridor in several ways. The north parcel is ultimately designed to serve small companies in *maker's, artisan, and craftsman* spaces. The south parcel is planned to feature community events, restaurant/retail uses, an extension of the Lyons multimodal path, and the improvement of the creek frontage. Adjacent properties will benefit from the visual improvements to the sites and creek. Safety will be improved by inviting productive commercial activity and eliminating vacant land and buildings. Environmental conditions will be improved with the addition of native vegetation, water quality control, an increased number of trees, and renovated landscaping. Some of these improvements related to the St. Vrain are already underway.

c) Impact on area access and traffic.

- The projects will include improvements to the existing driveways on the sites. The north parcel will ultimately include an interior street, connecting the Tebo, Generator and Grace Design properties. The number of cars traveling on

Hwy 66 is already substantial due to the proximity and travel path to Estes Park and Rocky Mountain National Park. We hope to give those travelers a place to stop and enjoy some of the best of what Lyons has to offer. Ultimately, in future phases of the project, we plan to attract interesting and innovative tenants who will help create a destination for guests throughout the region.

d) Availability of utilities

- 4651 Ute Hwy (North Parcel)

Water, power, gas, fiber, and sewer are all present and accessible for development.

- 4652 Ute Hwy (South Parcel)

Water, power, gas, and fiber are run underground from the north parcel and accessible for development. Sewer access to the north side of Highway 66 is proving difficult and has lengthened the development time horizon considerably, as we continue to explore all feasible options to access service under Highway 66.

The development will apply for use of Lake Macintosh raw water shares, and procure such shares from private sellers.

e) Potential impacts of public facilities and services, including but not limited to fire, police, water, sanitation, roadways, parks, schools, and transit.

- The impact to fire, police, sanitation, parks, school and transit is expected to be minimal. Raw water shares will be purchased to accommodate the project. The Eastern Corridor is geographically separated from existing parks and schools, although some of our desired uses around arts, history, river activation and culture could benefit students. As stated above, vehicle traffic is expected to be minimal at the outset. The South Parcel will house a 10' wide multi-modal path which will eventually connect with the existing path west of Hwy. 36. to improve pedestrian and bicycle connectivity between Town proper and the Eastern Corridor.

f) Fiscal impact analysis

- New costs to the Town of Lyons are not fully known. We are seeking resource assistance (time, political connections, financing, etc.) to help solve getting the sewer connection from the forced main on the north side of Hwy 66 to the South parcel. Additionally, the Town has loaned equipment to establish temporary power on the South parcel for the purpose of installing lighting and a security system to eliminate chronic trespassing and vandalism. In the long term, we see the cost implications to be minimal. Initially all streets and public spaces will be privately

maintained, not requiring repair/maintenance/snow removal, etc. Presumably we would have no impact on the school or library system. Police and fire would respond to calls, but proposed uses are not expected as high-risk for these entities.

We understand, prior to any development under this PUD, if any streets or public spaces will be dedicated to the Town, a replat will be required. Additionally, the municipal code requires approval of a Major Development Plan prior to any vertical development. The Town may require an updated fiscal impact analysis with each subsequent approval in order to determine impacts associated with more specific development plans.

- Future benefits to the Town of Lyons could be significant but are yet unknown. The expectation is to create an increase in sales and property tax revenues as the sites are developed. Additional revenue may include permit fees and potential lodging fees. Further benefits may be derived from infrastructure improvements and utility fees.

10) Surrounding and interested property ownership notification envelopes

TEBO STEPHEN
PO BOX T
BOULDER, CO 80306-1996

JONES M COLLEEN REV LIV TR...
4708 HIGHLAND DR
LONGMONT, CO 80503-9133

HARDT BRETT & KALAH ET AL
10954 W 100TH DR
WESTMINSTER, CO 80021-7821

EATON JONATHAN B & TRACEY...
4702 HIGHLAND DR
LONGMONT, CO 80503

DIRKES FRED DAVID & DOROT...
4413 MORGAN COUNTY RD 36
BRUSH, CO 80723

JACOB JILL
4624 HIGHLAND DR
LONGMONT, CO 80503

GRACE BROS LTD
4689 UTE HWY
LONGMONT, CO 80503-9127

BLUE MOUNTAIN STONE INC
PO BOX 946
LYONS, CO 80540

VANN DIANA JEWELL L ET AL
12996 FOOTHILLS HWY
LONGMONT, CO 80503-9141

BRALY KEVIN
PO BOX 51
HYGIENE, CO 80533

COUNTY OF BOULDER C/O BO...
5201 ST VRAIN RD BLDG 1
LONGMONT, CO 80503

PDK INVESTMENTS LLC
PO BOX 51
HYGIENE, CO 80533

- Envelopes will be delivered to TOL

11) Mineral estate owner notice certification

- There were no mineral rights transferred from the seller (Town of Lyons) to Lyons Ute Hwy, LLC and the owner of the mineral rights is unknown to either party. See attached statement. Original available upon request.

APPENDIX 17-B
FORM OF CERTIFICATION FOR MINERAL ESTATE NOTICE

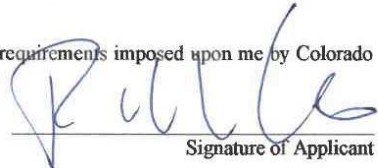
APPLICANT CERTIFICATION REGARDING
NOTICE TO MINERAL ESTATE OWNER

I, Paul Tamburello, submitted an application for land use approval from the Town of Lyons generally described as:

☐ A Rezoning Application ☐ A Subdivision Application
☐ Conditional Use Review ☐ A Site or Development Plan Application
☒ An Application for Planned Unit Development (Rezoning and Subdivision)
☐ A Variance Application

I understand that state law, found at Colorado Revised Statutes Sections 24-65.5-101 through 24-65.5-104, imposes specific legal requirements involving my providing written notice to the mineral estate owner of my application.

I HEREBY CERTIFY that I have complied with the notice requirements imposed upon me by Colorado Revised Statutes.


Signature of Applicant

Paul Tamburello

Print Name

STATE OF Colorado)
COUNTY OF Denver) ss.

Acknowledged before me on April 23, 2025, by Paul Tamburello

Witness my hand and official seal.

My commission expires: 6/13/27


Notary Public

[SEAL] TRICIA WHITAKER
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID 20154017314
(Prior code 10, Notary Public)
MY COMMISSION EXPIRES JUNE 13, 2027

12) Additional items per Town of Lyons if any

13) Additional items per applicant if any

PROJECT INFORMATION

PROJECT NAME:
LYONS PEOPLE'S HOUSE & LYONS MAKER'S VILLAGE

PROJECT ADDRESS:
4651 and 4652 UTE HIGHWAY LYONS, CO 80503

PROJECT LEGAL DESCRIPTION:
LOT 1: RAILROAD SUBDIVISION, COUNTY OF BOULDER, STATE OF COLORADO.
LOTS 2 AND 3: LYONS VILLAGE EAST REPLAT A, TOWN OF LYONS, COUNTY OF BOULDER, STATE OF COLORADO.

LOTS 1 AND 3 TO BE COMBINED INTO A SINGLE PARCEL FOLLOWING PUD APPROVAL.

PHASING:
PROJECT MAY BE PHASED, BUT IS NOT REQUIRED TO BE PHASED.

UTILITY AND DRAINAGE:
UTILITY AND DRAINAGE STUDIES TO BE PROVIDED DURING DEVELOPMENT PLAN REVIEW(S).

OWNER:
LYONS UTE HWY LLC
1575 BOULDER STREET UNIT E
DENVER, CO 80211
P. 303.884.8158

ARCHITECT:
DAVISURBAN
2624 W 32ND AVENUE
DENVER, CO 80211
P: 303.322.0509

PARCEL SIZES:
LOT 1: 33,362 S.F. (0.77 ACRES)
LOT 2: 180,936 S.F. (4.15 ACRES)
LOT 3: 148,863 S.F. (3.42 ACRES)
TOTAL: 363,161 S.F. (8.34 ACRES)

EXISTING ZONING:
A-1, CEC

PROPOSED ZONING:
PUD

VICINITY MAP

4651 UTE HWY

4652 UTE HWY

LYONS SIGNATURE BLOCKS

Board of Trustees Approval: The Board of Trustees of the Town of Lyons, by Ordinance No. _____ approved the rezoning of this propoerty to PUD on the _____ day of _____, 20____

Mayor or Mayor Pro Tem

ATTEST:

Town Clerk

(Town Seal)

The following signatures constitute all owners and holders of deeds of trust for the land and structures included in this plan

Owner

Date:

Company

PROPOSED USES

	PERMITTED USES ALLOWED IN CEC BY SPECIAL REVIEW	REQUESTED TO CHANGE TO USE BY RIGHT(UBR)	NEW USES PROPOSED AS USE BY RIGHT(UBR)	NOTES
ALL USES PERMITTED AS USE BY RIGHT UNDER THE EXISTING CEC ZONING TO REMAIN USE BY RIGHT				
USES PERMITTED BY SPECIAL REVIEW UNDER CEC ZONING TO BE CONSIDERED PERMITTED USES				
AUTOMOBILE, BOAT AND MOTORCYCLE RENTAL AND SALES	X	X		OUTDOOR SALES AREA LIMITED TO 5,000 S.F. PER SITE WITHOUT SPECIAL REVIEW
AUTOMOTIVE AND MOTORCYCLE REPAIR (MINOR)	X	X		
CAMPGROUND	X	X		SOUTH SITE ONLY
DOG DAYCARE FACILITY	X	X		NORTH SITE ONLY
ELECTRIC VEHICLE CHARGE STATION	X	X		
EVENT CENTER, LARGE	X	X		
HOTEL OR MOTEL, LARGE	X	X		
MINI-STORAGE FACILITY	X	X		NORTH SITE ONLY
MIXED USE BUILDING (A BUILDING WITH AT LEAST 50% OF THE TOTAL GROSS FLOOR AREA OF THE BUILDING CONSISTING OF RESIDENTIAL USES, ALL OF WHICH RESIDENTIAL USES ARE LOCATED ON THE UPPER FLOORS	X	X		
RETAIL ESTABLISHMENT, LARGE	X	X		
AUTOMOTIVE AND MOTORCYCLE REPAIR (MAJOR)	X			
GASOLINE STATION	X			
KENNEL	X			
LIGHT INDUSTRIAL REQUIRED TO HOLD OPERATING PERMITS FOR AIR EMISSIONS	X*			**"CONDITONAL REVIEW"
RESTAURANT AND/OR BAR WITH A DRIVE-UP WINDOW FOR FOOD OR BEVERAGE SERVICE, OR THAT OTHERWISE SERVES FOOD OF BEVERAGES TO CUSTOMERS PARKED IN MOTOR VEHICLES, OR A RESTAURANT AND/OR BAR WITH MORE THAN 4,000 SQUARE FEET	X			
SOLAR GARDEN AS PRIMARY USE	X			
TELECOMMUNICATIONS FACILITY	X			
PROPOSED NEW USE				
ARTS AND CULTURAL FACILITIES AND SERVICES			X	
ASSISTED LIVING FACILITY			X	
BUSINESS USE			X	
CAR WASH			X	NORTH SITE ONLY
CARETAKER FACILITY			X	
CHURCH			X	
COMMUNITY GARDEN			X	
HEALTH AND WELLNESS USE			X	
NATURAL MEDICINE			X	
NONPROFIT ORGANIZATION FACILITIES AND SERVICES			X	
RV STORAGE			X	NORTH SITE ONLY
SMALL MANUFACTURING FACILITY WITH FEWER THAN 10 EMPLOYEES			X	

DENSITY & DIMENSIONAL STANDARDS

ALL DEVELOPMENT UNDER THIS PUD SHALL COMPLY WITH THE PURPOSE AND INTENT OF THE COMMERCIAL DESIGN GUIDELINES; TOWN OF LYONS MUNICIPAL CODE CHAPTER 16 ARTICLE 6.

SETBACKS:

MAX BUILDING HEIGHT - GENERAL:

MAX NUMBER OF STORIES - GENERAL:

MAX BUILDING HEIGHT - HOSPITALITY ONLY:

MAX NUMBER OF STORIES - HOSPITALITY ONLY:

MAX BUILDING HEIGHT - EXISTING:

MAX NUMBER OF STORIES - EXISTING:

0'

40'

3

54'

4

47'

4

PARKING SUMMARY

PARKING RATIOS

ADAPTIVE RE-USE OF EXISTING STRUCTURES:

CAMPING/HOSPITALITY/MULTI-UNIT HOUSING:

ROOFTOP DECKS AND OUTDOOR GATHERING SPACES:

5 PER 1,000 S.F.

1 PER UNIT

EXEMPT FROM PARKING

- THE MAXIMUM NUMBER OF REQUIRED PARKING SPACES ON THE SOUTH SITE FOR THE ADAPTIVE REUSE OF EXISTING STRUCTURES SHALL BE 50.

- NEW STRUCTURES AND ADDITIONS THAT SUPPORT THE ADAPTIVE REUSE OF THE EXISTING STRUCTURES ON SITE ARE EXEMPT FROM PARKING REQUIREMENTS IN EXCESS OF THE SITE MAXIMUM PARKING.

- ALL OTHER NEW USES SHALL PROVIDE PARKING PER TOL PARKING STANDARDS OUTLINED IN ART. 8 SEC. 16-8-30 OF THE TOL MUNICIPAL CODE.

- IF ALL MAJOR EXISTING STRUCTURES ON SITE ARE DEMOLISHED, PARKING REQUIREMENTS TO BE DETERMINED AS PART OF A FUTURE MAJOR DEVELOPMENT PLAN.

- SHARED PARKING WILL BE ENCOURAGED DUE TO THE MIX OF FUTURE USES ON SITE.

- LARGE EVENTS MAY REQUIRE OVERFLOW PARKING AND PARKING MANAGEMENT. ADDITIONAL REQUIREMENTS REGARDING OVERFLOW PARKING AND PARKING MANAGEMENT TO BE DETERMINED BY MAJOR DEVELOPMENT PLAN(S).

- GRAVEL AND/OR PERMEABLE PAVING SURFACES TO BE ALLOWED FOR PARKING AREAS WITH THE APPROVAL OF THE TOWN OF LYONS BOARD OF TRUSTEES PER CODE SEC. 16-8-20.

Lyons People's House & Maker's Village

4651 & 4652 Ute Hwy Lyons, CO 80503

DAVISURBAN

2624 W 32ND AVE

DENVER, CO 80211

P: 303.322.0509

STATE OF COLORADO

MATTHEW DAVIS

305839

LICENSED ARCHITECT

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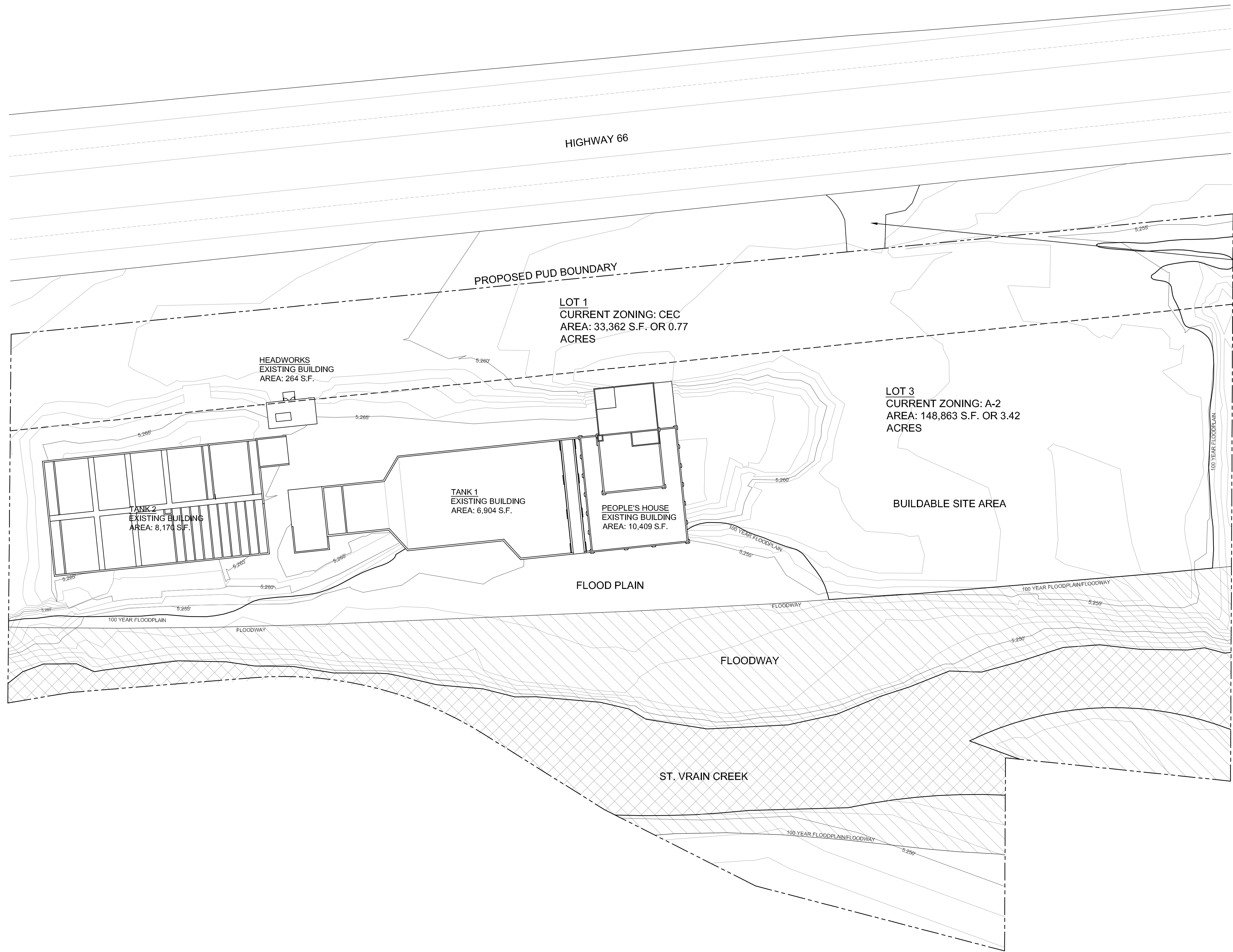
07.30.2025

Date	Description

PUD TITLE SHEET

G.03

12/30/2025 4:26:52 PM



SITE ACCESS POINT TO BE CONSISTENT WITH THE CDOT HIGHWAY 66 ACCESS CONTROL PLAN, OR OTHERWISE APPROVED BY CDOT AND THE TOWN OF LYONS.

EXISTING BUILDINGS ARE INTENDED, BUT NOT REQUIRED, TO BE REPURPOSED. SPECIFIC BUILDING USES AND ANY NEW BUILDINGS ON SITE TO BE PART OF FUTURE SITE DEVELOPMENT PLAN(S).

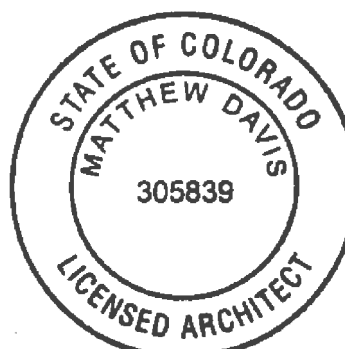
ALL EXISTING UTILITY EASEMENTS TO REMAIN, SEE SURVEY EXHIBIT.

FLOOD PLAIN AND FLOODWAY INFORMATION PER FEMA FLOOD MAP EFFECTIVE 10/24/2024.

THIS PUD WILL ACCOMMODATE THE PLANNED ST. VRain GREENWAY TRAIL, AS SHOWN IN THE 2004 ST. VRain GREENWAY TRAIL MASTER PLAN.

Lyons People's House & Maker's Village
4651 & 4652 Ute Hwy Lyons, CO 80503

DAVISURBAN
2624 W 32ND AVE
DENVER, CO 80211
P: 303.322.0509



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07.30.2025

Date	Description

PUD
4652 UTE HWY
SOUTH SITE PLAN

G.04



LOT 2
CURRENT ZONING: CEC
AREA: 180,936 S.F. OR 4.15 ACRES

BUILDABLE SITE AREA

PROPOSED PUD BOUNDARY

HIGHWAY 66

SITE DEVELOPMENT TO MAINTAIN THE EXISTING ACCESS EASEMENT FOR THE TOWN OF LYONS FROM HWY 66 TO THE TOWN PROPERTY NORTH OF THE SITE OR WILL RELOCATE THE EASEMENT WITH THE PERMISSION OF THE TOWN OF LYONS DURING THE FUTURE SITE DEVELOPMENT PROCESS.

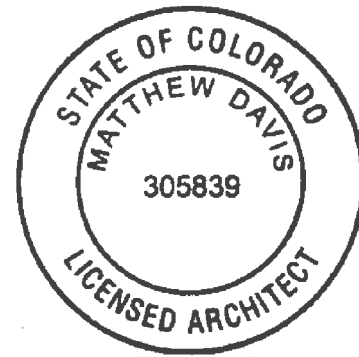
FUTURE SITE DEVELOPMENT MAY INCLUDE SHARED ACCESS WITH THE DEVELOPMENT TO THE WEST PER THE HIGHWAY 66 ACCESS CONTROL PLAN.

ALL EXISTING UTILITY EASEMENTS TO REMAIN, SEE SURVEY EXHIBIT.

SITE ACCESS POINT TO BE CONSISTENT WITH THE CDOT HIGHWAY 66 ACCESS CONTROL PLAN, OR OTHERWISE APPROVED BY CDOT AND THE TOWN OF LYONS.

Lyons People's House & Maker's Village
4651 & 4652 Ute Hwy Lyons, CO 80503

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07.30.2025

Date	Description

PUD
4651 UTE HWY
NORTH SITE PLAN

G.05

Parcel Description
(PROVIDED BY OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY)

LYONS VILLAGE EAST REPLAT A RECORDED ON 02/10/2020 AT
RECEPTION NO. 03765233
RAILROAD SUBDIVISION RECORDED ON 02/19/2020 AT RECEPTION
NO. 03766935

PARCEL A:

LOTS 2 AND 3, LYONS VILLAGE EAST REPLAT A,
TOWN OF LYONS, COUNTY OF BOULDER, STATE OF COLORADO.

PARCEL B:

LOT 1, RAILROAD SUBDIVISION,
COUNTY OF BOULDER, STATE OF COLORADO.

ALTA/NSPS LAND TITLE SURVEY

LOTS 2 AND 3, LYONS VILLAGE EAST REPLAT A AND LOT 1, RAILROAD SUBDIVISION, LOCATED IN
THE NORTHEAST QUARTER OF SECTION 20, TOWNSHIP 3 NORTH, RANGE 70 WEST OF THE 6TH P.M.,
TOWN OF LYONS, COUNTY OF BOULDER, STATE OF COLORADO

SHEET 1 OF 4

TOTAL AREA = 363,162 SQ. FT., OR 8.34 ACRES, MORE OR LESS

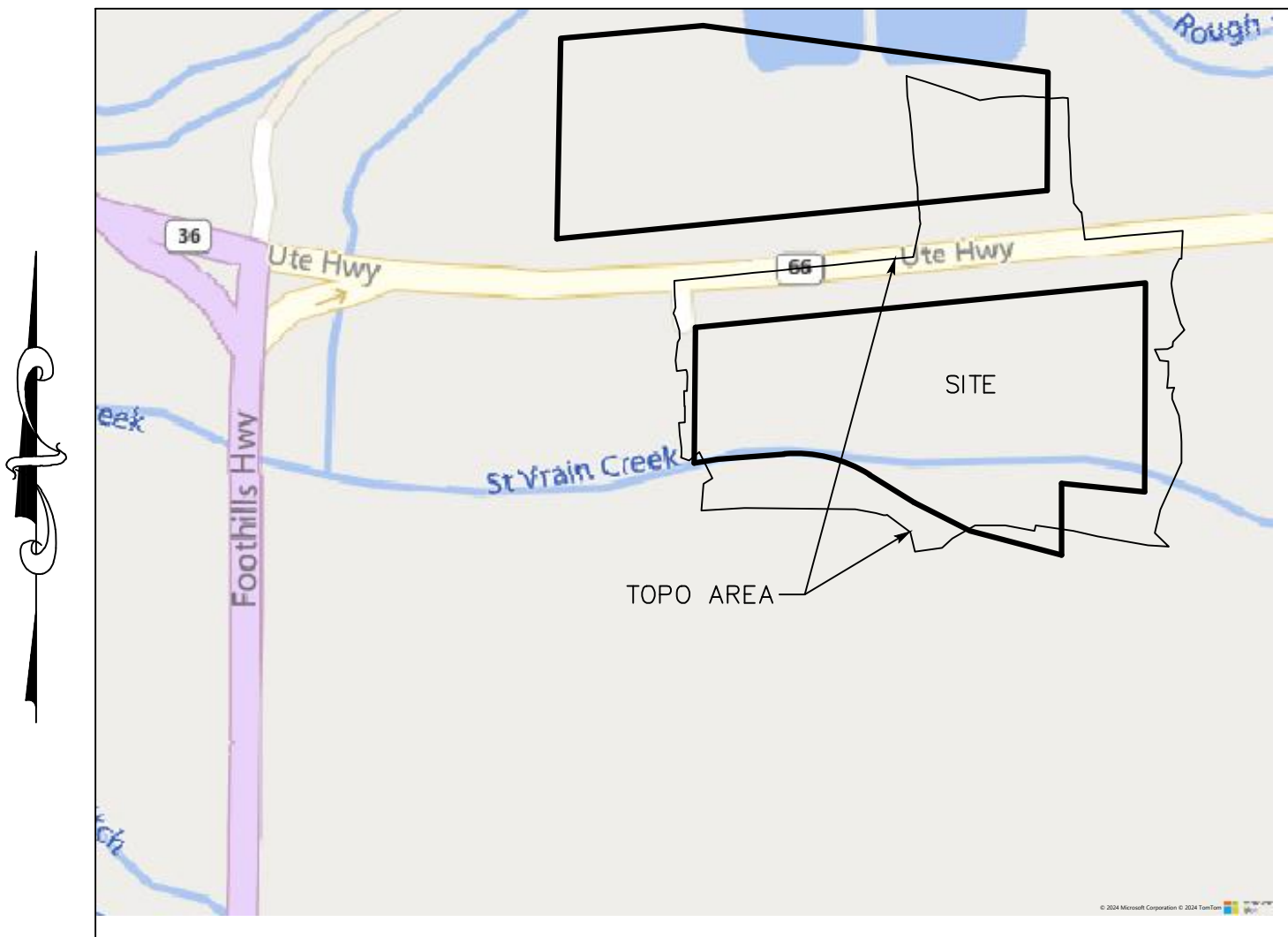
Notes

1. OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY COMMITMENT NUMBER
OK70617951.2026947, DATED MARCH 02, 2020 AT 5:00 P.M., WAS ENTIRELY RELIED
UPON FOR RECORDED INFORMATION REGARDING RIGHTS-OF-WAY, EASEMENTS AND
ENCUMBRANCES IN THE PREPARATION OF THIS SURVEY. THE PROPERTY SHOWN AND
DESCRIBED HEREON IS ALL OF THE PROPERTY DESCRIBED IN SAID TITLE COMMITMENT.
THERE MAY BE OTHER RECORDED EASEMENTS AND RIGHTS OF WAY AFFECTING THE
SUBJECT PROPERTY. IT IS RECOMMENDED THAT THE CLIENT OBTAIN CURRENT TITLE
RESEARCH FROM A TITLE COMPANY.
2. ACCORDING TO COLORADO LAW YOU MUST COMMENCE ANY LEGAL ACTION BASED UPON
ANY DEFECT IN THIS SURVEY WITHIN THREE YEARS AFTER YOU FIRST DISCOVER SUCH
DEFECT. IN NO EVENT MAY ANY ACTION BASED UPON ANY DEFECT IN THIS SURVEY
BE COMMENCED MORE THAN TEN YEARS FROM THE DATE OF THE CERTIFICATION SHOWN
HEREON.
3. THIS ALTA/NSPS LAND TITLE SURVEY WAS PREPARED FOR THE EXCLUSIVE USE OF
GENERATOR DEVELOPMENT, NAMED IN THE STATEMENT HEREON. SAID STATEMENT
DOES NOT EXTEND TO ANY UNNAMED PERSON WITHOUT AN EXPRESS STATEMENT BY
THE SURVEYOR NAMING SAID PERSON.
4. THIS SURVEY IS VALID ONLY IF PRINT HAS SEAL AND SIGNATURE OF SURVEYOR.
5. BASIS OF BEARINGS: GPS DERIVED BEARINGS BASED ON A BEARING OF N00°15'07"E
ALONG THE EAST LINE OF THE NORTHEAST QUARTER OF SECTION 20, T3N, R70W OF
THE 6TH P.M., BETWEEN A FOUND 1-1/2" IRON PIPE WITH 2-1/2" BRASS CAP MARKED
"20, 21" AT THE EAST QUARTER CORNER OF SAID SECTION 20 AND A FOUND #5
REBAR WITH 2" ALUMINUM CAP MARKED "LEE W. STADELE N1/16, S20, S21, 2000 LS
26300" AT THE NORTH ONE-SIXTEENTH CORNER BETWEEN SECTIONS 20 AND 21 AS
SHOWN HEREON. COLORADO STATE PLANE COORDINATE SYSTEM, NORTH ZONE, NORTH
AMERICAN DATUM 1983 (NAD83). ALL BEARINGS SHOWN HEREON ARE RELATIVE
THERETO.
6. WITH REGARD TO TABLE A, ITEM 11, INFORMATION FROM PLANS AND MARKINGS HAVE
BEEN COMBINED WITH OBSERVED EVIDENCE OF UTILITIES PURSUANT TO SECTION 5.E.IV.
TO DEVELOP A VIEW OF THE UNDERGROUND UTILITIES. HOWEVER LACKING EXCAVATION,
THE EXACT LOCATION OF UNDERGROUND FEATURES CANNOT BE ACCURATELY,
COMPLETELY AND RELIABLY DEPICTED. IN ADDITION, IN SOME JURISDICTIONS, 811 OR
OTHER SIMILAR UTILITY LOCATE REQUESTS FROM SURVEYORS MAY BE IGNORED OR
RESULT IN AN INCOMPLETE RESPONSE. A PRIVATE UTILITY LOCATOR WAS HIRED FOR
THE PREPARATION OF THIS SURVEY. NO EXCAVATIONS WERE MADE DURING THE
PROGRESS OF THIS SURVEY TO LOCATE BURIED UTILITIES AND STRUCTURES. ALL
UNDERGROUND UTILITIES MUST BE FIELD LOCATED BY THE APPROPRIATE AGENCY OR
UTILITY COMPANY PRIOR TO ANY EXCAVATION, PURSUANT TO C.R.S. SEC. 9-1.5-103.
(ALTA/NSPS LAND TITLE SURVEY TABLE A, OPTIONAL SURVEY RESPONSIBILITIES AND
SPECIFICATIONS, ITEM 11a & 11b)
7. ANY PERSON WHO KNOWINGLY REMOVES, ALTERS OR DEFACES ANY PUBLIC LAND
SURVEY MONUMENT AND/OR BOUNDARY MONUMENT OR ACCESSORY, COMMITS A CLASS
TWO (2) MISDEMEANOR PURSUANT TO STATE STATUTE C.R.S. SEC 18-4-508. WHOEVER
WILLFULLY DESTROYS, DEFACES, CHANGES, OR REMOVES TO ANOTHER PLACE ANY
SECTION CORNER, QUARTER-SECTION CORNER, OR MEANDER POST, ON ANY
GOVERNMENT LINE OF SURVEY, OR WILLFULLY CUTS DOWN ANY WITNESS TREE OR ANY
TREE BLAZED TO MARK THE LINE OF A GOVERNMENT SURVEY, OR WILLFULLY DEFACES,
CHANGES, OR REMOVES ANY MONUMENT OR BENCH MARK OF ANY GOVERNMENT
SURVEY, SHALL BE FINED UNDER THIS TITLE OR IMPRISONED NOT MORE THAN SIX
MONTHS, OR BOTH. 18 U.S.C. § 1858.
8. THE DISTANCE MEASUREMENTS SHOWN HEREON ARE U.S. SURVEY FOOT.
9. THE CONTOURS REPRESENTED HEREON WERE INTERPOLATED BY AUTOCAD CIVIL 3D
(DIGITAL TERRAIN MODELING) SOFTWARE BETWEEN ACTUAL MEASURED SPOT ELEVATIONS.
DEPENDING ON THE DISTANCE FROM A MEASURED SPOT ELEVATION AND LOCAL
VARIATIONS IN TOPOGRAPHY, THE CONTOUR SHOWN MAY NOT BE AN EXACT
REPRESENTATION OF THE SITE TOPOGRAPHY. THE PURPOSE OF THIS TOPOGRAPHIC
MAP IS FOR SITE EVALUATION AND TO SHOW SURFACE DRAINAGE FEATURES.
ADDITIONAL TOPOGRAPHIC OBSERVATIONS MAY BE NECESSARY IN SPECIFIC AREAS OF
DESIGN. TOPOGRAPHY SHOWN HEREON COMPLIES WITH NATIONAL MAP ACCURACY
STANDARDS.
10. BENCHMARK INFORMATION: A GPS DERIVED ELEVATION WAS ESTABLISHED AT AN ONSITE
BENCHMARK AT THE NORTH PART OF LOT 3, BEING A FOUND MAG NAIL WITH AN
ELEVATION OF 5258.44 FEET. A CHECK SHOT, 0.1'±, WAS TAKEN ON NGS POINT Z 410,
BEING A STAINLESS STEEL ROD IN LOGO BOX MARKED "Z 410 1984" LOCATED 0.2
MILES FROM SITE, WITH A PUBLISHED ELEVATION OF 5270.03 FEET NAVD88. NO
DIFFERENTIAL LEVELING WAS PERFORMED TO ESTABLISH THIS ELEVATION.
11. SUBSURFACE BUILDINGS, IMPROVEMENTS OR STRUCTURES ARE NOT NECESSARILY
SHOWN. BUILDINGS AND OTHER IMPROVEMENTS OR STRUCTURES ON ADJACENT
PROPERTIES THAT ARE MORE THAN FIVE (5) FEET FROM ANY OF THE PROPERTY LINES
OF THE SUBJECT PROPERTY ARE NOT NECESSARILY SHOWN.
12. FLOOD INFORMATION: THE SUBJECT PROPERTY IS LOCATED IN ZONE AE, REGULATORY
FLOODWAY AND ZONE X, 0.2% ANNUAL CHANCE FLOODPLAIN ACCORDING TO THE FEMA
FLOOD INSURANCE RATE MAP: MAP NO. 08013C0253K, DATED OCTOBER 24, 2024.
FLOOD INFORMATION IS SUBJECT TO CHANGE.
13. FLOODPLAIN LINES SHOWN HEREON ARE APPROXIMATE AND ARE DERIVED FROM GIS
INFORMATION DOWNLOADED FROM FEMA.
14. DATES OF FIELDWORK: DECEMBER 2024 - MARCH 2025,
PREVIOUS SURVEYS:
(FSI JOB #19-73,896) DATE: OCTOBER 9, 2019,
(FSI JOB #17-69,365) DATE: APRIL 3, 2017.

15. THE WORD "CERTIFY" AS SHOWN AND USED HEREON MEANS AN EXPRESSION OF
PROFESSIONAL OPINION REGARDING THE FACTS OF THIS SURVEY AND DOES NOT
CONSTITUTE A WARRANTY OR GUARANTEE, EXPRESSED OR IMPLIED.
16. THE TOTAL AREA OF THE SUBJECT PROPERTY IS 363,162 SQ. FT. OR 8.34 ACRES,
MORE OR LESS. AREA AS SHOWN HEREON IS A RESULTANT FACTOR, NOT A
DETERMINATIVE FACTOR, AND MAY CHANGE SIGNIFICANTLY WITH MINOR VARIATIONS IN
FIELD MEASUREMENTS OR THE SOFTWARE USED TO PERFORM THE CALCULATIONS. FOR
THIS REASON, THE AREA IS SHOWN AS A "MORE OR LESS" FIGURE, AND IS NOT TO BE
RELIED UPON AS AN ACCURATE FACTOR FOR REAL ESTATE SALES PURPOSES
(ALTA/NSPS LAND TITLE SURVEY TABLE A, OPTIONAL SURVEY RESPONSIBILITIES AND
SPECIFICATIONS, ITEM 4).
17. OWNERSHIP INFORMATION IS PER BOULDER COUNTY WEBSITE AS RESEARCHED ON
JANUARY 06, 2025 AND IS SUBJECT TO CHANGE (ALTA/NSPS LAND TITLE SURVEY
TABLE A, OPTIONAL SURVEY RESPONSIBILITIES AND SPECIFICATIONS, ITEM 13).
18. THE SEPTEMBER 12, 2013 FLOOD WAS AN AVULSIVE EVENT, NOT A RELICTIVE OR
EROSIVE EVENT, AND DID NOT THEREFORE, CHANGE ANY BOUNDARY CALLING TO ITS
CENTERLINE OR BANK FROM THE POSITION IMMEDIATELY PRIOR TO THE FLOOD.
19. THE FENCES ARE NOT COINCIDENT WITH THE PROPERTY LINES AS SHOWN HEREON.
20. DRIVE EXTENDS INTO SUBJECT PROPERTY AS SHOWN HEREON.
21. MONUMENTS NOT ACCEPTED WERE FOUND TO BE OUTSIDE OF A REASONABLE ERROR
ELLIPSE BASED ON OTHER LOCALLY FOUND MONUMENTS. THEY WERE NOT ACCEPTED
AS ORIGINAL, UNDISTURBED MONUMENTS.
22. THE FOLLOWING DOCUMENTS ARE MENTIONED IN THE ABOVE REFERENCED TITLE
DOCUMENT AND ARE SHOWN GRAPHICALLY HEREON. THE FOLLOWING LIST CONTAINS THE
TITLE DOCUMENT EXCEPTION NUMBER, DATE RECORDED, RECEPTION NUMBER AND/OR
BOOK AND PAGE.

#18	APR. 26, 2017	REC. NO. 03588703	SPECIAL WARRANTY DEED
#21	FEB. 04, 2019	REC. NO. 03696591	PLAT OF LYONS VILLAGE EAST
	APR. 26, 2017	REC. NO. 3588702	QUITCLAIM DEED
	OCT. 15, 2019	REC. NO. 03742435	ORDINANCE 0-2019-54
	FEB. 10, 2020	REC. NO. 03765233	PLAT OF LYONS VILLAGE EAST
			REPLAT A
	FEB. 09, 2020	REC. NO. 03766987	RELEASE OF EASEMENT
#23	JUN. 27, 2017	REC. NO. 03600104	LYONS VILLAGE EAST
			ANNEXATION MAP
#25	JAN. 27, 2005	REC. NO. 2660774	EASEMENT AGREEMENT
#26	APR. 11, 2006	REC. NO. 2769113	ORDINANCE NO. 800
	APR. 11, 2006	REC. NO. 2769112	ANNEXATION MAP
#27	FEB. 10, 2020	REC. NO. 03765233	PLAT OF LYONS VILLAGE EAST
			REPLAT A
#29	FEB. 19, 2020	REC. NO. 03766935	PLAT OF RAILROAD
			SUBDIVISION
23. THE FOLLOWING DOCUMENTS ARE MENTIONED IN THE ABOVE REFERENCED TITLE
DOCUMENT AND APPEAR TO AFFECT THE SUBJECT PROPERTY BUT CANNOT BE SHOWN
GRAPHICALLY. THE FOLLOWING LIST CONTAINS THE TITLE DOCUMENT EXCEPTION
NUMBER, DATE RECORDED, RECEPTION NUMBER AND/OR BOOK AND PAGE.

#10	OCT. 19, 1972	REC. NO. 39998	DECLARATION OF COVENANTS
#11	APR. 16, 1976	REC. NO. 173439	SERVICE PLAN
	MAY 06, 1976	REC. NO. 175714	FIRST AMENDMENT
	MAY 13, 1976	REC. NO. 176575	SECOND AMENDMENT
#12	MAR. 19, 1993	REC. NO. 01274954	SETTLEMENT AGREEMENT
#13	SEPT. 30, 2010	REC. NO. 03102102	FINDINGS AND DECREE
#14	FEB. 11, 2003	REC. NO. 2395078	LYONS PLANNING AREA
			COMPREHENSIVE DEVELOPMENT
			PLAN INTERGOVERNMENTAL
			AGREEMENT
	JUN. 22, 2011	REC. NO. 03155123	RESOLUTION 2011-23
	JUL. 14, 2011	REC. NO. 03159093	RE-RECORDED RESOLUTION
#15	AUG. 19, 2003	REC. NO. 2490437	INTERGOVERNMENTAL
			AGREEMENT
#16	NOV. 07, 2003	REC. NO. 2524695	BOULDER COUNTY COUNTYWIDE
			COORDINATED COMPREHENSIVE
			DEVELOPMENT PLAN
			INTERGOVERNMENTAL
			AGREEMENT
#17	OCT. 19, 2011	REC. NO. 03178050	INTERGOVERNMENTAL
			AGREEMENT
#19	OCT. 14, 2019	REC. NO. 03742072	RIGHT OF FIRST REFUSAL
			AGREEMENT
#20	OCT. 14, 2019	REC. NO. 03742071	MEMORANDUM OF AGREEMENT
#22	APR. 24, 2018	REC. NO. 03652025	ORDINANCE NO. 1018
#24	JAN. 29, 2004	REC. NO. 2553381	QUITCLAIM DEED AND RELEASE
#30	MAR. 02, 2020	REC. NO. 03769202	DEED OF TRUST



Vicinity Map
NOT TO SCALE

Surveyor's Certificate
TO GENERATOR DEVELOPMENT:

THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED
WERE MADE IN ACCORDANCE WITH THE 2021 MINIMUM STANDARD DETAIL REQUIREMENTS
FOR ALTA/NSPS LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND
NSPS, AND INCLUDES ITEMS 1, 2, 3, 4, 5, 7(A), 7(B), 7(C), 11, 13, 18 & 19 OF TABLE A
THEREOF. THE FIELDWORK WAS COMPLETED ON DECEMBER 2, 2024.

DATE OF PLAT OR MAP: MARCH 05, 2025

PURSUANT TO COLORADO STATE BOARD OF LICENSURE FOR PROFESSIONAL LAND
SURVEYORS RULE 1.6(B)(2) THE UNDERSIGNED FURTHER CERTIFIES THAT THIS MAP OR
PLAT WAS PREPARED BY ME OR UNDER MY RESPONSIBLE CHARGE, IS ACCURATE TO THE
BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF, IS IN ACCORDANCE WITH APPLICABLE
STANDARDS OF PRACTICE AND IS NOT A GUARANTY OR WARRANTY, EITHER EXPRESSED OR
IMPLIED.

JAMES Z. GOWAN
COLORADO P.L.S. #29038
VICE PRESIDENT, FLATIRON, INC.

REVISION	DATE
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ALTA/NSPS LAND TITLE SURVEY

PREPARED FOR

GENERATOR DEVELOPMENT

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LONGMONT, CO 80501
(303) 776-1733

7000 N. BROADWAY,
SUITE 209
DENVER, CO 80221
(303) 936-6997



JOB NUMBER:

24-81,913

DATE:

03-05-2025

DRAWN BY:

M. ROBAK

CHECKED BY:

JJK/TDH/JZG

SHEET 1 OF 4

ALTA/NSPS LAND TITLE SURVEY

LOTS 2 AND 3, LYONS VILLAGE EAST REPLAT A AND LOT 1, RAILROAD SUBDIVISION, LOCATED IN THE NORTHEAST QUARTER OF SECTION 20, TOWNSHIP 3 NORTH, RANGE 70 WEST OF THE 6TH P.M., TOWN OF LYONS, COUNTY OF BOULDER, STATE OF COLORADO

SHEET 2 OF 4

TOTAL AREA = 363,162 SQ. FT., OR 8.34 ACRES, MORE OR LESS

Boundary Closure Report

PARCEL A — LOT 3, AND PARCEL B:

COURSE: S00°15'07"W LENGTH: 308.26'
COURSE: N83°57'53"W LENGTH: 122.98'
COURSE: S00°14'47"W LENGTH: 106.00'
COURSE: N74°59'35"W LENGTH: 139.45'
COURSE: N63°22'41"W LENGTH: 92.63'
COURSE: N57°56'06"W LENGTH: 77.33'

LENGTH: 131.44' RADIUS: 205.00'
DELTA: 036°44'11" COURSE: N76°18'09"W
CHORD: 129.20'

COURSE: S85°19'49"W LENGTH: 99.19'
COURSE: S80°38'57"W LENGTH: 34.59'
COURSE: N00°30'05"E LENGTH: 200.31'
COURSE: N84°22'07"E LENGTH: 667.13'

AREA: 182,226 SQ. FT. COURSE: N01°40'45"E
ERROR CLOSURE: 0.01' EAST: 0.000'
ERROR NORTH: 0.009'

PRECISION 1: 197707

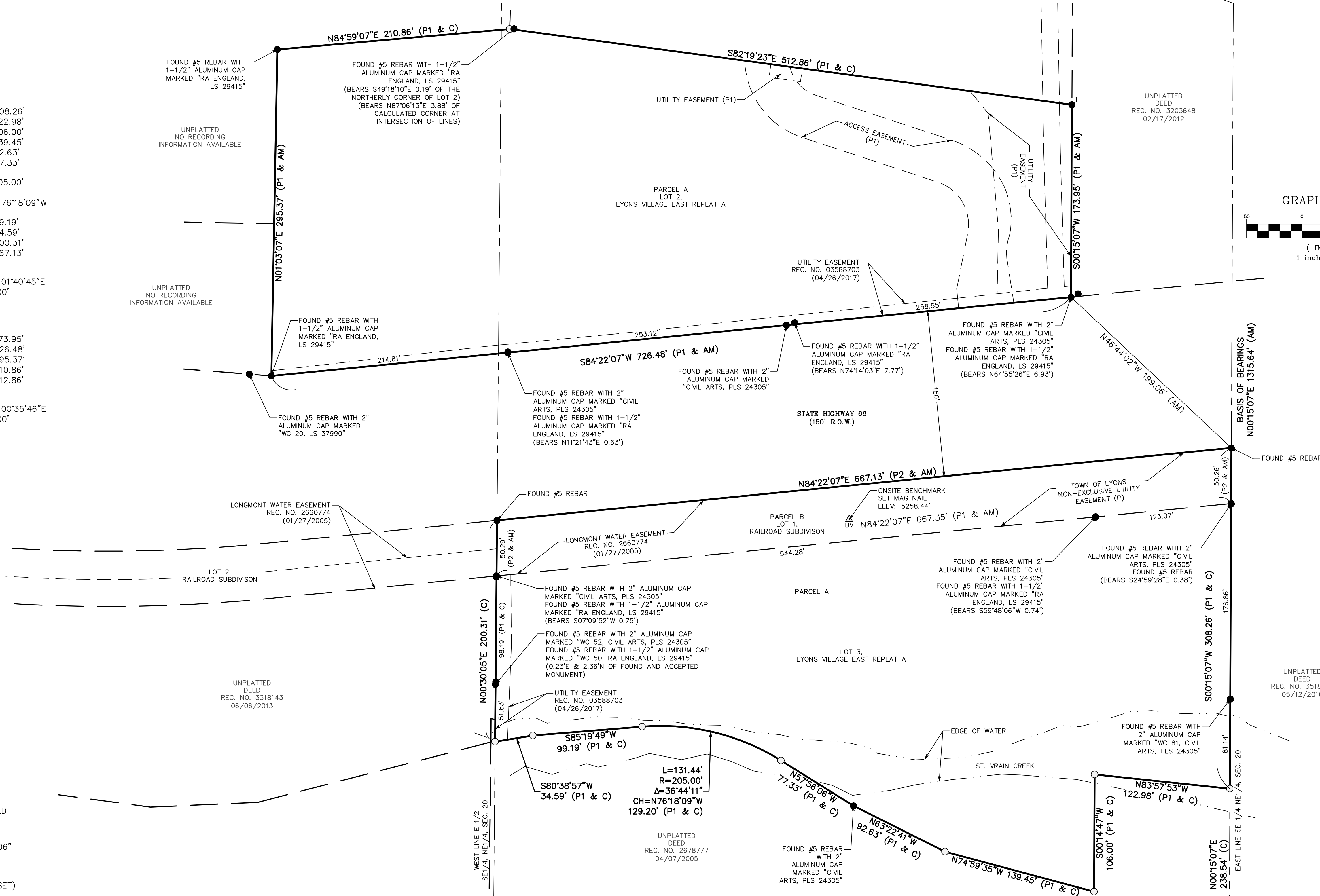
PARCEL A — LOT 2:
COURSE: S00°15'07"W LENGTH: 173.95'
COURSE: S84°22'07"W LENGTH: 726.48'
COURSE: N01°03'07"E LENGTH: 295.37'
COURSE: N84°59'07"E LENGTH: 210.86'
COURSE: S82°19'23"E LENGTH: 512.86'

AREA: 180,936 SQ. FT. COURSE: N00°35'46"E
ERROR CLOSURE: 0.00' EAST: 0.000'
ERROR NORTH: 0.004'

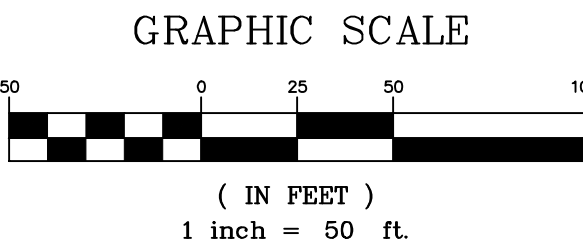
PRECISION 1: 1919520000

Legend

- FOUND ALIQUOT MONUMENT AS DESCRIBED
- FOUND MONUMENT AS DESCRIBED
- FOUND 1" BRASS TAG "FLATSURV LS16406"
- FOUND BENCHMARK AS DESCRIBED
- CALCULATED POSITION (NOT FOUND OR SET)
- (AM) AS MEASURED AT TIME OF SURVEY
- (C) CALCULATED FROM RECORD AND AS MEASURED INFORMATION
- (P1) AS PER THE PLAT OF LYONS VILLAGE EAST REPLAT A, AS DESCRIBED IN THE RECORDS OF BOULDER COUNTY ON FEBRUARY 10, 2020 AT RECEPTION NO. 03765233
- (P2) AS PER THE PLAT OF RAILROAD SUBDIVISION, AS DESCRIBED IN THE RECORDS OF BOULDER COUNTY ON FEBRUARY 19, 2020 AT RECEPTION NO. 03766935
- ELEV ELEVATION



NORTH 1/16TH CORNER.
SEC. 20—SEC. 21, T3N, R70W, 6TH P.M.
FOUND #5 REBAR WITH
2" ALUMINUM CAP MARKED
"LEE W. STADELE N1/16, S20, S21, 2000 LS 26300"
(PER MONUMENT RECORD DATED 8/31/2016)



REVISION	DATE
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ALTA/NSPS LAND TITLE SURVEY

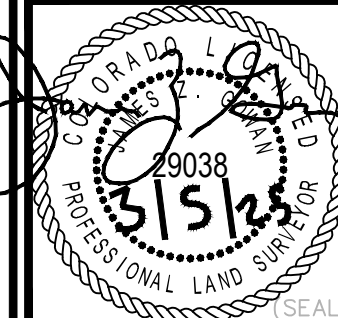
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JOB NUMBER:

24-81,913

DATE:

03-05-2025

DRAWN BY:

M. ROBAK

CHECKED BY:

JJK/TDH/JZG

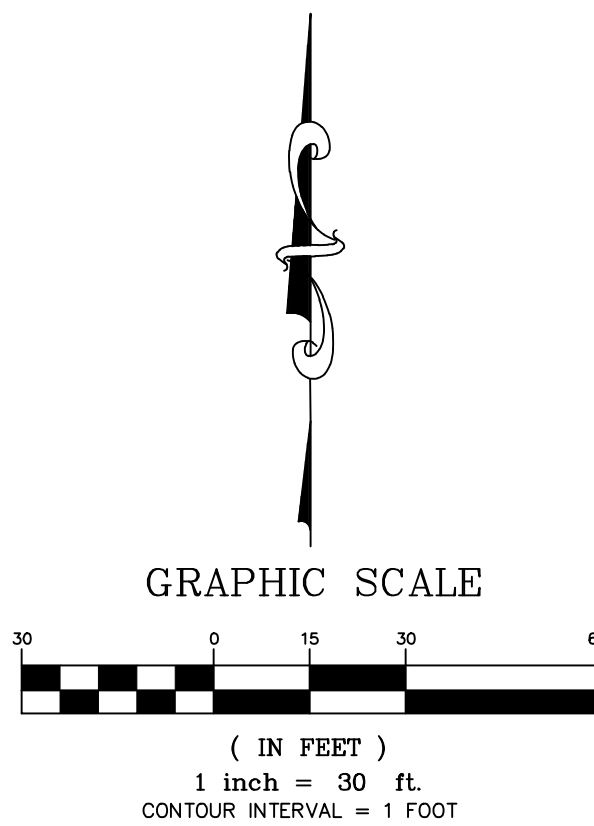
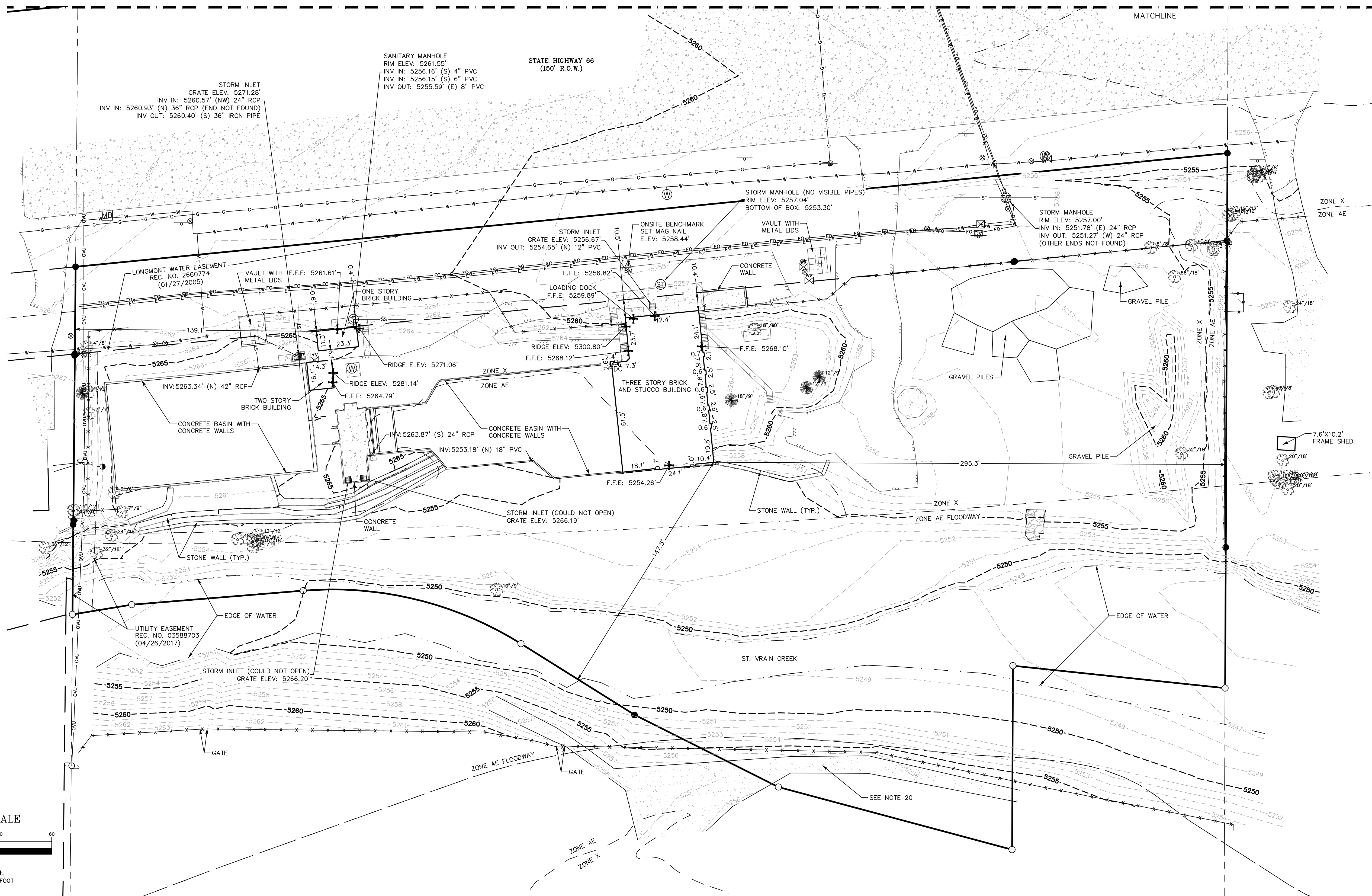
SHEET 2 OF 4

ALTA/NSPS LAND TITLE SURVEY

LOTS 2 AND 3, LYONS VILLAGE EAST REPLAT A AND LOT 1, RAILROAD SUBDIVISION, LOCATED IN
THE NORTHEAST QUARTER OF SECTION 20, TOWNSHIP 3 NORTH, RANGE 70 WEST OF THE 6TH P.M.,
TOWN OF LYONS, COUNTY OF BOULDER, STATE OF COLORADO

SHEET 3 OF 4

TOTAL AREA = 363,162 SQ. FT., OR 8.34 ACRES, MORE OR LESS



BY:ROBAK FILE:81913 ALTA TOPO C24.DWG DATE:3/5/2025 10:17 AM

REVISION	DATE
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JOB NUMBER:
24-81,913
DATE:
03-05-2025
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M. ROBAK
CHECKED BY:
JUK/TDH/JZG
SHEET 3 OF 4

ALTA/NSPS LAND TITLE SURVEY

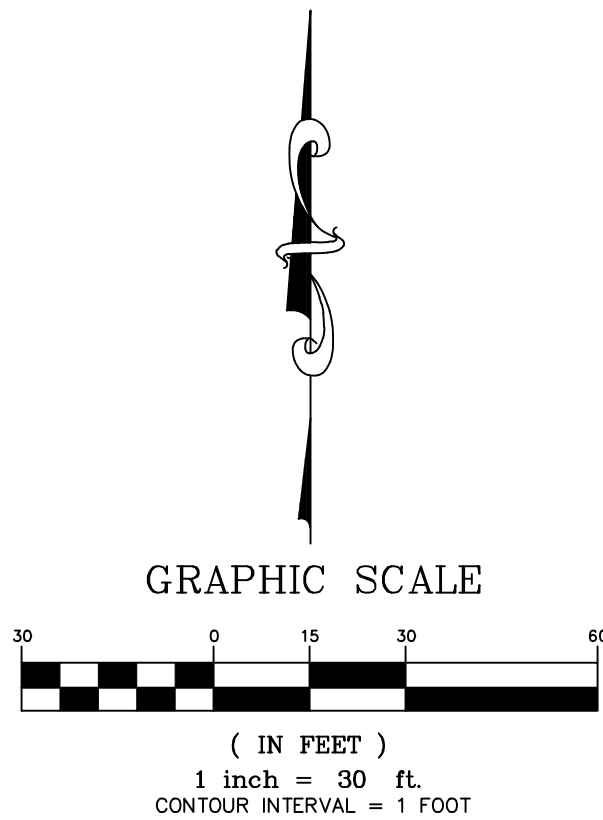
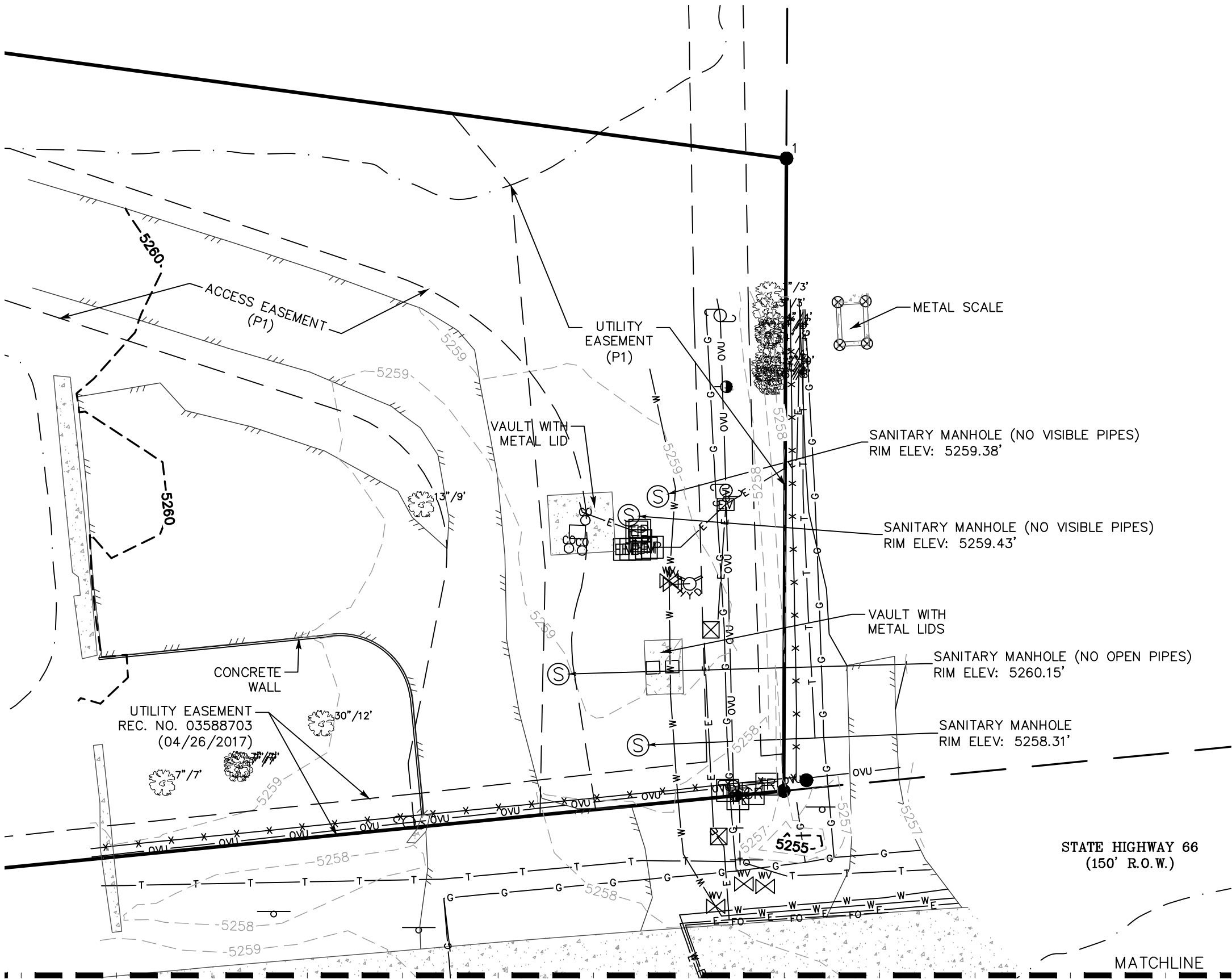
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TOWN OF LYONS, COUNTY OF BOULDER, STATE OF COLORADO

SHEET 4 OF 4

TOTAL AREA = 363,162 SQ. FT., OR 8.34 ACRES, MORE OR LESS

Legend

- FOUND ALIQUOT MONUMENT AS DESCRIBED
- FOUND MONUMENT AS DESCRIBED
- FOUND 1" BRASS TAG "FLATSURV LS16406"
- FOUND BENCHMARK AS DESCRIBED
- CALCULATED POSITION (NOT FOUND OR SET)
- AS MEASURED AT TIME OF SURVEY
- CALCULATED FROM RECORD AND AS MEASURED INFORMATION
- AS PER THE PLAT OF LYONS VILLAGE EAST REPLAT A, AS DESCRIBED IN THE RECORDS OF BOULDER COUNTY ON FEBRUARY 10, 2020 AT RECEPTION NO. 03765233
- AS PER THE PLAT OF RAILROAD SUBDIVISION, AS DESCRIBED IN THE RECORDS OF BOULDER COUNTY ON FEBRUARY 19, 2020 AT RECEPTION NO. 03766935
- CONCRETE
- EDGE OF ASPHALT
- GRAVEL
- FLAGSTONE
- FENCE
- SIGN
- BOLLARD
- DECIDUOUS TREE (TRUNK DIAMETER/DRIP LINE RADIUS)
- CONIFEROUS TREE (TRUNK DIAMETER/DRIP LINE RADIUS)
- WATER LINE
- WATER LINE SCALED FROM MAPS
- WATER MANHOLE
- WATER VALVE
- FIRE HYDRANT
- FIRE DEPARTMENT CONNECTION
- IRRIGATION VALVE
- SANITARY SEWER LINE
- SANITARY SEWER MANHOLE
- CLEANOUT
- STORM SEWER LINE
- STORM SEWER MANHOLE
- GRATE INLET
- ELECTRIC LINE
- TRANSFORMER
- ELECTRIC METER
- ELECTRICAL PANEL
- ELECTRIC VAULT
- OVERHEAD UTILITY LINE
- UTILITY POLE
- GUY WIRE
- CABLE/FIBEROPTIC RISER
- CABLE/FIBEROPTIC VAULT
- FIBEROPTIC LINE
- TELEPHONE LINE
- TELEPHONE RISER
- GAS LINE
- LOCATION OF BUILDING HEIGHT/FINISHED FLOOR
- MAILBOX
- FFE FINISHED FLOOR ELEVATION
- ELEV ELEVATION
- INV INVERT



REVISION	DATE
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ALTA/NSPS LAND TITLE SURVEY

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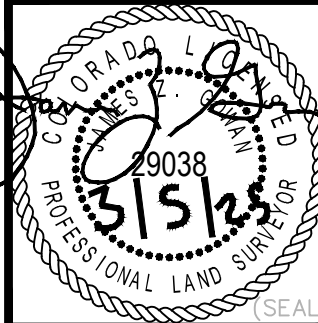
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JOB NUMBER:

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DATE:

03-05-2025

DRAWN BY:

M. ROBAK

CHECKED BY:

JJK/TDH/JZG

SHEET 4 OF 4

PUD Use Table	PROPOSED ADDITIONS					Notes
	Current Allowable Use By Right in CEC	Allowed in CEC with Special Review	Permitted Uses Allowed in CEC with Conditional Review	Requested Change to Use by Right	New Uses Proposed as a Use by Right	
Current Allowable Uses in CEC (No changes)						
ACCESSORY BUILDING OR ACCESSORY USE	x					
ACCESSORY DWELLING	x					
ACCESSORY BUILDING OR ACCESSORY USE, SMALL	x					
AGRITOURISM BUSINESS AND SUSTAINABLE AGRICULTURAL USE	x					
ARTISAN MANUFACTURING	x					
ARTISAN STUDIO	x					
BED AND BREAKFAST	x					
CULTIVATION OPERATION	x					
DAY CARE CENTER (ALL AGES)	x					
EVENT CENTER, SMALL	x					
FARMERS' MARKET	x					
FINANCIAL INSTITUTION	x					
GALLERY	x					
GREENHOUSE AND PLANT NURSERY	x					
GROCERY STORE	x					
GROUP HOME FOR PEOPLE WITH DISABILITIES	x					
HOSPITAL	x					
HOTEL OR MOTEL, SMALL	x					
LIGHT INDUSTRIAL USE NOT REQUIRED TO HOLD OPERATING PERMITS FOR AIR EMISSIONS WITH THE COLORADO DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT	x					
LONG-TERM CARE FACILITY	x					
MACHINE SHOP	x					
MARIJUANA CENTER	x					
MARIJUANA-INFUSED PRODUCTS MANUFACTURER	x					
MARIJUANA OPTIONAL PREMISES CULTIVATION OPERATION	x					
MEDICAL OR DENTAL OFFICE OR CLINIC	x					
MIXED USE BUILDING (A BUILDING WITH AT LEAST 50% OF THE TOTAL GROSS FLOOR AREA OF THE BUILDING CONSISTING OF RESIDENTIAL USES, ALL OF WHICH RESIDENTIAL USES ARE LOCATED ON THE UPPER FLOORS	x					
MIXED USE BUILDING (A BUILDING WITH LESS THAN 50% OF THE TOTAL GROSS FLOOR AREA OF THE BUILDING CONSISTING ON RESIDENTIAL USES, ALL OF WHICH RESIDENTIAL USES ARE LOCATED ON UPPER FLOORS	x					
MUNICIPAL ADMINISTRATIVE OFFICE	x					
MUSEUM	x					
NURSING AND ASSISTED LIVING FACILITY	x					
NURSING FACILITY OR CONSTANT CARE FACILITY	x					

PUD Use Table	PROPOSED ADDITIONS					Notes
	Current Allowable Use By Right in CEC	Allowed in CEC with Special Review	Permitted Uses Allowed in CEC with Conditional Review	Requested Change to Use by Right	New Uses Proposed as a Use by Right	
OPTIONAL PREMISES CULTIVATION OPERATION	x					
PERSONAL AND BUSINESS SERVICE SHOP	x					
PERSONAL SERVICE SHOP	x					
PRIVATE SCHOOL	x					
PROFESSIONAL OFFICE	x					
PUBLIC AND PRIVATE SCHOOL, INCLUDING COLLEGE, VOCATIONAL TRAINING AND TECHNICAL TRAINING	x					
PUBLIC FACILITIES, INCLUDING MUNICIPAL OFFICES, PARKS AND TRAILS	x					
RECREATIONAL FACILITY	x					
RECREATIONAL FACILITY, LIMITED INDOOR AND LIMITED OUTDOOR	x					
RESEARCH, EXPERIMENTAL OR TESTING FACILITY	x					
RESTAURANT AND/OR BAR WITHOUT DRIVE-UP FOOD OF BEVERAGE SERVICE, SMALL (4,000SF OR LESS)	x					
RESTAURANT, BAR OR OTHER EATING AND/OR DRINKING PLACE	x					
RETAIL ESTABLISHMENT (INCLUDING GROCERY STORE), SMALL	x					
RETAIL STORE OR ESTABLISHMENT	x					
SOLAR GARDEN, AS AN ACCESSORY USE	x					
STONE CUTTING, FINISHING AND SALES ESTABLISHMENT	x					
STUDIO	x					
VETERINARY HOSPITAL AND VETERINARY FACILITY	x					
WORKSHOP AND CUSTOM SMALL INDUSTRY	x					
Allowed in CEC with Special Review (No Change)						
GASOLINE STATION		x				
KENNEL		x				
TELECOMMUNICATIONS FACILITY		x				
RESTAURANT AND/OR BAR WITH A DRIVE-UP WINDOW FOR FOOD OR BEVERAGE SERVICE, OR THAT OTHERWISE SERVES FOOD OF BEVERAGES TO CUSTOMERS PARKED IN MOTOR VEHICLES, OR A RESTAURANT AND/OR BAR WITH MORE THAN 4,000 SQUARE FEET		x				
LIGHT INDUSTRIAL REQUIRED TO HOLD OPERATING PERMITS FOR AIR EMISSIONS		x				
GASOLINE STATION		x				
SOLAR GARDEN, AS A PRIMARY USE		x				
Uses currently allowed by special/conditional review under CEC zoning. Requested to be Use By Right						
AUTOMOBILE, BOAT AND MOTORCYCLE RENTAL AND SALES		x		x		Both Sides - Outdoors sales area limited to 5,000sf without Special Review
HOTEL OR MOTEL, LARGE		x		x		Both Sides

PUD Use Table					PROPOSED ADDITIONS		
		Current Allowable Use By Right in CEC	Allowed in CEC with Special Review	Permitted Uses Allowed in CEC with Conditional Review	Requested Change to Use by Right	New Uses Proposed as a Use by Right	Notes
CAMPGROUND			x		x		South Side Only
DOG DAY CARE FACILITY			x		x		North Side Only
ELECTRIC VEHICLE CHARGE STATION			x		x		Both Sides
EVENT CENTER, LARGE			x		x		Both Sides
LIGHT INDUSTRIAL USE				x	x		Both Sides
MINI-STORAGE FACILITY			x		x		North Side Only
RETAIL ESTABLISHMENT, LARGE			x		x		Both Sides
AUTOMOTIVE AND MOTORCYCLE REPAIR (MAJOR AND MINOR)			x		x		Requesting Minor Only as a UBR
MIXED USE BUILDING (A BUILDING WITH AT LEAST 50% OF THE TOTAL GROSS FLOOR AREA OF THE BUILDING CONSISTING OF RESIDENTIAL USES, ALL OF WHICH RESIDENTIAL USES ARE LOCATED ON THE UPPER FLOORS			x		x		Both Sides
Proposed New Use Requested to be Use by Right							
ARTS AND CULTURAL FACILITIES AND SERVICES						x	Both Sides
ASSISTED LIVING FACILITY						x	Both Sides
BUSINESS USE						x	Both Sides
CAR WASH						x	North Side Only
CARETAKER RESIDENCE						x	Both Sides
CHURCH						x	Both Sides
COMMUNITY GARDEN						x	Both Sides
HEALTH AND WELLNESS USE						x	Both Sides
NATURAL MEDICINE						x	Both Sides
NONPROFIT ORGANIZATION FACILITIES AND SERVICES						x	Both Sides
RV STORAGE						x	North Side Only
SMALL MANUFACTURING FACILITY WITH FEWER THAN 10 EMPLOYEES						x	Both Sides

From: [Bilobran - CDOT, Timothy](#)
To: [Maria Marquez-Rubio](#)
Cc: [Justin Doles](#); [Aaron Caplan](#); [Dave Cosgrove](#); [Dolores Vasquez](#); [Lisa Ritchie](#)
Subject: Re: Referral Request - 4651 4652 Ute Hwy PUD
Date: Tuesday, August 26, 2025 3:24:07 PM
Attachments: [image001.png](#)
[SH66 PEL ROW Preservation Footprint.kmz](#)

Maria and all,

Thank you very much for sending this in. Until the applicant prepares traffic studies/memos, we can't comment much beyond "Please make sure the applicant has a copy of the CO 66 Access Control Plan and understands they will be responsible for implementing that plan as best as possible with the parcels under their control/ownership."

We'd also ask the town to make sure if the applicants are dedicating the ROW shown in the Hwy 66 PEL layer (if applicable)

Please let me know if you have any questions.

Thanks,
Tim

On Tue, Aug 26, 2025 at 12:58 PM Maria Marquez-Rubio
<MMarquezRubio@townoflyons.com> wrote:

Hello,

The Town of Lyons is requesting your review and comments regarding the proposed Planned Unit Development for the property located at 4651 & 4652 Ute Hwy.

Attached, please find the referral packet containing relevant application materials for your review.

We kindly ask for your comments or any conditions you believe should be considered during this process. Please submit your response by September 16, 2025. If you have no comments, a "no comment" response is still appreciated.

Please feel free to contact Lisa Ritchie with any questions or if additional information is needed.

Thank you for your time and cooperation.

Maria



Maria Marquez Rubio
Deputy Town Clerk
303-823-6622, ext. 21
mmarquezzrubio@townoflyons.com

--

Tim Bilobran
Region 4 Permits Manager



O 970.350.2163 | C 970.302.4022 | F 970.350.2198
timothy.bilobran@state.co.us | codot.gov | www.cotrip.org
10601 W. 10th Street, Greeley, CO 80634



COLORADO

Parks and Wildlife

Department of Natural Resources

Area 2-Lon Hagler SWA
4207 W. County Road 16E
Loveland, CO 80537
P 970.472-4460

9/16/2025

Town of Lyons

Attn: Dolores Vasquez

432 5th Avenue

Lyons, CO 80540

dvasquez@townoflyons.com

Re: CPW comments on Lyons People's House & Maker's Village

Dear Ms. Vasquez,

Thank you for the opportunity for Colorado Parks and Wildlife (CPW) to comment on the proposed 4651 & 4652 Ute Hwy Planned Unit Development (Project). It is our understanding that this proposed Project consists of a Planned Unit Development (PUD) located at 4651 and 4652 Ute Highway with the intent to develop the north parcel to serve small companies in maker's, artisan, and craftsman spaces while the south parcel is planned to feature community events, restaurant/retail uses, an extension of the Lyons multimodal path, and the improvement of the creek frontage.

The mission of CPW is to perpetuate the wildlife resources of the state, to provide a quality state parks system, and to provide enjoyable and sustainable outdoor recreation opportunities that educate and inspire current and future generations to serve as active stewards of Colorado's natural resources. CPW has a statutory responsibility to manage all wildlife species in Colorado and to promote a variety of recreational opportunities throughout Colorado. One way we achieve this goal is by responding to referral comment requests, as is the case for this project.

The Importance Of High Priority Habitats

Developers and permitting agencies can help avoid, minimize, and mitigate impacts to wildlife from their projects by working with CPW. High priority habitats (HPH) are defined as sensitive habitats where CPW has recent data regarding sensitive wildlife use, plus scientifically backed best management

Jeff Davis, Director, Colorado Parks and Wildlife

Parks and Wildlife Commission: Dallas May, Chair • Richard Reading, Vice-Chair • Karen Bailey, Secretary • Jessica Beaulieu
Marie Haskett • Jack Murphy • Gabriel Otero • Duke Phillips, IV • Gary T. Skiba • James Jay Tutchton • Eden Vardy



practice (BMP) recommendations. HPHs are a subset of CPW's species activity maps that we actively collect supporting data and update on a regular basis for a variety of species and their particular habitats; we provide these maps to the public and regulatory agencies to support environmental impact assessment and avoidance through land use comments and recommendations for proposed development on a given parcel, and general scientific research.

Aquatic Native Species Conservation Waters High Priority Habitat

Aquatic Native Species Conservation Waters are identified within the State of Colorado's 2015 State Wildlife Action Plan (SWAP). This HPH layer is designated for the recovery, conservation, protection, or enhancement of native fish species, and to aid in the conservation of other native aquatic species, such as amphibians, crustaceans, or mollusks (includes CPW Tier 1 and 2 SWAP Species). These surface water features provide critical habitat for native aquatic wildlife, such as amphibians and fish, while also providing crucial habitat for mammals, birds, and reptiles that utilize the habitat. Within the proposed project area, there is a possibility of sensitive aquatic native species (fish, amphibians, invertebrates) presence within the St. Vrain Creek. CPW recommends no surface occupancy and no ground disturbance (year-round) within a minimum of 500 feet of the ordinary high water mark of all of these surface waters and the implementation of appropriate stormwater and sediment control BMPs.

In the application provided, there is mention of uplifting the habitat around the creek. If the applicant plans to do this, CPW asks that they provide their plans for restoration in greater detail for our review, if this Project is permitted and moves forward with construction.

Bald Eagle Roost Sites High Priority Habitat

Bald eagle roost sites are defined as groups of (or individual) trees that provide diurnal and/or nocturnal perches for wintering bald eagles. These trees are usually the tallest available in the wintering area and are primarily located in riparian habitats. CPW has two recommendations to protect these sites: of a) no surface occupancy within 0.25 mile of any active bald eagle winter night roost year-round, and b) no human encroachment or disturbance within 0.5 mile any active bald eagle winter roost site from November 15 to March 15 of each year. In particular, there is a bald eagle roost site around the entirety of the project area.

CPW generally recommends starting and completing construction outside of this winter timing stipulation.

Mule Deer Winter Concentration Area High Priority Habitat

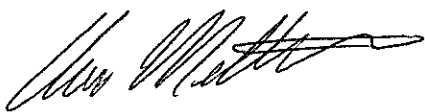
Mule Deer Winter Concentration Areas are defined as the part of the winter range where densities are at least 200% greater than the surrounding winter range density during the same period used to define winter range in the average of five winters out of ten.

The entire project area is mapped as Mule Deer Winter Concentration Area HPH. For the identified portions of the proposed project area that traverse Mule Deer Winter Concentration Area HPH, CPW typically recommends that the following timing limitation be implemented for the construction phase:

- Complete construction in these areas outside of the winter season which falls between December 1st to April 30th. If this cannot be achieved, CPW recommends starting construction outside of the winter timing to reduce impacts to Mule deer during this crucial time of year.

Thank you again for the opportunity to comment on this Planned Unit Development Project. We appreciate your consideration of our recommendations to avoid and minimize impacts to wildlife and look forward to continuing engagement on this Project as it moves forward. If you have any additional questions regarding wildlife concerns for this project, please contact your local District Wildlife Manager, Payton Fellhoelter at payton.fellhoelter@state.co.us, or by phone at (720) 830-7711.

Sincerely,



Chris Mettenbrink
Area 2 Assistant Wildlife Manager

Cc: Mark Leslie, Jason Duetsch, Payton Fellhoelter, Lexi Hamous Miller, and file.

From: [EAB Chair](#)
To: [Maria Marquez-Rubio](#)
Subject: Re: Referral Request - 4651 4652 Ute Hwy PUD
Date: Tuesday, September 16, 2025 9:43:05 PM
Attachments: [image001.png](#)

Hi Maria,

I apologize for the late email. I wanted to get this out before the deadline and after the EAB meeting tonight.

We concluded as a board that the current PUD for 4651 and 4652 Ute Highway does not provide enough information for the ecological advisory board to weigh in on. We request more quantifiable and qualifiable details regarding vegetation, water source (potable or non-potable water) for sprinklers, and similar information first before providing a response.

Thank you!

Best,
Teagan Johnson-Moore
Ecological Advisory Board Chairwoman
720-684-9536

From: Maria Marquez-Rubio <MMarquezRubio@townoflyons.com>
Sent: Tuesday, August 26, 2025 12:55
To: plans@lyonsfire.org <plans@lyonsfire.org>; Justin Doles <jdoles@townoflyons.com>; Aaron Caplan <ACaplan@townoflyons.com>; Dave Cosgrove <davec@townoflyons.com>; Brandon Dittman <brandon@wwfdlaw.com>; Violeta.Ciocanu@xcelenergy.com <Violeta.Ciocanu@xcelenergy.com>; DNR_Area2_landuse@state.co.us <DNR_Area2_landuse@state.co.us>; kragerud_ryan@svvdsd.org <kragerud_ryan@svvdsd.org>; PRC Chair <PRC_Chair@townoflyons.com>; SFC Chair <SFC_Chair@townoflyons.com>; EAB Chair <EAB_Chair@townoflyons.com>; EVC Chair <EVC_Chair@townoflyons.com>; LAHC Chair <LAHC_Chair@townoflyons.com>; HPC Chair <HPC_Chair@townoflyons.com>; HHSC Chair <HHSC_Chair@townoflyons.com>; UEB Chair <UEB_Chair@townoflyons.com>; timothy.bilobran@state.co.us <timothy.bilobran@state.co.us>; nwobus@bouldercounty.org <nwobus@bouldercounty.org>
Cc: Dolores Vasquez <DVasquez@townoflyons.com>; Lisa Ritchie <LRitchie@townoflyons.com>
Subject: Referral Request - 4651 4652 Ute Hwy PUD

Hello,
The Town of Lyons is requesting your review and comments regarding the proposed Planned Unit Development for the property located at 4651 & 4652 Ute Hwy.
Attached, please find the referral packet containing relevant application materials for your review.

We kindly ask for your comments or any conditions you believe should be considered during this processed. Please submit your response by September 16, 2025 . If you have no comments, a “no comment” response is still appreciated.

Please feel free to contact Lisa Ritchie with any questions or if additional information is needed.

Thank you for your time and cooperation.

Maria



Maria Marquez Rubio
Deputy Town Clerk
303-823-6622, ext. 21
mmarquezrubio@townoflyons.com

REFERRAL REQUEST



Project Name: 4651 and 4652 Ute Highway – PUD
Today's Date: 8/26/25
Comments Due By: 9/16/25

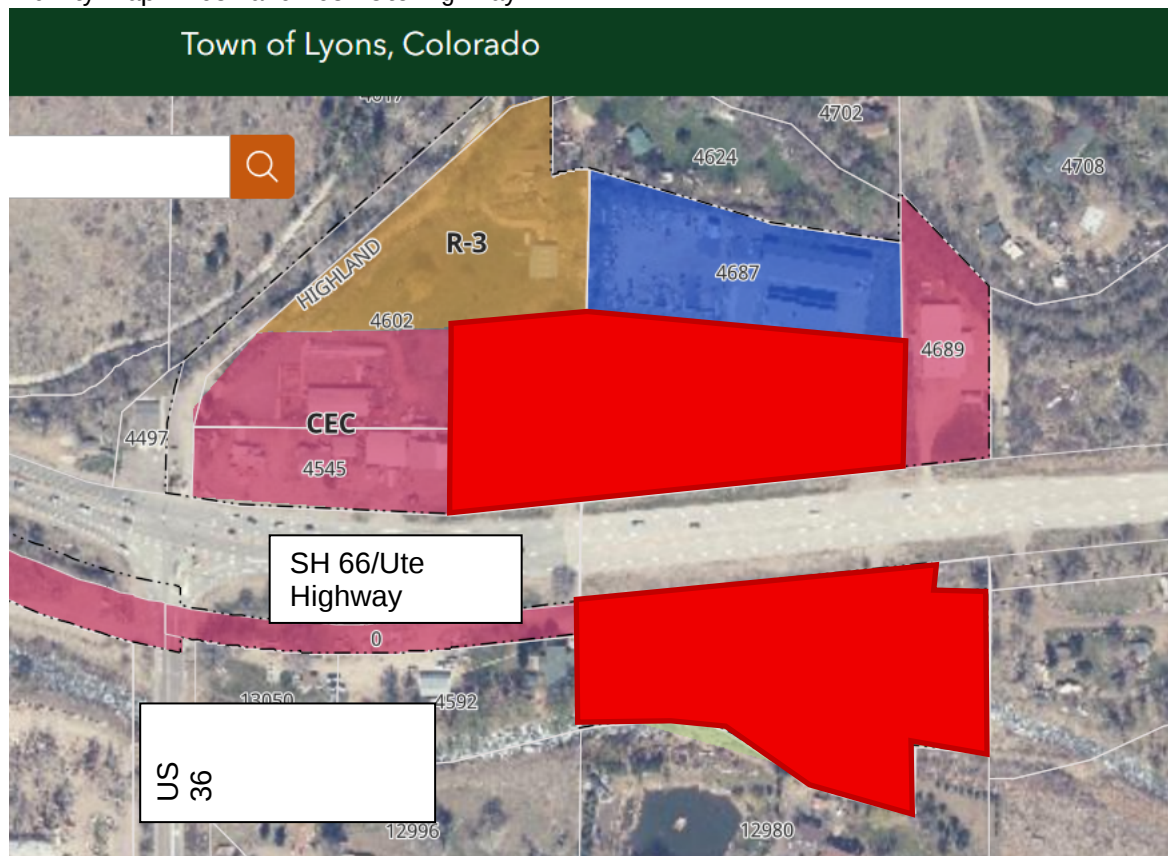
The Town of Lyons has received the following item for review:

Applicant: Lyons Ute Highway LLC
Zoning District: A1 and CEC
Location: 4651 and 4652 Ute Highway

Project Description:

The Town of Lyons has received a complete application for a petition for rezoning the properties to Planned Unit Development (PUD).

Vicinity Map – 4651 and 4652 Ute Highway



DOUBLE GATEWAY
TO THE ROCKIES

Please review the application and provide comments by the date noted above. Any response not received on or before that date will be deemed a neutral response.

TELEPHONE

303.823.6622

FACSIMILE

303.823.8257

432 5TH AVENUE • P.O. BOX 49
LYONS • COLORADO 80540

TOWNOFLYONS.COM

If you have any questions, please contact Lisa Ritchie, Planning and Building Director, at 303-823-6622 ext 25 or at lritchier@townoflyons.com.



Please check the appropriate response below or send a letter.

	We have reviewed the proposal and have no conflicts.
	See attached letter for comments regarding this proposal.
	Please note the following concern:
Electric Utility currently could be Lyons or Longmont.	
Stormwater quality will need to be addressed in the Development Plan	
Sanitary Sewer is on the North Side of 66. Development's service will be under Hwy.	

Signature: Aaron Caplan

Date: 15 Sep 2025

Printed Name/Agency: Utilities & Engineering Director.

Please mail your comments to: Town of Lyons, PO Box 49, Lyons, CO 80540, ATTN: Dolores Vasquez, **fax them to:** 303.823.8257, **or email them to:** dvasquez@townoflyons.com.

DOUBLE GATEWAY
TO THE ROCKIES

TELEPHONE

303.823.6622

FACSIMILE

303.823.8257

432 5TH AVENUE • P.O. BOX 49
LYONS • COLORADO 80540

TOWNOFLYONS.COM

**TOWN OF LYONS, COLORADO
RESOLUTION 2026-01**

**A RESOLUTION OF THE TOWN OF LYONS, COLORADO
DESIGNATING THE OFFICIAL PUBLIC NOTICE LOCATION AND THE OFFICIAL
NEWSPAPERS OF GENERAL CIRCULATION FOR THE TOWN OF LYONS, COLORADO**

WHEREAS, the Colorado Revised Statutes require the Town of Lyons Board of Trustees to designate official public notice locations and official newspapers of general circulation for legal notices; and

WHEREAS, the official posting location and official newspaper must be approved by the Board of Trustees at the first regular meeting of the year.

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

Section 1. The above recitals are hereby incorporated by reference.

Section 2. The official posting locations for public notices shall be on the bulletin board in the front office at the Lyons Town Hall, 432 5th Ave, Lyons, Colorado 80540, and the Town's official website, www.townoflyons.com.

Section 3. The official newspaper of general circulation for publication of legal notices shall be the Longmont Times-Call, except that if the Town Administrator or the Town Clerk determines that the submission schedule, publication deadline, or other circumstance makes publication in the Longmont Times-Call ineffective or otherwise undesirable, the Town may publish an official notice in another newspaper circulated within the Town, including but not limited to, the Denver Post. Pursuant to Section 24-70-103(5), Colorado Revised Statutes, newspapers of general circulation that publish a legal notice required by law are required to upload all legal notices at www.coloradopublicnotice.com , at no cost to the Town.

Section 4. This resolution shall become effective immediately upon its adoption.

ADOPTED THIS 5th DAY OF JANUARY 2026.

TOWN OF LYONS

Mayor Hollie Rogin

ATTEST:

Dolores M. Vasquez, CMC – Town Clerk

**Town of Lyons, Colorado
Board of Trustees
BOT Agenda Cover Sheet
Agenda Item No: VIII. 2.
Meeting Date: January 5, 2026**

TO: Mayor Rogin and Members of the Board of Trustees

FROM: Dolores Vasquez, Town Clerk

DATE: December 31, 2025

ITEM: Resolution 2026-02, a Resolution of the Town of Lyons, Colorado Determining that a Regular Municipal Election be Held on April 7, 2026, shall be a Mail Ballot Election

☐	ORDINANCE
☒	MOTION / RESOLUTION
☐	INFORMATION

- I. **Request or Issue:** Approve Resolution 2026-02 to allow the Town Clerk and Town Clerk Pro Tem to conduct a mail ballot election on April 7, 2026, and appoint all election judges.
- II. **Recommended Action/Next Steps:** Staff have found an increase in voter participation in mail ballot elections. We are asking the BOT to approve the 2026 Regular Election as a mail ballot election and vote to direct the Town Clerk and Town Clerk Pro Tem to conduct the election as a mail ballot election and appoint election judges.
- IV. **Fiscal Impact:** State statute and Lyons Municipal Code require a bi-annual election for statutory towns. The town has budgeted \$9,315.00 in 2026 to host elections, pay for ballots and envelopes, and pay election judges.

Proposed Motion:

“I move to approve Resolution 2026-02, a Resolution of the Town of Lyons, Colorado Determining that a Regular Municipal Election be held on April 7, 2026, shall be a Mail Ballot Election.”

TOWN OF LYONS, COLORADO

RESOLUTION 2026-02

**A RESOLUTION OF THE TOWN OF LYONS, COLORADO
DETERMINING THAT A REGULAR MUNICIPAL ELECTION BE HELD
ON APRIL 7, 2026, SHALL BE A MAIL BALLOT ELECTION**

WHEREAS, pursuant to Section 1-7.5-104 of the Colorado Revised Statutes, the Board of Trustees of the Town of Lyons is authorized to determine that certain elections may be conducted by mail ballot; and

WHEREAS, the Town of Lyons is permitted to conduct a mail ballot election on April 7, 2026, because the Town election does not involve partisan candidates and will not be held in conjunction with a primary or congressional vacancy election; and

WHEREAS, in accordance with State Law, the Town's next regular election shall be held on Tuesday, April 7, 2026; and

WHEREAS, the Board of Trustees found that in the interest of increased voter participation, the 2026 regular election shall be by mail ballot and want to direct the Town Clerk and Town Clerk Pro Tem to conduct the election as a mail ballot election.

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

Section 1. The Board of Trustees has determined that the election to be held on April 7, 2026, shall be by mail ballot. The Board hereby directs the Town Clerk and Town Clerk Pro Tem, as the designated election officials for the Town, to conduct the election by mail ballot in accordance with State Law.

Section 2. The Town Clerk and Town Clerk Pro Tem are hereby directed to take all such steps as are necessary to conduct the election of April 7, 2026, as a mail ballot election including appointing all election judges.

ADOPTED THIS 5th DAY OF JANUARY 2026.

TOWN OF LYONS, COLORADO

Hollie Rogin, Mayor

ATTEST:

Dolores M. Vasquez, CMC – Town Clerk

TOWN OF LYONS BOARD OF TRUSTEES MEETING
LYONS TOWN HALL, 432 5TH AVENUE, LYONS, COLORADO

WATCH AT: WWW.TOWNOFLYONS.COM/LIVESTREAM

DRAFT AGENDA
MONDAY, DECEMBER 15, 2025

5:30 PM – 6:00 PM WORKSHOP
Q & A with Boulder County Assessor

6:00 PM BOARD OF TRUSTEES MEETING CALLED TO ORDER

- I. Roll Call and Pledge of Allegiance – **Present:** Mayor Rogin, MPT Williams, Trustee Hamrick, Trustee Daty, Trustee Lowell, Trustee Browning, Trustee Williams
Trustee Williams recused himself and left the meeting at 6:08 pm. Motion: move to enter into executive session **Moved by:** MPT Williams **Seconded by:** Trustee Lowell **Motion passed unanimously Entered into executive session at 6:09 pm.**

Executive Session Pursuant to C.R.S Sections 24-6-402(4)(b) and 24-6-402(4)(e) For the Purpose of Determining Positions Relative to Matters that May Be Subject to Negotiations, Developing Strategy for Negotiations, and Instructing Negotiators, and for Legal Advice from Attorneys Representing the Town Regarding Lyons Lookout, 317 Evans Development Plan Agreement

Executive session concluded at 6:26 pm. Regular meeting reconvened at 6:27 pm.
30-minute break at 6:29 pm.

7:00 PM BOARD OF TRUSTEES REGULAR MEETING

- II. Land Acknowledgement & Reflective Moment of Silence
- III. Approval of Agenda – **Motion:** move to approve **Moved by:** MPT Williams **Seconded by:** Trustee Lowell **Motion passed unanimously.**
- IV. Audience Business & Follow-up – Kay Sparks, Apple Valley Rd., HHSC update, discovered who mystery guest on meeting was; health care insurance enrollment went well, 13 attendees. Matt North, Prospect St, opportunity for new event / income stream. Expo event – adventure band expo, brings in 3K attendees, \$400K household incomes, vendors looking for new location, suggest Bohn Part to host, similar to Old Man Winter, have reached out to Josh Kravitz. Will be POS from vendors, sales tax revenue, expose Lyons and bring people from all over the country. Several events around the US; only one here in CO. is a 2-day event, Sat / Sun. Many have vehicles they stay in, but many seek housing. Opportunity, looking for a 2–3-year reoccurring event in July potentially. Gil Sparks, Apple Valley Road, update on LCF, annual appeal happening with \$25K matching grant, optimistic. Jan 1st transitioning to Longmont Community Foundation will save over 50% on administrative fees that can be used for other projects. Will bring their executive director to meet you. Kara Jostes, Park St, DRBOP meeting at Library, felt it was successful. Neighborhood working group forming, looking for more members, have 3. Adrean Kirk from Farm Project will be coming in January to ask for a spigot, asking for more time to organize and establish. Communication is going well; understand that it is in the best interest of everyone that the trees survive. Refrain from adding any DRBOP items to agendas till mid-February. Fi, Carter Ct, how do we create a holiday in town, Beyond Word, 5th year. Not online, no one in charge. That's the beauty, more flexibility, is a creative holiday about being together. Being seen and heard authentically. Lots of events around town; start the conversation and get official about it. I need some partners. **Board response:** Trustee Hamrick thanked the Sparks; Matt, love the idea, been to that exposition, think it would be a great attraction to the town. Kara,

54 glad meeting went well; reasonable minds work well. Fi, not sure what concept is behind Beyond
55 Words, but anything that builds community is great. Trustee Dady echoed those sentiments. I
56 would love to hear more about expo. Happy to see dialogue in Confluence. Supports Fi and
57 supporting community. Trustee Lowell, really excited about Matts' proposal; Bohn could easily
58 accommodate. MPT concurs. Trustee Browning glad to hear about the expo, encourage you to
59 pursue. Also, about DRBOP working together. Trustee Williams thanked the Sparks. To Kara, at
60 meeting, lot of collective ideas. Matt & Fi, two great ideas, want to explore and support. Mayor
61 Rogin, echoed comments, thanked Gil for help during holiday parade. Matt should collaborate
62 with staff. Appreciates that DRBOP went well, Fi, maybe a partnership with Lyons Creative
63 District. **Staff:** need contact for Matt North for expo and happy to meet with Fi.

64 V. Lyons Museum Update – 10 minutes – Jerry Johnson provided background; referred to lease
65 with town & school district. Museum open to public May – September. Museum board noted,
66 staff as well. 8 volunteers over 800 hours! Grants discussed, from LCF, Blue Mtn Foundation
67 and SCFD. Monique highlights: attendance increased over 400 visitors in 2024; had 1832
68 visitors. Big draw is free admission; it functions as towns visitors center quite a bit as well. Events:
69 all about town book launch, History Day is 6/28; participated in summer / holiday artisan fairs.
70 LCF grant – completed assessment of every item, which will guide future programming. 2 new
71 exhibits in 2025: built in stone and 1st peoples in Lyons. Two long-term projects; scanning in all
72 Lyons Recorder newspapers and updating catalogues. 4 virtual exhibits. Still receive lots of
73 donations every year: flood signs, police shadow box collection, several large photograph
74 collections, one from Jack Moomaw family. Current collaborations; CO tourism program;
75 Mountain Town program and CO Visitors Guide. Affinity network for History CO. Collaborates
76 extensively w/school, tours and educational programs, 4th graders are museum stewards and
77 create a project every year. 2026 plans: moving 1907 horse wagon to building; working LCF on
78 projects, Lyons Tribute night with Wayback Bar. CO 150 / US 250 celebrations. Jerry provided
79 financial update: received 8K in grants first week of Oct; Colorado Gives and mailed in donations.
80 Spent \$9100 to repair fire sprinkler system. Removed 8 radiators from 2nd floor. Updated bylaws
81 to replace the lost 1963 ones, miraculously found in moms tax room. Tax exempt accounts set
82 up; technical upgrades, set up square so we can take credit cards; QR code established. Scope
83 Accounting to take over finances; free internet from Lyons Communications; fundraiser at
84 Oskars, on Mrs. Lavern's 98th birthday, received 10% of sales. Steve McCain hauled Soda
85 Fountain sign to museum. High Street Lyons Café sign was donated. 10-year lease agreement
86 is up for renewal, expiring in 2027. Very thankful to the Town for grant for employees; all helps
87 with everything we need to run the museum and keep my mother's dream alive and kicking.
88 Mother ran many garage sales to keep this running. Donated to 15" Mr. & Mrs. Lavern statues to
89 SVSD / Museum. Happy to give the board a tour.

90
91 VI. Staff Reports

- 92 1. Boulder County Sheriff's Office Report – Mayor, ask that every second meeting in December,
93 that if sheriff sees a man in red suit speeding through town, offer an escort.
- 94 2. Administrator's Report – VS: Ewald project wrapping up; CO lead line check, found none in town,
95 CDOT ADA ramp replacement is intense, still working. Parade had wonderful turnout. Artisan
96 market almost 2K shoppers over two days. Planning for OMW, adding half marathon. DRBOP
97 meeting notes presented; overall use of Confluence moving forward. We do have an adopted
98 plan. Revisit in February. Ballot questions: discussion at budget workshop, use tax increase to
99 match sales tax rate. Need direction. Board consensus is to have workshop before first reading.
100 Hit projected data on hotel? VS closed on AV water sale. Potential of strong wind event; meeting
101 with county / fire / sheriff to discuss plans, if / when appropriate to turn off power, and fire risks.
102 Xcel Energy is not power provider in Lyons. TOL provides our own power, Poudre Valley REA,
103 Longmont service town. GL any word from BOCO on CC or Seward? VS civil engineers onsite
104 for CC; Boulder Mod, modular house builder, reviewed sites as well. Moving forward, I still plan
105 to invest \$750K. reached out to another local property owner on potential purchase. GL would
106 like monthly update. LURA meeting on Thursday. TD kudos to staff on great holiday weekend.
107 Any idea what kind of sales tax was generated? VS not yet; but businesses said they had a
108 successful weekend. HR kudos to staff for document scanning project; stopped by shoulder deep

in boxes of paper. Director Eyestone – sales tax through Oct, first month we have seen a decrease since 2024, about 5% decrease, seeing trend. We estimated 4%.

3. Legal Update

VII. Ordinances and Public Hearings

1. 2nd Reading – Public Hearing - Ordinance 1203- an Ordinance of the Town of Lyons, Colorado, Approving the Rezoning of 4651 & 4652 Ute Hwy from Commercial Eastern Corridor (CEC) to PUD CEC (***This item will not be heard during this meeting. New public notice will be provided when the item is ready for consideration***)
2. 2nd Reading – Public Hearing - Ordinance 1205 - an Ordinance of the Town of Lyons, Colorado, Amending Section 11-10-11 of the Lyons Municipal Code Concerning Regulations for Unreasonable Noise – Planner Ritchie presented; no changes from 1st reading. **PH opened at 8:09 pm**. No speakers. **PH closed at 8:09** **Motion:** move to approve **moved by:** MPT Williams **Seconded by:** Trustee Browning Trustee Dady, not here for 1st reading, how to include faulty equipment, 4th section to include mechanical noise so that neighbors can get a good night's sleep. **Motion:** amendment new B.4 noise from faulty mechanical device that is loud and continuing from 10pm – 8 am. **Moved by:** Trustee Dady Mayor Rogin asked how do you define faulty? Attorney Dittman was unsure. Discussion on faulty wording / unreasonableness / enforceability. Not Town's responsibility / prompted by single complaint. **Motion withdrawn. Motion passes unanimously.**
3. 2nd Reading – Public Hearing - Ordinance 1206 – Ordinance 1206 – an Ordinance of the Town of Lyons, Colorado, Amending Article 4 of Chapter 13 of the Lyons Municipal Code for the Purpose of Increasing the Service Rates for Wastewater Utility Service by the Consumer Price Index (CPI) – Staff gave background; using CO Planning & Budgeting Office **PH opened at 8:21 pm**. No speakers **PH closed at 8:21 pm** **Motion:** move to approve **Moved by:** Trustee Browning **Seconded by:** MPT Williams Mayor asked that this be communicated to public. **Motion passed unanimously**
4. 2nd Reading – Public Hearing Ordinance 1207 - an Ordinance of the Town of Lyons, Colorado, Amending Article 7 of Chapter 13 of the Lyons Municipal Code for the Purpose of Increasing the Service Rates for the Stormwater Utility Service by the Consumer Price Index (CPI) – Staff stated same as above; no increases for 8 years. **PH opened at 8:23 pm** no speakers **PH closed at 8:23** **Motion:** move to approve **Moved by:** MPT Williams **Seconded by:** Trustee Lowell discussion on raising it higher; tying to specific projects **Motion passes unanimously.**
5. 2nd Reading – Public Hearing - Ordinance 1208 - An Ordinance of the Town of Lyons, Colorado, Amending Articles 2,3,4, and 7 of Chapter 13 of the Lyons Municipal Code for the Purpose of Setting the Utility Service Rates and Charges by Resolution with a Public Hearing – Staff: will allow for utility rates to be amended via Resolution vs. Ordinance; Attorney Dittman noted that electric rates not included **PH opened at 8:27 pm** no speakers **PH closed at 8:27 pm** **Motion:** move to approve **Moved by:** MPT Williams **Seconded by:** Trustee Hamrick UEB supports; easier to adjust local rates. Streamlines process; reiterate to notify residents **Motion passes unanimously.**
6. 2nd Reading – Public Hearing - Ordinance 1209 – an Ordinance of the Town of Lyons, Colorado, Amending Chapter 16, Article 11 of the Lyons Municipal Code Concerning Wireless Communications Facilities – Attorney Dittman: complying with HB 2025-26 passed this year; further restricts local authority. Proposed changes are purely technical around shock clocks, not much clarity on permits required; this makes it clear what permits are required providing the town with some regulatory authority. **PH opened at 8:30 pm** no speakers **PH closed at 8:30 pm** **Motion:** move to approve **Moved by:** MPT Williams **Seconded by:** Trustee Browning **Motion passes unanimously.**
7. Public Hearing - Resolution 2025-83 - a Resolution of the Town of Lyons, Colorado, Rescinding Resolution 2025-82 and Levying General Property Taxes for the 2026 Budget Year – Director

Eyestone, we approved Reso 2025-82 at the last meeting, following morning notified by Assessor there was an error and need to rescind and pass this current; decreases actual mills for 2026. Discussion on valuations. **PH opened at 8:33pm** no speakers **PH closed at 8:33 pm. Motion:** move to approve **moved by:** MPT Williams **Seconded by:** Trustee Hamrick **motion passes unanimously**
Trustee Williams recused himself from voting on consent agenda and any items removed. Trustee Willams left the meeting at 8:34 pm.

VIII. Consent Agenda

1. Resolution 2025-84 – a Resolution of the Town of Lyons, Colorado, Approving the Renewal of Professional Services with The Adams Group, LLC to Perform 2025 Financial Audit Services for the Town of Lyons
 2. Resolution 2025-85 – a Resolution of the Town of Lyons, Colorado, Providing for Additional Appropriation During Fiscal Year 2025 for Unanticipated 2025 Revenues and Expenditures Required of The Town of Lyons, Colorado
 3. Resolution 2025-86 – a Resolution of the Town of Lyons, Colorado Accepting a Strategic Fuels Mitigation Grant from Boulder County
 4. Resolution 2025-87 – a Resolution of the Town of Lyons, Colorado, Approving a Third Amendment to a Development Plan Agreement Between Colorado Lookout Lyons LLC, and the Town of Lyons
 5. December 1, 2025, Regular BOT Meeting Minutes
 6. December Accounts Payable
- Motion:** move to approve **Moved by:** MPT Williams **Seconded by:** Trustee Hamrick Trustee Dady left the meeting at 8:36 pm. Trustee Browning pulled item 6: Accounts Payable / Mayor Pulled item 3. **Motion passes unanimously.** Trustee Dady returned at 8:37pm.

IX. Items Removed from Consent Agenda

Trustee Browning asked about Highland Ditch invoice? Director Eyestone stated these were all covered by grant funds and previously approved. **Motion:** move to approve **Moved by:** Trustee Browning **Seconded by:** Mayor Rogin **Motion passes unanimously.** Mayor Rogin, Reso 2025-86, kudos to staff, we have now doubled our mitigation fund. Administrator Simonsen, it is all about leveraging, now has \$80K to spend if approved. Trustee Lowell - will this allow for ongoing mitigation? Staff confirmed 2026 plans include continuing on open spaces, new goat cycles and limb pickup or another large project like Martin Parcel. **Motion:** move to approve **Moved by:** Mayor Rogin, **Seconded by:** MPT Williams **Motion passes unanimously. 10-minute break at 8:40 pm.**

X. Boards & Commissions

1. Mayoral Appointments
 - a. Luke Vasquez to Student Advisory Commission
 - b. Anush Amirjanyan to Student Advisory Commission
2. Proclamation of Bee City Certification – Mayor Rogin had bee headbands for everyone; read in proclamation. Potential pollinator week in the future? Work with EAB.

XI. General Business

1. Resolution 2025-88 – a Resolution of the Town of Lyons, Colorado Approving a Development Agreement for the Property Located at 402 Main Street – Planner Ritchie presented, original approval had condition of approval of development agreement; scope of work will affect sidewalk on both sides of property. Cost estimate is \$25K; Trustee Browning asked will any electric service lines be undergrounded? Paul Tamburello, applicant: Mr. Caplan is still deciding on pad mounts, if building next door is sold, this will be change. Staff: owner to the west agrees it should be underground, she would provide easement. After fire, everyone in area would like to see it underground. **Motion:** move to approve **Moved by:** MPT Williams **Seconded by:** Trustee Hamrick Discussion: no holes is a good development; Mayor Rogin thanked Paul for working with the town, thrilled you are the ones developing it and great to see progress. Paul T., excited to be moving forward; footing going in and the hole is filled. **motion passes unanimously.**
2. Discussion / Direction on Sauna Concessionaire RFP – Director Mitchell looking for direction on 5 areas; Bohn preferred location, no water/sewer/electric to serve in LMJ. 2K area footprint

was requested; park hours dawn to dusk, was a deal breaker for vendor. Opening earlier? Seasonality of it; Rays River rentals is seasonal; should this be as well? Fee structure? Rays first year paid monthly fee then changed to daily next year. Restroom impacts after park hours / closure? Mayor Rogin, the folks who requested this, if no LMJ is that a dealbreaker? Administrator Simonsen, the facility they had that is now gone, wanted LMJ. Heard from neighbors that they were loud into the late hours; no turnaround in LMJ, feel strongly we need emergency access. Planner Ritchie, biggest request was hours of operation; Board discussion: noise was a factor; no alcohol in parks; park hours dusk to dawn winter months and they requested longer time. High season for camping May 1st; rec programs, park host location / arrival. Parameters of rents; metered water? Include janitorial costs. Park hosts site area. **Location:** Board consensus is Bohn Park. Staff could potentially plan for 2027 closure. **Hours:** 6am – 9pm weekdays / 10 pm Fri/Sat is board consensus; mirroring noise ordinance. Expires 4/20/26. **Fees:** discussion on RV rates/weekly rates/is it metered there? Set fees to cover utilities / staff time and minimum rent based on equivalent RV space rent. Potential temporary meters? Per square foot fee? Temporary code to bathrooms to eliminate staff/ Fee to cover costs and then lease costs to include maintenance costs. Follow all park rules (no smoking/drinking). Designate backup contact person. Monthly rates that can be pro-rated. No sleeping in unit. Require staff on site? Specify if that is their model.

3. Discussion / Direction on Workshop: Boulder County Assessor – Mayor Rogin, great to have them here; learn about workflow model. Heard regular check-in with staff is helpful. Administrator Simonsen, the issue is more what do we do at local level to enforce. Trustee Browning, my focus was on revenues; would behoove us to stay on top and notify them of big projects/new homes. Enforcement is a broader issue. How many properties are we dealing with? Staff, it varies; if admitting to assessor that 100% is residential, they should receive a letter on zoning compliance. Good relationship with county. Direct staff to keep close track of misclassified properties, COs issued and follow up w/county. Staff: Lisa / Victoria to work on process, substantial permit sent to Mr. Wright. Discussion on how strictly do we enforce zoning? How many properties are there in similar situations? Board stated for them to show up shows partnership.

XII. Trustee Reports

1. Trustee Williams – PCDC discussed natural medicine zoning / restrictions. Rely on some precedent or other jurisdictions plans. Would consider it as any other medical office.
2. Trustee Browning – UEB discussed MEAN finding it harder to do electric generation projects, will try to increase reserve payments for excess capacity. Time of use rates; no automated system to track what is owed to / from legacy systems. Has to be manually tracked by staff – perhaps estimate as fee to legacy systems. Around 30 legacy systems are in place and will not be transferable.
3. MPT – nothing to report.
4. Trustee Lowell – both Ecology PRC cancelled/ need to meet with Kim to start hand off process of annual report.
5. Trustee Dady – SAC no quorum, thrilled with new appointees. Dec 18th meeting w/training. 2 are international students, good for them to have a voice. LAHC discussed municipal flag, narrowed to 3 artists. Lyons Creative District, Estes had celebration on acceptance, should Lyons have one? Staff: up to LCD, collaborating with them on funding sources.
6. Trustee Hamrick – SFC discussed workplan for 2026. EAB members attended, potential liaison. Future agenda item: road / vehicle noise
7. Mayor Rogin – HHSC meeting Sen Marchmen discussed potential funding cuts; unfortunate reality that Medicaid will be cut. CML ex board discussed potential upcoming legislation. Consortium of Cities discussed business growth, Broomfield Business Week.

- 271 XIII. Summary of Action Items
272 1. County to research number of permits for 2025
273 2. Can 317 Evans project be used for Prop 123?
274 3. Staff to work with Matt North and Fi on potential projects (expo / beyond words)
275 4. Mayor, ask that every second meeting in December, that if Sherriff sees a man in red suit
276 speeding through town, offer an escort.
277 5. Workshop on Use Tax increase with historical data / other municipalities / projected data on
278 hotel. Explain mechanics of collecting this. Notify Tebo / 402 Main / Tamburello and any
279 other developers on workshop.
280 6. Monthly update in admin report on BOCO housing projects
281 7. Communicate rate increases to residents.
282 8. Ord 1203 to be renoticed for PH when ready.
283 9. Ord 1205 passed on 2nd reading
284 10. Ord 1206 passed on 2nd reading
285 11. Ord 1207 passed on 2nd reading
286 12. Ord 1208 passed on 2nd reading
287 13. Ord 1209 passed on 2nd reading
288 14. Potential pollinator week in future
289 15. RFP draft with board direction on location, hours, fees, business model
290 16. Direct staff to keep close track of misclassified properties, COs issued and follow up
291 w/county. How many properties in similar situations.
292 17. Future agenda item on road/vehicle noise
293 18. Potential Lyons Business Day to include nuts and bolts and financing.

294 **Motion:** enter into ex session MPT/Lowell **motion passes unanimously BOT adjourned**
295 **at 10:00 pm**

296 Executive Session Pursuant to C.R.S Sections 24-6-402(4)(b) and 24-6-402(4)(e) For the
297 Purpose of Determining Positions Relative to Matters that May Be Subject to Negotiations,
298 Developing Strategy for Negotiations, and Instructing Negotiators, and for Legal Advice from
299 Attorneys Representing the Town Regarding a Property Dispute Concerning 0 Stickney St.,
300 Lyons, Colorado.

301 XIV. Adjournment -**meeting adjourned at 10:17 pm.**

302
303 Respectfully submitted by:

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305
306 _____
307 Dolores M. Vasquez, CMC – Town Clerk

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310 _____
311 Mayor Hollie Rogin
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Town of Lyons
A/P Summary Bi-Monthly
01/05/2026

Date & Check #	Handchecks	Description	Amount
12/22/25 - 103882	Kegan Audas	Boot Reimbursement	\$ 200.00
		Handchecks	\$ 200.00
Date - 12/19/2025		Payroll	\$ 62,382.81
		Federal Taxes	\$ 21,950.01
		State Taxes	\$ 3,073.00
		Empower Retirement	\$ 8,286.04
		Unemployment Insurance	\$ 9.98
		Payroll Totals	\$ 95,701.84
Date	Check Number	Electronic Payment	Amount
12/3/2025	92512002	Chase	\$ 823.69
12/17/2025	92512006	CO Dept of Revenue	\$ 6,578.58
12/30/2025	92512009	John Deere	\$ 2,015.92
		Electronic Payment Total	\$ 9,418.19
Unpaid Invoices - Vendor	Amount	Grant Funds	Grant Name
Angelo, Anthony	\$ 300.00		
Ayres Assoc, Inc	\$ 3,511.50		
BC Services	\$ 303.75		
Bobcat of the Rockies	\$ 1,186.38		
Boulder County Finance	\$ 354.03		
Bugs and Beyond	\$ 390.00		
Cintas	\$ 358.00		
Cirsa	\$ 40,048.70		
CityTech Solutions	\$ 600.00		
Civic Plus	\$ 2,680.95		
Colorado Analytical	\$ 804.70		
Colorad Barricade	\$ 1,614.75		
Conсор	\$ 12,644.50		
DeFalco Contruction Company	\$ 159,691.62		
Engineering Dynamics, Inc	\$ 10,150.00		
Greystone	\$ 1,055.00		
Jessie Burns	\$ 200.00		
McDonald Farms	\$ 2,762.00		
Mead and Hunt	\$ 800.00		
N Line	\$ 10,086.28		
Parade of Lights	\$ 450.00		
Quill	\$ 162.15		
Ramey Enviromental	\$ 12,686.79		
SESAC	\$ 641.00		
Utilities Refund	\$ 11.61		

Town of Lyons
A/P Summary Bi-Monthly
01/05/2026

Total Unpaid Invoices as of	\$ 263,493.71	\$ -	Grant Expenditures
Grand Total for (Unpaid Invoices, Hand Checks, Payroll, Electronic Payment)	\$ 368,813.74		

Invoice No	Inv/Chk Date	Seq	Description	GL Acct No	GL Activity N	GL Pe	Inv Amount	Net Invoice Check Amount	Sep
Angelo, Anthony									
82745 Angelo, Anthony									
2025 1230	12/30/2025	1	Mural Unveling and Light Show	08-55-4552	0	1225	300.00	300.00	1
Total 2025 1230:							300.00	300.00	
Total 82745 Angelo, Anthony:							300.00	300.00	
Ayres Associates Inc									
82805 Ayres Associates Inc									
227272	12/18/2025	1	St. Vrain Trail Extension	19-60-4401	0	1225	3,511.50	3,511.50	1
Total 227272:							3,511.50	3,511.50	
Total 82805 Ayres Associates Inc:							3,511.50	3,511.50	
BC Services, Inc.									
82175 BC Services, Inc.									
L30807-103125	10/31/2025	1	Court collections Fees October 2025	01-53-4250	0	1225	258.75	258.75	1
Total L30807-103125:							258.75	258.75	
L30807-113025	11/30/2025	1	Court Collections Fees November 2025	01-53-4250	0	1225	45.00	45.00	1
Total L30807-113025:							45.00	45.00	
Total 82175 BC Services, Inc.:							303.75	303.75	
Bobcat of the Rockies									
82355 Bobcat of the Rockies									
71010067	12/19/2025	1	Turbo Toolcat Service	01-44-4702	0	1225	1,186.38	1,186.38	1
Total 71010067:							1,186.38	1,186.38	
Total 82355 Bobcat of the Rockies:							1,186.38	1,186.38	
Boulder County Finance									
390 Boulder County Finance									
NOVEMBER 2025	11/30/2025	1	Open Space, Jail Rehab, Human Services, Tra	01-02-2100	0	1225	372.68	372.68	1
NOVEMBER 2025	11/30/2025	2	G - Vendor Fee (Other Income)	01-16-3600	0	1225	18.65-	18.65-	1
Total NOVEMBER 2025:							354.03	354.03	
Total 390 Boulder County Finance:							354.03	354.03	
Bugs and Beyond LLC									
82513 Bugs and Beyond LLC									
14590	10/29/2025	1	GF - Street Mice/Insects	01-59-4250	0	1225	95.00	95.00	1
14590	10/29/2025	2	Mice/Insects Visitor Center Mice/Insects	01-60-4512	0	1225	40.00	40.00	1
14590	10/29/2025	3	TH and PW Mice/Insects	01-44-4506	0	1225	95.00	95.00	1
14590	10/29/2025	4	Depot and Sherrifs Mice/Insects	01-58-4506	0	1225	45.00	45.00	1
14590	10/29/2025	5	LMJ Consession Stand and Bohn Park Mice/In	08-60-4512	0	1225	115.00	115.00	1
Total 14590:							390.00	390.00	

Invoice No	Inv/Chk Date	Seq	Description	GL Acct No	GL Activity N	GL Pe	Inv Amount	Net Invoice Check Amount	Sep
Total 82513 Bugs and Beyond LLC:							390.00	390.00	
Cintas Corporation No. 2									
764 Cintas Corporation No. 2									
4253179682	12/16/2025	1	G- PPW Uniforms	01-44-4701	0	1225	179.00	179.00	1
Total 4253179682:							179.00	179.00	
42977201	12/23/2025	1	G- PPW Uniforms	01-44-4701	0	1225	179.00	179.00	1
Total 42977201:							179.00	179.00	
Total 764 Cintas Corporation No. 2:							358.00	358.00	
CIRSA									
762 CIRSA									
INV1003117	01/01/2026	1	G - Property Casualty 2026 Q1	01-44-4710	0	126	32,616.12	32,616.12	1
Total INV1003117:							32,616.12	32,616.12	
WINV1000936	01/01/2026	1	G - Workers Comp Q1 2026	01-44-4002	0	126	7,432.58	7,432.58	1
Total WINV1000936:							7,432.58	7,432.58	
Total 762 CIRSA:							40,048.70	40,048.70	
CityTech Solutions									
82783 CityTech Solutions									
1097	12/19/2025	1	Permit Software January 2026	01-57-4501	0	126	600.00	600.00	1
Total 1097:							600.00	600.00	
Total 82783 CityTech Solutions:							600.00	600.00	
Civic Plus, Inc.									
755 Civic Plus, Inc.									
358684	12/12/2025	1	G - Civic Plus Web Fees 2026	01-44-4709	0	126	2,680.95	2,680.95	1
Total 358684:							2,680.95	2,680.95	
Total 755 Civic Plus, Inc.:							2,680.95	2,680.95	
Colorado Analytical Lab, Inc.									
812 Colorado Analytical Lab, Inc.									
251203170	12/11/2025	1	Wastewater Testing	03-62-4253	0	1225	183.60	183.60	1
Total 251203170:							183.60	183.60	
251209141	12/16/2025	1	Wastewater Testing	03-62-4253	0	1225	166.10	166.10	1
Total 251209141:							166.10	166.10	
251209142	12/18/2025	1	Wasterwater Testing	03-62-4253	0	1225	145.80	145.80	1
Total 251209142:							145.80	145.80	
251216123	12/24/2025	1	Wasterwater Testing	03-62-4253	0	1225	145.80	145.80	1

Invoice No	Inv/Chk Date	Seq	Description	GL Acct No	GL Activity N	GL Pe	Inv Amount	Net Invoice Check Amount	Sep
Total 251216123:							145.80	145.80	
251216129	12/17/2025	1	Wasterwater Testing	03-62-4253	0	1225	74.30	74.30	1
Total 251216129:							74.30	74.30	
251216147	12/17/2025	1	Water Testing	03-53-4253	0	1225	64.80	64.80	1
Total 251216147:							64.80	64.80	
251223106	12/24/2025	1	Wasteware Testing	03-62-4253	0	1225	24.30	24.30	1
Total 251223106:							24.30	24.30	
Total 812 Colorado Analytical Lab, Inc.:							804.70	804.70	
Colorado Barricade									
82400 Colorado Barricade									
65168847-001	11/26/2025	1	St. Vrain Trail Extension	19-60-4401	0	1225	1,614.75	1,614.75	1
Total 65168847-001:							1,614.75	1,614.75	
Total 82400 Colorado Barricade:							1,614.75	1,614.75	
Conсор									
82681 Conсор									
N192529CO.00-62	12/18/2025	1	PRV Pressure Setting Study	03-50-4501	0	1225	2,329.00	2,329.00	1
Total N192529CO.00-62:							2,329.00	2,329.00	
W252421CO.00-3	12/23/2025	1	Wastewater Treatment Facility Modification	03-66-6001	0	1225	10,315.50	10,315.50	1
Total W252421CO.00-3:							10,315.50	10,315.50	
Total 82681 Conсор:							12,644.50	12,644.50	
DeFalco Construction Company									
81996 DeFalco Construction Company									
PAY APP 2	12/10/2025	1	Ewald Ave Utility Conduit and Waterline Projec	03-66-6000	0	1225	168,096.44	168,096.44	1
PAY APP 2	12/10/2025	2	Retainage	03-02-2202	0	1225	8,404.82-	8,404.82-	1
Total PAY APP 2:							159,691.62	159,691.62	
Total 81996 DeFalco Construction Company:							159,691.62	159,691.62	
Engineering Dynamics, Inc									
82858 Engineering Dynamics, Inc									
C-4508	12/10/2025	1	Music Venue Noise Study	01-56-4501	0	1225	10,150.00	10,150.00	1
Total C-4508:							10,150.00	10,150.00	
Total 82858 Engineering Dynamics, Inc:							10,150.00	10,150.00	
Greystone Technology Group, Inc.									
82252 Greystone Technology Group, Inc.									
110419	12/20/2025	1	Cloud Services November 2025	01-44-4201	0	1225	1,055.00	1,055.00	1

Invoice No	Inv/Chk Date	Seq	Description	GL Acct No	GL Activity N	GL Pe	Inv Amount	Net Invoice Check Amount	Sep
Total 110419:							1,055.00	1,055.00	
Total 82252 Greystone Technology Group, Inc.:							1,055.00	1,055.00	
Jessie Burns									
82551 Jessie Burns									
2025 1229	12/29/2025	1	Music for Tree Lighting Celebration	08-55-4551	0	1225	200.00	200.00	1
Total 2025 1229:							200.00	200.00	
Total 82551 Jessie Burns:							200.00	200.00	
McDonald Farms Enterprises Inc									
2230 McDonald Farms Enterprises Inc									
0171533-IN	12/15/2025	1	Sludge disposal	03-62-4550	0	1225	936.50	936.50	1
Total 0171533-IN:							936.50	936.50	
0171664-IN	12/16/2025	1	Sludge disposal	03-62-4550	0	1225	889.00	889.00	1
Total 0171664-IN:							889.00	889.00	
0171665-IN	12/16/2025	1	Sludge disposal	03-62-4550	0	1225	936.50	936.50	1
Total 0171665-IN:							936.50	936.50	
Total 2230 McDonald Farms Enterprises Inc:							2,762.00	2,762.00	
Mead and Hunt, Inc									
82790 Mead and Hunt, Inc									
400074	12/18/2025	1	Safe Streets for All	01-56-4501	0	1225	800.00	800.00	1
Total 400074:							800.00	800.00	
Total 82790 Mead and Hunt, Inc:							800.00	800.00	
N Line Electric, LLC									
2375 N Line Electric, LLC									
31969.1	11/20/2025	1	127 Eagle Valley Dr Service Call	02-65-4501	0	1225	3,388.34	3,388.34	1
Total 31969.1:							3,388.34	3,388.34	
31969.2	11/20/2025	1	127 Eagle Valley Dr Service Call	02-65-4501	0	1225	3,073.01	3,073.01	1
Total 31969.2:							3,073.01	3,073.01	
31969.3	11/20/2025	1	Materials Service Wire	02-65-4251	0	1225	2,344.93	2,344.93	1
Total 31969.3:							2,344.93	2,344.93	
32031	12/11/2025	1	On Call	02-65-4501	0	1225	1,280.00	1,280.00	1
Total 32031:							1,280.00	1,280.00	
Total 2375 N Line Electric, LLC:							10,086.28	10,086.28	

Invoice No	Inv/Chk Date	Seq	Description	GL Acct No	GL Activity N	GL Pe	Inv Amount	Net Invoice Check Amount	Sep
Parade of Lights									
81600 Parade of Lights									
JACOB LEEUWENBURGH 2025	12/29/2025	1	2025 Parade of Lights Award	08-55-4552	0	1225	150.00	150.00	1
Total JACOB LEEUWENBURGH 2025:							150.00	150.00	
LYONS PORTABLE WELDING 20	12/29/2025	1	2025 Parade of Lights Award	08-55-4552	0	1225	150.00	150.00	1
Total LYONS PORTABLE WELDING 2025:							150.00	150.00	
MICHAEL THOMPSON 2025	12/29/2025	1	2025 Parade of Lights Award	08-55-4552	0	1225	150.00	150.00	1
Total MICHAEL THOMPSON 2025:							150.00	150.00	
Total 81600 Parade of Lights:							450.00	450.00	
Quill									
2750 Quill									
46830372	12/03/2025	1	Office Supplies	01-44-4502	0	1225	162.15	162.15	1
Total 46830372:							162.15	162.15	
Total 2750 Quill:							162.15	162.15	
Ramey Environmental Compliance, Inc									
82018 Ramey Environmental Compliance, Inc									
30643	12/22/2025	1	S- WWTP Pro Services	03-62-4501	0	1225	11,891.12	11,891.12	1
30643	12/22/2025	2	S - WWTP Chemicals	03-62-4253	0	1225	795.67	795.67	1
Total 30643:							12,686.79	12,686.79	
Total 82018 Ramey Environmental Compliance, Inc:							12,686.79	12,686.79	
SESAC									
3096 SESAC									
2026	12/31/2025	1	G - 2026 Mis Lic agreement, concert, etc	01-59-4250	0	126	320.50	320.50	1
2026	12/31/2025	2	PRC - 2026 Music License Agreement	08-60-4250	0	126	320.50	320.50	1
Total 2026:							641.00	641.00	
Total 3096 SESAC:							641.00	641.00	
Utilities Refund									
20200 Utilities Refund									
ACC 17704 304 MAIN ST 2025	12/10/2025	1	Overpayment on utility account	02-01-1201	0	1225	11.61	11.61	1
Total ACC 17704 304 MAIN ST 2025:							11.61	11.61	
Total 20200 Utilities Refund:							11.61	11.61	
Total :							263,493.71	263,493.71	
Grand Totals:							263,493.71	263,493.71	

GL Account Number	Debit	Credit	Net
01-02-2100	372.68	.00	372.68
01-16-3600	.00	18.65-	18.65-
01-44-4002	7,432.58	.00	7,432.58
01-44-4201	1,055.00	.00	1,055.00
01-44-4502	162.15	.00	162.15
01-44-4506	95.00	.00	95.00
01-44-4701	358.00	.00	358.00
01-44-4702	1,186.38	.00	1,186.38
01-44-4709	2,680.95	.00	2,680.95
01-44-4710	32,616.12	.00	32,616.12
01-53-4250	303.75	.00	303.75
01-56-4501	10,950.00	.00	10,950.00
01-57-4501	600.00	.00	600.00
01-58-4506	45.00	.00	45.00
01-59-4250	415.50	.00	415.50
01-60-4512	40.00	.00	40.00
02-01-1201	11.61	.00	11.61
02-65-4251	2,344.93	.00	2,344.93
02-65-4501	7,741.35	.00	7,741.35
03-02-2202	.00	8,404.82-	8,404.82-
03-50-4501	2,329.00	.00	2,329.00
03-53-4253	64.80	.00	64.80
03-62-4253	1,535.57	.00	1,535.57
03-62-4501	11,891.12	.00	11,891.12
03-62-4550	2,762.00	.00	2,762.00
03-66-6000	168,096.44	.00	168,096.44
03-66-6001	10,315.50	.00	10,315.50
08-55-4551	200.00	.00	200.00
08-55-4552	750.00	.00	750.00
08-60-4250	320.50	.00	320.50
08-60-4512	115.00	.00	115.00
19-60-4401	5,126.25	.00	5,126.25
Grand Totals:	271,917.18	8,423.47-	263,493.71

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
12/25	227,946.53	8,423.47-	219,523.06
01/26	43,970.65	.00	43,970.65
Grand Totals:	271,917.18	8,423.47-	263,493.71

Town of Lyons, Colorado
Board of Trustees
Agenda Item No: XI. 1.
Meeting Date: 01/05/2025

TO: Mayor Rogin and Members of the Board of Trustees

FROM: Kim Mitchell, Community Relations Director
Kristen Bruckner, Arts and Cultural Services Coordinator

DATE: 12/30/2025

ITEM: Lyons Municipal Flag –Direction and Decision

☐	ORDINANCE
☐	MOTION / RESOLUTION
☒	INFORMATION

- I. **BACKGROUND INFORMATION:** In response to an earlier Board request, staff, in conjunction with the Lyons Arts and Humanities Commission (LAHC) issued a public call to local artists for the design of a municipal flag. The call included background information and design specifications and was broadly promoted through Town communication channels. For the original call, there were twenty-six submissions received from ten different, locally based Lyons artists. Nearly all of the artists expressed how engaged they were to design a flag for their local community which means so much to them. The call to artists emphasized community engagement and local identity. There is a \$500 stipend offered for the selected artist/final design.

The National League of Cities has a public facing document featuring the principles of good, municipal flag design. <https://www.nlc.org/article/2025/04/22/a-12-step-guide-to-redesigning-your-citys-flag/>

These include:

Key Principles (The 5 Rules of Good Flag Design)

- Keep it Simple: The flag should be so basic a child can draw it from memory.
- Use Meaningful Symbolism: Images, colors, or patterns should relate to the city's identity, history, or values
- Use 2-3 Basic Colors: Limit colors to a few that contrast well and are from standard sets.
- No Lettering or Seals: Avoid words and official seals; they are illegible at a distance, and the flag represents the people, not just the government.
- Be Distinctive or Related: Don't copy other flags but use similarities to show connections if relevant.

Artists were asked to adhere to a similar set of guidelines that include the principles of good flag design as described by the North American Vexillological Association (NAVA).

<https://nava.org/good-flag-bad-flag>

Following an initial review, the LAHC forwarded four finalist designs for Board consideration, in October 2025. Based on subsequent discussion and feedback, staff reached out to the four finalists and requested that each submit revised concepts. In December, the LAHC reviewed the revised submissions and narrowed the selection down to three final artists. For two of the artists, the LAHC preferred their original submission over the revised version.

Over the past several months, staff is not sure if there is clear direction in the approach of using a public call to artists. Staff and the LAHC hope that the current artist-led process will result in a flag that will meet the Town's long-term functional, branding, and representational needs.

The recent **public call for artists** emphasizes community engagement and local identity but may have also resulted in designs that require additional technical refinement to function well as the Town of Lyons flag. Conversely, hiring a professional "flag" designer or design agency provides expertise in flag design principles and reproducibility but may feel less community-driven if not paired with intentional engagement.

- II. **STAFF RECOMMENDATION:** Staff seeks BOT direction if the full board is comfortable with continuing forward with the local, public artist process to select **a final artist** (rather than a final design), with direction to staff and the LAHC **to work collaboratively with the selected artist to refine the flag to meet BOT input, feedback and considerations**. This approach would allow the final design to be informed by Board feedback, community values, and practical flag design considerations.
- III. **LEGAL ISSUES:** None known.
- IV. **CONFLICTS OR ENVIRONMENTAL ISSUES:** None known.
- V. **SUMMARY AND ALTERNATIVES:**
 1. Select one of the three recommended final artists and work with LAHC and staff, to work with the selected artist to make adjustments to the concept or theme of their flag design, based on BOT discussion and feedback. *Staff recommend this option for several reasons. A) The three local artists have put a lot of time, energy, skill and passion into their design. B) To start over or to use an outside agency doesn't feel that it is in the spirit of Lyons and our artistic community. C) This feels like the most efficient and effective path forward.*
 2. Decline to move forward with any of the finalist designs and provide direction for a *new call to artists*
 3. Pause selection and direct staff to engage a professional designer or agency to develop a municipal flag, informed by community values and feedback. This would be a more expensive option and is currently not budgeted.
 4. Try to adopt a hybrid approach by identifying the BOT's preferred concept or theme from the existing submissions and engaging a professional designer to refine and finalize the flag for long-term municipal use.

**Town of Lyons, Colorado
Board of Trustees
BOT Agenda Cover Sheet
Agenda Item No: XI.3.
Meeting Date: January 5, 2026**

TO: Mayor Rogin and Members of the Board of Trustees

FROM: Victoria Simonsen, Town Administrator

DATE: December 31, 2025

ITEM: Discussion / Direction on the Transfer of the Mental Health and Wellness Fund Contribution to Longmont Community Foundation

☐ ORDINANCE
☐ MOTION / RESOLUTION
☒ INFORMATION

I. REQUEST OR ISSUE:

Gil Sparks, Co-Chair of the Lyons Community Foundation (LCF), has requested that the Board of Trustees discuss whether they want the Mental Health and Wellness Fund to remain with the Community Foundation Boulder County (CFBC) or to transition them via the Lyons Community Foundation to the Longmont Community Foundation.

II. RECOMMENDED ACTION / NEXT STEPS:

Staff are requesting that the trustees discuss the situation and direct staff to keep the Fund with the CFBC or to notify them that we intend to close the Fund.

III. FISCAL IMPACTS: Unknown. The amount contributed to the Fund varies annually, and an advisory committee determines the amount distributed back to the community. LCF represented the Lyons community in this distribution process. If they are no longer associated with CFBC, it is unknown how that will be determined.

IV. BACKGROUND INFORMATION: In late 2024, the BOT agreed with CFBC to form a Town of Lyons Mental Health and Wellness Field of Interest Fund using marijuana tax proceeds. As part of the agreement, the LCF Fund Advisory Board was appointed as the Advisory Committee for the funds.

Lyons Community Foundation recently transferred its fiscal sponsorship to Longmont Community Foundation. Upon LCF's request to CFBC to transfer their funds, it was discovered that the Lyons Mental Health and Wellness Fund would not be transferred with the other Inter Funds. LCF is requesting that the Board of Trustees submit a formal request to transfer the Mental Health and Wellness Fund to Longmont Community Foundation.

V. LEGAL ISSUES: Unknown at this time.

VI. CONFLICTS OR ENVIRONMENTAL ISSUES: Unknown at this time.

VII. SUMMARY AND ALTERNATIVES:

1. Leave the Fund with the Community Foundation of Boulder County and negotiate a new agreement regarding an Advisory Committee
2. Provide a written notice of termination to the Community Foundation of Boulder County that we plan to terminate the Fund
3. Negotiate a new agreement with Longmont Community Foundation
4. Do not enter into an agreement for 2026

Attachments:

- Res 2024-107 Resolution
- Res 2024-107 Agreement
- Res 2025-35 Approving the First Amendment
- Res 2025-35 Agreement
- 2025 Summary of Fund Activity

**TOWN OF LYONS, COLORADO
RESOLUTION 2025-35**

**A RESOLUTION OF THE TOWN OF LYONS, COLORADO,
APPROVING A FIRST AMENDMENT TO THE AGREEMENT WITH
THE COMMUNITY FOUNDATION OF BOULDER COUNTY TO ESTABLISH
A MENTAL HEALTH AND WELLNESS FIELD OF INTEREST FUND**

WHEREAS, the Town of Lyons (the "Town") has the authority to enter into contracts for any lawful municipal purpose pursuant to C.R.S. § 31-15-101 *et seq.*; and

WHEREAS, the Town approved a ballot measure in 2014 which provides:

3-1A-5: USE OF COLLECTED TAX REVENUES: The revenues collected from the Marijuana Sales Tax imposed hereunder shall be used to pay or reimburse the Town for direct and indirect costs incurred for: (i) adequate training, enforcement, and administration of the Town's medical and retail marijuana regulations not otherwise covered by the fees collected by the Town under the Colorado Medical Marijuana Code, the Colorado Retail Marijuana Code, and the Town's ordinances, (ii) monies expended by the Town in connection with drug or drug and alcohol prevention programs and facilities, and for (iii) other general purposes of the town.

; and

WHEREAS, the Community Foundation of Boulder County (CFBC) is Boulder County's philanthropic partner and manages community grants and programs within the County; and

WHEREAS, the CFBC proposed an agreement with the Town to establish a Mental Health and Wellness Field of Interest Fund for alcohol and drug rehabilitation and related services to be administered locally by the Lyons Community Foundation (LCF) (the "Agreement"); and

WHEREAS, the Town of Lyons Board of Trustees approved the Agreement pursuant to Resolution 2024-107 on December 16, 2024; and

WHEREAS, the LCF has requested an amendment to the Agreement which Lyons grants the Community Foundation Advisory Committee, as approved by CFBC Board of Directors, full advisory privileges for the Town of Lyons Mental Health Field of Interest Fund (the "First Amendment"); and

WHEREAS, the Lyons Board of Trustees desires to approve the First Amendment.

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

Section 1. The above recitals are hereby incorporated by reference.

Section 2. The Board of Trustees hereby:

- (a) approves the First Amendment, in substantially the form attached as **Exhibit 1**;
- (b) authorizes the Town Administrator, with the input of the Mayor and Town Attorney, to make additional changes to the Amended and Restated IGA to the extent that they do not materially increase the obligations or decrease the rights of and benefits to the Town;
- (c) authorizes the Mayor or Mayor Pro Tern to sign the First Amendment on behalf of the Town; and
- (d) authorizes the Town Clerk to attest the Mayor's or Mayor Pro Tem's signature on the First Amendment.

Section 3. This Resolution shall become effective immediately upon adoption by the Board of Trustees.

ADOPTED THIS 19th DAY OF MAY 2025.

TOWN OF LYONS, COLORADO

By: Hollie Rogin
Hollie Rogin, Mayor

ATTEST:

By: Dolores M. Vasquez
Dolores Vasquez, Town Clerk



EXHIBIT 1

FIRST AMENDMENT

AGREEMENT ESTABLISHING THE TOWN OF LYONS MENTAL HEALTH AND WELLNESS FIELD OF INTEREST FUND

AN INVESTED FIELD OF INTEREST FUND OF COMMUNITY FOUNDATION BOULDER COUNTY

This First Amendment to the Agreement Establishing the Town of Lyons Mental Health and Wellness Fund ("First Amendment") is entered into by and between the Town of Lyons, a Colorado statutory municipality (the "**Town**") and Community Foundation Boulder County, a Colorado nonprofit organization ("the Community Foundation") (together, the "**Parties**"), and shall be effective as of the date of mutual execution of the Parties.

NOW, THEREFORE, the Town and the Community Foundation agree as follows:

1. Effective Date and Enforceability

This First Amendment shall not be effective or enforceable until it is approved and signed by both Parties. Upon mutual execution hereof, the Parties agree that this Amendment shall be effective.

2. Limits of Effect

This First Amendment is incorporated by reference into the Agreement Establishing the Town of Lyons Mental Health and Wellness Fund. The Agreement Establishing the Town of Lyons Mental Health and Wellness Fund shall remain in full force and effect except as specifically modified herein.

3. Modification

The Agreement Establishing the Town of Lyons Mental Health and Wellness Fund is hereby amended as follows:

A. Section 3 of the Agreement Establishing the Town of Lyons Mental Health and Wellness Fund is hereby deleted and replaced with the following:

- a. The Fund shall include the property listed on Schedule A, such property as may from time to time be transferred to the Community Foundation by the Donor for inclusion in the Fund, such property as may be transferred to the Community Foundation from other sources and accepted by it for inclusion in the Fund, and all income from the foregoing property. The minimum contribution to create a field of interest fund is \$25,000. Donors have one year from the date the fund agreement is signed to reach the \$25,000 minimum. All contributions

to the Fund are irrevocable. The Community Foundation shall not be obligated to solicit gifts to the Fund, or to accept any particular gifts, transfers or additions to the Fund from the Donor or any third party.

- b. Donors sometimes want to raise money to add to their funds. Fundraising for funds is prohibited unless specifically authorized by the Community Foundation. Fundraising, if permitted, must strictly adhere to the Community Foundation's guidelines and policies and to any additional restrictions imposed as a condition of the Community Foundation's consent.

B. A new Section 4 is created as follows:

- 4. **Fund Advisory Committee.** The Community Foundation shall approve from time to time an "Advisory Committee" for the purposes of this Agreement. Members of the Advisory Committee may be removed and replaced at any time by the Community Foundation. Neither the Donor, persons appointed or designated by Donor, nor persons related to Donor or to persons appointed or designated by Donor shall control, directly or indirectly, the Advisory Committee.
 - a. The Lyons Community Foundation Fund Advisory Board will act as the "Lyons Community Foundation Advisory Committee" or "Advisory Committee."
 - b. Upon establishing the Fund, the initial advisor to the Fund is the person named in the fund agreement. The primary fund advisor may give one or more fund advisors, or the "Advisory Committee", the authority to access information regarding the fund and make grant recommendations.
 - c. Fund advisors and the Advisory Committee will be able to access fund statements via the Community Foundation's online fund portal. A person must be at least 18 years old to serve as a fund advisor. The primary donor may designate, in writing, a representative to maintain his or her ongoing relationship with the Community Foundation. If a designated representative is appointed, the designated representative shall be the exclusive contact with the Community Foundation with respect to advice regarding dispersals from the fund. However, the primary fund advisor may change the designated representative of the fund at any time by communicating that change to the Community Foundation in writing.

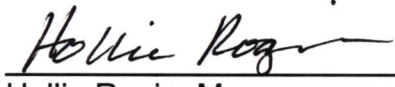
C. All subsequent Sections shall be renumbered

5. Integration and Amendment

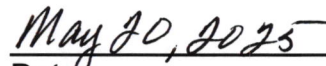
This First Amendment represents the entire and integrated agreement between the Parties and supersedes all prior negotiations, representations, or agreements, either written or oral. Any amendments to this First Amendment must be in writing and be signed by both Parties.

IN WITNESS WHEREOF, the Parties have executed and entered into this First Amendment as of the latter day and year indicated below.

TOWN OF LYONS, COLORADO



Hollie Rogin, Mayor

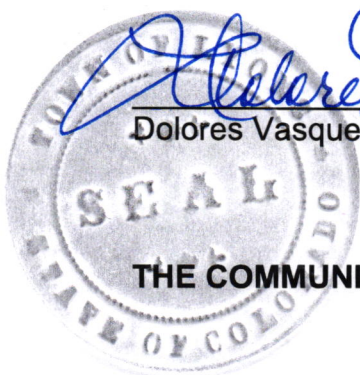


Date

ATTEST:



Dolores Vasquez, Town Clerk

The seal is circular with "TOWN OF LYONS" at the top, "COLORADO" at the bottom, and "SEAL" in the center.

THE COMMUNITY FOUNDATION

Tatiana Hernandez, CEO

Date



Community
Foundation
Boulder County

Town of Lyons Mental Health Field of Interest Fund #01149

Addendum to Fund Agreement Signed December 18, 2024

Primary Fund Advisor: Town of Lyons, Mayor Hollie Rogin

I, Mayor Hollie Rogin, authorize the Lyons Community Foundation Advisory Committee, as approved by CFBC Board of Directors, full advisory privileges for the Town of Lyons Mental Health Field of Interest Fund.

Upon establishing a fund, the initial advisor to the fund is the person named in the fund agreement. The primary fund advisor may give one or more fund advisors, or an "Advisory Committee", the authority to access information regarding the fund and make grant recommendations.

Fund advisors will be able to access fund statements via the Foundation's online fund portal. A person must be at least 18 years old to serve as a fund advisor. The primary donor may designate, in writing, a representative to maintain his or her ongoing relationship with the Foundation. If a designated representative is appointed, the designated representative shall be the exclusive contact with the Foundation with respect to advice regarding dispersals from the fund. However, the primary fund advisor may change the designated representative of the fund at any time by communicating that change to the Foundation in writing.

The Foundation shall approve from time to time an "Advisory Committee" for the purposes of the Fund Agreement. Members of the Advisory Committee may be removed and replaced at any time by Community Foundation Boulder County. Neither the Donor, persons appointed or designated by Donor, nor persons related to Donor or to persons appointed or designated by Donor shall control, directly or indirectly, the Advisory Committee.

Hollie Rogin

Primary Fund Advisor Name

[Signature]

Primary Fund Advisor Signature

Date *May 30, 2025*



Community
Foundation
Boulder County

Town of Lyons Mental Health Field of Interest Fund #01149

Addendum to Fund Agreement Signed December 18, 2024

Primary Fund Advisor: Town of Lyons, Mayor Hollie Rogin

I, Mayor Hollie Rogin, authorize the Lyons Community Foundation Advisory Committee, as approved by CFBC Board of Directors, full advisory privileges for the Town of Lyons Mental Health Field of Interest Fund.

Upon establishing a fund, the initial advisor to the fund is the person named in the fund agreement. The primary fund advisor may give one or more fund advisors, or an "Advisory Committee", the authority to access information regarding the fund and make grant recommendations.

Fund advisors will be able to access fund statements via the Foundation's online fund portal. A person must be at least 18 years old to serve as a fund advisor. The primary donor may designate, in writing, a representative to maintain his or her ongoing relationship with the Foundation. If a designated representative is appointed, the designated representative shall be the exclusive contact with the Foundation with respect to advice regarding dispersals from the fund. However, the primary fund advisor may change the designated representative of the fund at any time by communicating that change to the Foundation in writing.

The Foundation shall approve from time to time an "Advisory Committee" for the purposes of the Fund Agreement. Members of the Advisory Committee may be removed and replaced at any time by Community Foundation Boulder County. Neither the Donor, persons appointed or designated by Donor, nor persons related to Donor or to persons appointed or designated by Donor shall control, directly or indirectly, the Advisory Committee.

Hollie Rogin

Primary Fund Advisor Name

Hollie Rogin

Primary Fund Advisor Signature

Date *May 20, 2025*

**TOWN OF LYONS, COLORADO
RESOLUTION 2024-107**

**A RESOLUTION OF THE TOWN OF LYONS, COLORADO, APPROVING AN
AGREEMENT WITH THE COMMUNITY FOUNDATION OF BOULDER COUNTY TO
ESTABLISH A MENTAL HEALTH AND WELLNESS FIELD OF INTEREST FUND**

WHEREAS, the Town of Lyons (the "Town") has the authority to enter into contracts for any lawful municipal purpose pursuant to C.R.S. § 31-15-101 *et seq.*; and

WHEREAS, the Town approved a ballot measure in 2014 which provides:

3-1A-5: USE OF COLLECTED TAX REVENUES: The revenues collected from the Marijuana Sales Tax imposed hereunder shall be used to pay or reimburse the Town for direct and indirect costs incurred for: (i) adequate training, enforcement, and administration of the Town's medical and retail marijuana regulations not otherwise covered by the fees collected by the Town under the Colorado Medical Marijuana Code, the Colorado Retail Marijuana Code, and the Town's ordinances, (ii) monies expended by the Town in connection with drug or drug and alcohol prevention programs and facilities, and for (iii) other general purposes of the town.
; and

WHEREAS, the Boulder County Community Foundation is Boulder County's philanthropic partner and manages community grants and programs within the County; and

WHEREAS, the Boulder County Community Foundation has proposed an agreement with the Town to establish a Mental Health and Wellness Field of Interest Fund for alcohol and drug rehabilitation and related services to be administered locally by the Lyons Community Foundation (LCF) (the "Agreement"); and

WHEREAS, the Agreement would commit the Town to make an initial contribution of at least \$25,000 or 25% of the 2024 local marijuana tax collected (whichever is greater) to initiate the Mental Health and Wellness Fund; and

WHEREAS, the Agreement would require the Town to contribute 25% of future years' local marijuana tax (subject to appropriation by the Town of Lyons Board of Trustees (the "Board")) to continue the Mental Health and Wellness Fund and the services provided by it; and

WHEREAS, the Lyons Board of Trustees desires to approve the Agreement.

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

Section 1. The above recitals are hereby incorporated by reference.

Section 2. The Board of Trustees hereby:

- (1) Approves the Agreement attached hereto as **Exhibit 1**;
- (2) Authorizes the Mayor or Mayor Pro Tem to execute the Agreement; and

(3) Authorizes Town Staff to take all actions necessary to implement the Agreement.

Section 3. This Resolution shall become effective immediately upon adoption by the Board of Trustees.

ADOPTED THIS 16th DAY OF DECEMBER 2024.

TOWN OF LYONS, COLORADO

By: Hollie Rogin
Hollie Rogin, Mayor

ATTEST:

By: Dolores M. Vasquez
Dolores M. Vasquez, CMC - Town Clerk



EXHIBIT 1



THIS FORM HAS IMPORTANT LEGAL CONSEQUENCES
AND THE PARTIES SHOULD CONSULT LEGAL AND TAX
OR OTHER COUNSEL BEFORE SIGNING.

AGREEMENT ESTABLISHING THE
**TOWN OF LYONS MENTAL HEALTH AND WELLNESS FIELD OF
INTEREST FUND**

AN INVESTED FIELD OF INTEREST FUND
OF
COMMUNITY FOUNDATION BOULDER COUNTY

THIS AGREEMENT is made this 30th day of December 2024, between Community Foundation Boulder County, a Colorado nonprofit organization (“the Community Foundation”), and The Town of Lyons, a Colorado Municipal Corporation (“the Donor”). The Community Foundation hereby establishes a field of interest fund (“Fund”) with the following terms and conditions:

1. **Fund Name.** The Fund shall be established at the Community Foundation as a field of interest fund and shall be known as **Town of Lyons Mental Health and Wellness Field of Interest Fund.**
2. **Purpose.** The Fund is established for the purpose set forth on *Schedule B*, within the general charitable purposes of the Community Foundation as set forth in its Articles of Incorporation and Bylaws, as amended from time to time, and Section 501(c)(3) of the Internal Revenue Code.
3. **Contributions.**
 - a. The Fund shall include the property listed on *Schedule A*, such property as may from time to time be transferred to the Community Foundation by the Donor for inclusion in the Fund, such property as may be transferred to the Community Foundation from other sources and accepted by it for inclusion in the Fund, and all income from the foregoing property. The minimum contribution to create a field of interest fund is \$25,000. Donors have one year from the date the fund agreement is signed to reach the \$25,000 minimum. All contributions to the Fund are irrevocable. The Community Foundation shall not be obligated to solicit gifts to the Fund, or to accept any particular gifts, transfers or additions to the Fund from the Donor or any third party.
 - b. Donors sometimes want to raise money to add to their funds. Fundraising for funds is prohibited unless specifically authorized by the Community Foundation. Fundraising, if permitted, must strictly adhere to the Community Foundation’s



guidelines and policies and to any additional restrictions imposed as a condition of the Community Foundation's consent.

Fund Advisory Committee. The Community Foundation shall approve from time to time an "Advisory Committee" for the purposes of this Agreement. Members of the Advisory Committee may be removed and replaced at any time by the Community Foundation. Neither the Donor, persons appointed or designated by Donor, nor persons related to Donor or to persons appointed or designated by Donor shall control, directly or indirectly, the Advisory Committee.

c. The Lyons Community Foundation Fund Advisory Board will act as the "Advisory Committee."

4. **Investments.** In addition to all of the powers granted by the Colorado Uniform Prudent Management of Institutional Funds Act or other provisions of applicable law, the Community Foundation shall have all powers necessary, in its sole discretion, to carry out the purposes of the Fund, including, but not limited to, the power to retain, invest and reinvest the Fund in accordance with the Community Foundation's investment policies, as amended from time to time. For investment purposes, the Community Foundation shall have the power to commingle the assets of the Fund with those of other funds, subject to the maintenance of appropriate accounting records with respect to the Fund. The Community Foundation may, in its sole discretion, delegate to its committees, to its officers or employees, or to agents (including investment counsel) the authority to act in place of the Board of Trustees in investment and reinvestment of the Fund; to contract with independent investment advisors, investment counsel or managers, banks, or trust companies so to act; and to authorize the payment of compensation for advisory or management services.

5. **Distributions.**

a. The Community Foundation shall make available distributions from the Fund, upon recommendations of the Field of Interest Advisory Committee, in accordance with the Community Foundation's spending policies, which are amended from time to time. The Community Foundation's current spending policy is attached as *Schedule C*. It may be requested that Community Foundation disburse up to 100% of the Fund to nonprofit organizations. Such request, however, is not binding on the Community Foundation and may be accepted or rejected, in whole or in part, by Community Foundation's Board of Trustees in its sole and absolute discretion.

6. **General Restrictions/Variance Power.** The Fund shall at all times be held and administered in accordance with the provisions of the articles of incorporation and bylaws of the Community Foundation and the various policies and procedures adopted by the Community Foundation, as amended from time to time. In addition, notwithstanding anything to the contrary herein, the Board of Trustees of the Community Foundation shall have the power to modify or eliminate any designation, restriction or condition on the use or distribution of the Fund for any specified



charitable purposes or to specified organizations, or on the investment of the Fund, if in the sole judgment of the Board of Trustees (without the necessity of the approval of any participating trustee, custodian or agent) such designation, restriction or condition becomes, in effect, unnecessary, incapable of fulfillment, or inconsistent with the charitable needs of the community served by the Community Foundation. The Community Foundation shall make reasonable efforts to consult with Donor prior to exercising this variance power.

7. **Component Part.** It is intended that the Fund shall be a component part of the Community Foundation and not a separate trust, and that nothing in this Agreement shall affect the status of the Community Foundation as an organization described in section 501(c)(3) of the Code and as a “community trust” within the meaning of Treasury Regulations section 1.170A-9(e)(11). This Agreement shall be interpreted in a manner consistent with the foregoing intention and so as to conform to the requirements of the foregoing provisions of the federal tax laws and any regulations issued pursuant thereto. The Community Foundation is authorized to amend this Agreement to conform to the provisions of any applicable law or government regulation in order to carry out the foregoing intention.
8. **Fees and Expenses.** The Community Foundation shall be entitled to pay or reimburse itself from the Fund for all reasonable expenses it incurs in administering the Fund and shall be entitled to charge to the Fund a general administration fee to cover a portion of the Community Foundation’s general operating expenses in accordance with the Community Foundation’s policies. The fee charged by the Community Foundation shall be in accordance with policies, fee schedules and payment schedules established by the Board of Trustees of the Community Foundation and may be amended from time to time *Schedule D* for the current fee schedule.
9. **Records, Reports and Audits.** The Fund shall be accounted for separately and apart from other funds of the Community Foundation. The Community Foundation will provide to the Donor access to a portal showing the assets then held as the principal of the Fund and all receipts, expenses and distributions during the period covered by the report, as well as such other information relating to the Fund as the Donor may reasonably request. The Community Foundation shall not be obligated to obtain a separate audited financial report for the Fund.
10. **Contact Information.** For purposes of this Agreement, all notices, recommendations, and reports shall be delivered by the Community Foundation fund holder portal and e-mail as follows, unless either party provides different contact information in writing to the other party:

If to the Donor’s Representative:

Name: Victoria Simmons, Town of Lyons Administrator

Address: 432 5th Avenue, P.O Box 49

Lyons, CO 80540

Telephone: (970)-616-3337

Fax: _____

E-mail: vsimmons@townoflyons.com



If to the Advisory Committee:

Name: Gil Sparks, Lyons Community Foundation Co-Chair

Address: 2169 Apple Valley Road
Lyons, CO 80540

Telephone: (509) 679-3346

Fax: _____

E-mail: gsparks@nwi.net

If to the Community Foundation:

Community Foundation Boulder County

Attn: Philanthropic Services

(address) 1123 Spruce Street

Boulder, CO 80302

(303) 442.0436

philanthropicservices@commfound.org

11. Miscellaneous.

(a) References in this Agreement to the Internal Revenue Code or the Code are to the Internal Revenue Code of 1986, as amended, and shall include the corresponding provisions of any subsequent federal tax laws.

(b) Paragraph captions are provided for convenience only and shall have no significance in the interpretation of this Agreement.

(c) This Agreement shall be governed by and construed in accordance with the laws of the State of Colorado.

(d) This writing is an integrated agreement and constitutes the entire agreement between the parties with respect to the Fund.

(3) Electronic signatures and signatures transmitted by .pdf shall count as original signatures.



Representative of The Town of Lyons,
a Colorado Municipal

By: Hollie Rogin
Hollie Rogin (Dec 18, 2024 11:18 MST)
Hollie Rogin, Mayor

Date: 18/12/24

The Community Foundation

By: T. Hernandez
Tatiana Hernandez, CEO

Date 19/12/24



SCHEDULE A

Description Of Property To Be Delivered To
The Community Foundation

for the

Town of Lyons Mental Health and Wellness Field of Interest Fund

A Non-Endowed Invested Field Of Interest Fund

Assets to be contributed to the Fund:

Donor will make an initial contribution of at least **\$25,000** on or before **February 28, 2025**. In subsequent years, the Town of Lyons agrees to make at least 1 contribution per year of at least **25%** of the annual local marijuana tax received by the Town of Lyons in the prior year. The Town's annual contribution is subject to annual appropriation by the Board of Trustees. In the event that monies are not appropriated this Agreement shall terminate on December 31st of the year in which the last payment by the Town was made. The Parties further agree to work in good faith to renegotiate this agreement if the number of marijuana stores in the Town decreases below 3. In the event that the number of marijuana stores in the Town decreases below 3 and the Parties do not agree on revisions to this Agreement, the Town in its sole discretion may send written notice to the Community Foundation of termination of this Agreement. Upon written notice of termination being provided to the Community Foundation by the Town, this Agreement shall terminate and spend all remaining funds by December 31st of the year in which the last payment by the Town was made.

Note: Town of Lyons meeting minutes approving the above are attached.



SCHEDULE B
Description of Purpose of Fund

I. Purpose Statement:

The Lyons Mental Health/Wellness fund (“the Fund”) is intended to foster and support mental health and wellness programs for the greater Lyons community. This Fund seeks to address critical mental health challenges affecting individuals and families.

The Fund will be used for such programs as: drug or drug and alcohol prevention programs and facilities, mental health/wellness counseling, suicide prevention and similar related programs.

The Fund aims to support creating a healthier, more resilient community where mental health is valued and supported.

II. Advisory Committee:

Members:		Are/are recommended by donors?
Gil Sparks	gsparks@nwi.net	No
Cory Pierce	bldcory@gmail.com	No
Grace Simonsen	gracesimonsen12@gmail.com	No
Kathy Hoyt	mkshoyt@comcast.net	No
Gail Frankfort	tpl20@aol.com	No
Peter Hinzy	pete.hinzy@gmail.com	No
Helena Yardley	Helena.Yardley@gmail.com	No
Gerard Gloisten	ggloisten@gmail.com	No
Ella Levy	ellaplevy@gmail.com	No
Zach Tucker	zack@bluegrass.com	No
Mary Reaume	mary.reaume@gmail.com	No
Dave Hatchimonji	dhatchimonji@gmail.com	No

SCHEDULE C Current Spending Policy

The balance (contributions less fees) of a non-endowed fund is fully spendable.

SCHEDULE D General Administration Fees Field of Interest Funds

For all field of interest funds, the annual administrative fee is Community Foundation's Stepped Management fee starting at 1.25%, with a minimum fee of \$250 per year, see fee schedule below, in addition to fees based on elected investment pool.

At the present time, such fees are calculated annually and withdrawn monthly based on the average daily balance of the Fund.

Philanthropic Fees ¹

Last Updated: 12.19.23

Fund Type	Min. to Establish	Annual Min. Fee	Assets up to \$2M	Assets \$2M to \$5M	Assets \$5M+
Gift Donor- Advised Fund	\$ 25,000	–	2% on all contributions		
Non-Endowed (Invested) Donor-Advised Fund	\$ 25,000	\$250	1.25%	1.15%	1%
Endowed Donor-Advised Fund	\$ 25,000	\$250	1.25%	1.15%	1%
Field of Interest Fund	\$ 25,000	\$250	1.25%	1.15%	1%
Designated Fund	\$ 25,000	\$250	1.25%	1.15%	1%
Scholarship Fund	\$50,000	\$250	4% (up to \$249,999)	2% (Over \$250K)	
Non-profit Agency Fund	\$ 25,000	\$250	1.15% (up to \$249,999)	1% (Over \$250K)	

Non-Endowed "invested" options exist for Field of Interest, Designated, Scholarship and Non-Profit Agency Funds.

Town of Lyons Mental Health and Wellness Field of Interest Fund to be invested in the Blended Investment Pool

Investment Management Fees ^{2,4}

Pool Type	Fee	Pool Description
Blended Pool	.12% ⁵	The Blended Pool is the community foundation's main investment pool. The composition of the fund is 75% indexed investments (Indexed Pool), 10% actively managed socially responsible investments (SRI Pool), and 15% actively managed traditional investments.
Indexed Pool	No Manager Fee	The Indexed Pool holds primarily indexed funds and reflects the asset allocation listed in our Investment Policy Statement, which includes holdings in cash & equivalents, fixed income, alternative assets, and equities.
Socially Responsible Pool	.71% ⁵	The SRI Pool holds responsible investments that are selected based on social screening criteria including strong governance, contribution to a clean, healthy, environment, fair treatment of people, embracing of equal opportunity, production of safe and useful products, and supports efforts to promote world peace.
Cash Pool / Gift Donor-Advised Fund ⁶	No Manager Fee	The Funds are maintained in cash for short-term distribution.

¹ Annual fee is assessed monthly.

² As another option, the Foundation offers an externally managed fund program for funds established over \$500,000 (balance minimum \$250,000).

³ Any costs associated with acceptance of illiquid assets will be charged to the Fund.

⁴ CFBC Investment Performance is available on a quarterly basis.

⁵ Manager fee and returns is based on investment performance net of fees. Manager fee stepped based on total balance in account-allocated to fund based on percentage of pool.

All investment pools are invested according to the Community Foundation's Investment Policy Statement (<http://www.commfund.org/about/investmentinformation> or by request) and overseen by CFBC's Investment Committee, a group of pro-bono investment professionals.

⁶ All earnings from a cash/gift fund shall be allocated to Community Foundation operating fund and shall not be available for grant recommendation.

CFBC Town of Lyons Mental Health and Wellness Field of Interest Fund 12.18.2024

Final Audit Report

2024-12-19

Created:	2024-12-18
By:	Assata Welles (Assata@commfound.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAufCu1Ng_rPGfCdOEuXA2ff1I0dSiLqJ

"CFBC Town of Lyons Mental Health and Wellness Field of Interest Fund 12.18.2024" History

-  Document created by Assata Welles (Assata@commfound.org)
2024-12-18 - 6:17:20 PM GMT
-  Document emailed to Hollie Rogin (hrogin@townoflyons.com) for signature
2024-12-18 - 6:17:25 PM GMT
-  Email viewed by Hollie Rogin (hrogin@townoflyons.com)
2024-12-18 - 6:17:58 PM GMT
-  Signer Hollie Rogin (hrogin@townoflyons.com) entered name at signing as Hollie Rogin
2024-12-18 - 6:18:40 PM GMT
-  Document e-signed by Hollie Rogin (hrogin@townoflyons.com)
Signature Date: 2024-12-18 - 6:18:42 PM GMT - Time Source: server
-  Document emailed to Tatiana Hernandez (tatiana@commfound.org) for signature
2024-12-18 - 6:18:44 PM GMT
-  Email viewed by Tatiana Hernandez (tatiana@commfound.org)
2024-12-19 - 6:34:27 PM GMT
-  Document e-signed by Tatiana Hernandez (tatiana@commfound.org)
Signature Date: 2024-12-19 - 6:35:07 PM GMT - Time Source: server
-  Agreement completed.
2024-12-19 - 6:35:07 PM GMT



**Community
Foundation
Boulder County**

Summary of Fund Activity
Lyons Mental Health/ Wellness Field of Interest Fund - # 01149

Fund Statement: 12/19/2024 through 12/8/2025

Beginning Fund Balance		0.00
<u>Receipts</u>		
Contributions		36,077.58
Other Receipts		0.00
Total Receipts		36,077.58
<u>Investment Activity</u>		
Investment Gains (Losses)		3,569.56
Investment Expenses		(19.74)
Total Investment Activity		3,549.82
<u>Disbursements</u>		
Grants Approved		(38,400.00)
Administrative Fees		(295.28)
Other Direct Expenses		0.00
Total Disbursements		(38,695.28)
Net Change		932.12
Ending Fund Balance		932.12
Spendable Balance		932.12
<u>Gift Summary</u>		
<u>Donor:</u>	<u>Date:</u>	<u>Amount:</u>
Town of Lyons	02/28/25	32,447.45
Lyons Community Foundation	10/07/25	3,630.13
		36,077.58
<u>Grant Summary</u>		
<u>Grantee:</u>	<u>Date:</u>	<u>Amount:</u>
Center for Women and Girls Inc.	10/07/25	7,000.00
Lions Booster Club	10/07/25	1,000.00
Lyons Elevating All Fund (LEAF)	10/07/25	7,000.00
Lyons Elevating All Fund (LEAF)	10/07/25	6,000.00
Lyons Elevating All Fund (LEAF)	10/07/25	7,000.00
Lyons Elevating All Fund (LEAF)	10/07/25	7,000.00
Lyons Pride	10/07/25	1,600.00
Town of Lyons	10/07/25	1,800.00
		38,400.00