

**OAK CREEK BOARD OF TRUSTEES**  
**APRIL 28, 2026**  
**SPECIAL BOARD MEETING**  
**AGENDA**  
**6:00 P.M.**

April 28, 2026  
STATE OF COLORADO  
COUNTY OF ROUTT

To the Board of Trustees of the Town of Oak Creek and to all Other Persons to whom it may concern:

Notice is hereby given that a **Special Meeting** of the Board of Trustees, Town of Oak Creek, Routt County, Colorado, will be held on Thursday, April 28, 2026 beginning at 6:00 p.m. in the Hearing Room, Town of Oak Creek Offices, 129 Nancy Crawford Blvd., Oak Creek, Colorado. The Board of Trustees will be attending either in person or via web based meeting through Zoom (zoom.us). **Agenda is subject to change up to 24 hours before scheduled hearings.** The public is invited to attend/participate via Zoom or Facebook Live. The Facebook Live event will be broadcast through the Town of Oak Creek's Facebook page.

Join Zoom Meeting

<https://us02web.zoom.us/j/81449378638>

Meeting ID: 814 4937 8638

One tap mobile (for call in meeting): +1-669-900-6833

**1. CALL TO ORDER:**

- A. Roll Call
- B. Pledge of Allegiance

**2. APPROVAL OF AGENDA**

**3. EXECUTIVE SESSION:**

- A. Executive session pursuant to C.R.S. 24-6-402(4)(b), to confer with the Town Attorney for the purposes of receiving legal advice on specific legal questions, pertaining to the Electric Utility Charges Lien Agreement between the Town of Oak Creek and CCC Management, Inc.;

**4. AUDIENCE PARTICIPATION:**

(This section of the agenda is set aside for questions or comments by the public, regarding issues other than agenda items. Please limit comments to three minutes. The Board of Trustees will take comments under consideration but will not make any decision or take any action at this time. Anyone who would like to address the Board of Trustees concerning any agenda item will be given the opportunity to speak for three minutes at the scheduled time for that item.)

**5. CONSENT AGENDA:**

- A. Approval of a Retail Liquor License Renewal for Lupita's Taco Temple at 222 E Main Street, Oak Creek, CO
- B. Approval of the renewal of the Retail Marijuana Cultivation Facility license at 228 Arthur Avenue for KP LLC
- C. Approval of the renewal of the Retail Marijuana Products Manufacturing and Medical Marijuana Products Manufacturing licenses for KP LLC at 209 Nancy Crawford Blvd

**6. CONSIDERATION AND POSSIBLE ADOPTION OF THE TOWN OF OAK CREEK RESOLUTION NO. 2026-012, "A RESOLUTION ADOPTING THE TOWN OF OAK CREEK SIDEWALK MAINTENANCE PLAN AND POLICY"**

**7. CONSIDERATION AND POSSIBLE APPROVAL OF A REQUEST TO PLACE AN 8 FOOT PRIVACY FENCE ON THE LOT LINE BETWEEN 109 E WILLIAMS AND 113/115 E WILLIAMS**

**8. CONSIDERATION AND POSSIBLE APPROVAL OF TOWN OF OAK CREEK RESOLUTION NO 2026-14, "A RESOLUTION APPOINTING MEMBERS TO THE SOUTH ROUTT LIBRARY DISTRICT BOARD OF TRUSTEES BY THE TOWN OF OAK CREEK"**

**9. STAFF & BOARD MEMBER REPORTS**

**10. ADJOURNMENT**

**Notice:** Three or more members of the Town Board may be meeting informally at Franciosi Brothers or The Oak Creek Tavern following the regularly scheduled Board Meeting. Members of the public are welcome.

**Please Note:** All programs, services and activities of the Town of Oak Creek are operated in compliance with the Americans with Disabilities Act. If you need a special accommodation as a result of a disability, please call our office at (970) 736-2422 or TDD access through RelayColorado by dialing 7-1-1 to coordinate your needs. Please notify us of your request as soon as possible to allow us time to meet your request. **This institution is an equal opportunity provider and employer.**

DR 8400 (05/05/25)  
 COLORADO DEPARTMENT OF REVENUE  
 Liquor Enforcement Division  
 PO BOX 17087  
 Denver CO 80217-0087  
 (303) 205-2300

Submit to Local Licensing Authority

**Lupita's Taco Temple**  
**PO BOX 465**  
**Oak Creek CO 80467**

Fees Due	
Annual Renewal Application Fee	\$
Renewal Fee	750.00
Storage Permit \$100 X _____	\$
Sidewalk Service Area \$75.00	\$
Additional Optional Premise Hotel & Restaurant \$100 X _____	\$
Related Facility - Campus Liquor Complex \$160.00 per facility	\$
<b>Amount Due/Paid</b>	<b>\$ 761</b>

Make check payable to: Colorado Department of Revenue. The State may convert your check to a one-time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department may collect the payment amount directly from your banking account electronically.

### Retail Liquor License Renewal Application

Please verify & update all information below. Return to city or county licensing authority by due date.

**Note that the Division will not accept cash.**

- Paid by check
- Paid Online

Uploaded to Movelt on Date

**4/15/2021**

Licensee Name

Fast Routt LLC

Doing Business As Name (DBA)

Lupita's Taco Temple

Liquor License Number

03-24130

License Type

Hotel & Restaurant (city)

Sales Tax License Number

96653896

Expiration Date

07/04/2026

Due Date

05/20/2026

#### Business Address

Street Address

222 East Main Street

Phone Number

9707361018

City, State, ZIP Code

Oak Creek CO 80467

#### Mailing Address

Street Address

PO BOX 465

City, State, ZIP Code

Oak Creek CO 80467

Email

**lupitascantina@gmail.com**

Operating Manager

**Paula Jo Jacovetta**

Date of Birth

**02/25/1974**

**Home Address**

Street Address		Phone Number
[REDACTED]		[REDACTED]
City	State	Zip Code
[REDACTED]	[REDACTED]	[REDACTED]

1. Do you have legal possession of the premises at the street address?.....  Yes  No

Are the premises owned or rented?  Owned  Rented\*

\*If rented, expiration date of lease  
[REDACTED]

2. Are you renewing a storage permit, additional optional premises, sidewalk service area, or related facility?.....  Yes  No

If yes, please see the table in the upper right hand corner and include all fees due.

3. Are you renewing a takeout and/or delivery permit?.....  Yes  No

(Note: must hold a qualifying license type and be authorized for takeout and/or delivery license privileges) If selecting 'Yes', an additional \$11.00 is required to renew the permit.

If so, which are you renewing?.....  Delivery  Takeout  Both Takeout and Delivery

4. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant, been found in final order of a tax agency to be delinquent in the payment of any state or local taxes, penalties, or interest related to a business?.....  Yes  No

Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant failed to pay any fees or surcharges imposed pursuant to section 44-3-503, C.R.S.?.....  Yes  No

5. Since the date of filing of the last application, has there been any change in financial interest (new notes, loans, owners, etc.) or organizational structure (addition or deletion of officers, directors, managing members or general partners)?.....  Yes  No

If yes, explain in detail and attach a listing of all liquor businesses in which these new lenders, owners (other than licensed financial institutions), officers, directors, managing members, or general partners are materially interested.

6. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been convicted of a crime?  Yes  No

If yes, attach a detailed explanation.

7. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been denied an alcohol beverage license, had an alcohol beverage license suspended or revoked, or had interest in any entity that had an alcohol beverage license denied, suspended or revoked?  Yes  No

If yes, attach a detailed explanation.

8. Does the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) have a direct or indirect interest in any other Colorado liquor license, including loans to or from any licensee or interest in a loan to any licensee?  Yes  No

If yes, attach a detailed explanation.

**Affirmation & Consent**

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct and complete to the best of my knowledge.

Type or Print Name of Applicant/Authorized Agent of Business

Paula Jo Jacovetta

Title

Owner

Signature

*Paula Jo Jacovetta*

Date (MM/DD/YY)

04/15/2026

**Report & Approval of City or County Licensing Authority**

The foregoing application has been examined and the premises, business conducted and character of the applicant are satisfactory, and we do hereby report that such license, if granted, will comply with the provisions of Title 44, Articles 4 and 3, C.R.S., and Liquor Rules.

**Therefore this application is approved.**

Local Licensing Authority For

Town of Oak Creek

Title

Town Clerk/Treasurer

Signature

*Joan Jones*

Attest

Date (MM/DD/YY)

04/15/26



DR 8495 (02/16/24)  
COLORADO DEPARTMENT OF REVENUE  
Liquor Enforcement Division  
PO BOX 17087  
Denver CO 80217-0087  
(303) 205-2300

## Tax Check Authorization, Waiver, and Request to Release Information

I, Paula Jo Jaconetta

am signing this Tax Check Authorization, Waiver and Request to Release Information (hereinafter "Waiver") on behalf of

(the "Applicant/Licensee")

Lupita's Taco Temple

to permit the Colorado Department of Revenue and any other state or local taxing authority to release information and documentation that may otherwise be confidential, as provided below. If I am signing this Waiver for someone other than myself, including on behalf of a business entity, I certify that I have the authority to execute this Waiver on behalf of the Applicant/Licensee.

The Executive Director of the Colorado Department of Revenue is the State Licensing Authority, and oversees the Colorado Liquor Enforcement Division as his or her agents, clerks, and employees. The information and documentation obtained pursuant to this Waiver may be used in connection with the Applicant/Licensee's liquor license application and ongoing licensure by the state and local licensing authorities. The Colorado Liquor Code, section 44-3-101. et seq. ("Liquor Code"), and the Colorado Liquor Rules, 1 CCR 203-2 ("Liquor Rules"), require compliance with certain tax obligations, and set forth the investigative, disciplinary and licensure actions the state and local licensing authorities may take for violations of the Liquor Code and Liquor Rules, including failure to meet tax reporting and payment obligations.

The Waiver is made pursuant to section 39-21-113(4), C.R.S., and any other law, regulation, resolution or ordinance concerning the confidentiality of tax information, or any document, report or return filed in connection with state or local taxes. This Waiver shall be valid until the expiration or revocation of a license, or until both the state and local licensing authorities take final action to approve or deny any application(s) for the renewal of the license, whichever is later. Applicant/Licensee agrees to execute a new waiver for each subsequent licensing period in connection with the renewal of any license, if requested.

By signing below, Applicant/Licensee requests that the Colorado Department of Revenue and any other state or local taxing authority or agency in the possession of tax documents or information, release information and documentation to the Colorado Liquor Enforcement Division, and its duly authorized employees, to act as the Applicant's/Licensee's duly authorized representative under section 39-21-113(4), C.R.S., solely to allow the state and local licensing authorities, and their duly authorized employees, to investigate compliance with the Liquor Code and Liquor Rules. Applicant/Licensee authorizes the state and local licensing authorities, their duly authorized employees, and their legal representatives, to use the information and documentation obtained using this Waiver in any administrative or judicial action regarding the application or license.

Name (Individual/Business)

Lupita's Taco Temple (FAST ROUTE)

Social Security Number/Tax Identification Number

[REDACTED]

Home Phone Number

[REDACTED]

Business/Work Phone Number

970 936 1018

Street Address

222 E Main Street

City

Oak Creek

State

CO

ZIP Code

80467

Printed name of person signing on behalf of the Applicant/Licensee

Paula Jo Jaconetta

Applicant/Licensee's Signature (Signature authorizing the disclosure of confidential tax information) Date Signed



4/15/2020

**Privacy Act Statement**

Providing your Social Security Number is voluntary and no right, benefit or privilege provided by law will be denied as a result of refusal to disclose it. § 7 of Privacy Act, 5 USCS § 552a (note).

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# STATE OF COLORADO

## DEPARTMENT OF REVENUE



### Marijuana Enforcement Division



### Regulated Marijuana Conditional License

**KP, LLC**

**Binske**

**228 Arthur Avenue, Oak Creek, CO 80467**

**RMJ Cultivation Facility - Tier 3 (6,000 Plants) - 403R-00544**

**License Issue Date: 05/30/2025**

**License Valid Through: 05/30/2027**

**This license is conditioned upon Local Authority approval, pursuant to section 44-10-305 C.R.S.**

This conditional license is issued subject to the laws of the State of Colorado and especially under the provisions of Title 44, Article 10, as amended. This conditional license is nontransferable and shall be conspicuously posted in the place above described.

**This conditional license is only valid through the expiration date shown above.** Any questions concerning this conditional license should be addressed to: Colorado Marijuana Enforcement Division, 1707 Cole Blvd., Suite 300, Lakewood, CO 80401. In testimony whereof, I have hereunto set my hand.

Handwritten signature of Dominique Mendiola in black ink.

Dominique Mendiola, Senior Director

Handwritten signature of Heidi Humphreys in black ink.

Heidi Humphreys, Executive Director



# STATE OF COLORADO

## DEPARTMENT OF REVENUE



### Marijuana Enforcement Division



### Regulated Marijuana Conditional License

**KP, LLC**

**Binske**

**209 Nancy Crawford Boulevard, Oak Creek, CO 80467**

**Retail Marijuana Products Mfg - 404R-00140**

**License Issue Date: 05/30/2025**

**License Valid Through: 05/30/2027**

**This license is conditioned upon Local Authority approval, pursuant to section 44-10-305 C.R.S.**

This conditional license is issued subject to the laws of the State of Colorado and especially under the provisions of Title 44, Article 10, as amended. This conditional license is nontransferable and shall be conspicuously posted in the place above described.

**This conditional license is only valid through the expiration date shown above.** Any questions concerning this conditional license should be addressed to: Colorado Marijuana Enforcement Division, 1707 Cole Blvd., Suite 300, Lakewood, CO 80401. In testimony whereof, I have hereunto set my hand.

Handwritten signature of Dominique Mendiola.

Dominique Mendiola, Senior Director

Handwritten signature of Heidi Humphreys.

Heidi Humphreys, Executive Director



# STATE OF COLORADO

## DEPARTMENT OF REVENUE



### Marijuana Enforcement Division



### Regulated Marijuana Conditional License

**KP, LLC**

**Binske**

**209 Nancy Crawford Boulevard, Oak Creek, CO 80467**

**Medical Marijuana Products Mfg - 404-00461**

**License Issue Date: 05/30/2025**

**License Valid Through: 05/30/2027**

**This license is conditioned upon Local Authority approval, pursuant to section 44-10-305 C.R.S.**

This conditional license is issued subject to the laws of the State of Colorado and especially under the provisions of Title 44, Article 10, as amended. This conditional license is nontransferable and shall be conspicuously posted in the place above described.

**This conditional license is only valid through the expiration date shown above.** Any questions concerning this conditional license should be addressed to: Colorado Marijuana Enforcement Division, 1707 Cole Blvd., Suite 300, Lakewood, CO 80401. In testimony whereof, I have hereunto set my hand.

Dominique Mendiola, Senior Director

Heidi Humphreys, Executive Director



**TOWN OF OAK CREEK, COLORADO RESOLUTION NO. 2026-012**

**A RESOLUTION ADOPTING THE TOWN OF OAK CREEK SIDEWALK  
MAINTENANCE PLAN AND POLICY**

WHEREAS, the Board of Trustees of Town of Oak Creek, Colorado recognizes the need for sidewalk maintenance and replacement in the Town; and

WHEREAS, the Board would like to adopt a formal plan and policy document pertaining to the replacement and maintenance of sidewalks in the Town that clearly defines the role of the Town government as well as the role of Town residents as it relates to sidewalk maintenance and replacement;

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

Section 1. The Board of Trustees hereby adopts the Town of Oak Creek Sidewalk Maintenance Plan and Policy, attached hereto as Exhibit A.

INTRODUCED, READ, and ADOPTED this 23<sup>rd</sup> day of April, 2026.

\_\_\_\_\_  
Melissa Dobbins, Mayor

ATTEST:

\_\_\_\_\_  
Tionna Jones, Town Clerk

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# SIDEWALK MAINTENANCE PLAN & POLICY



**APRIL 23, 2026**

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**Department of Public Works**

Adopted by Oak Creek Resolution No. 2026-12

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# Purpose

The purpose of the Sidewalk Maintenance Plan and Policy is to ensure the Town of Oak Creek maintains safe, accessible, and aesthetically pleasing sidewalks for residents and visitors. This policy establishes guidelines for inspection, repair, replacement, and snow removal while fostering partnerships with property owners to uphold community standards.

# Objectives

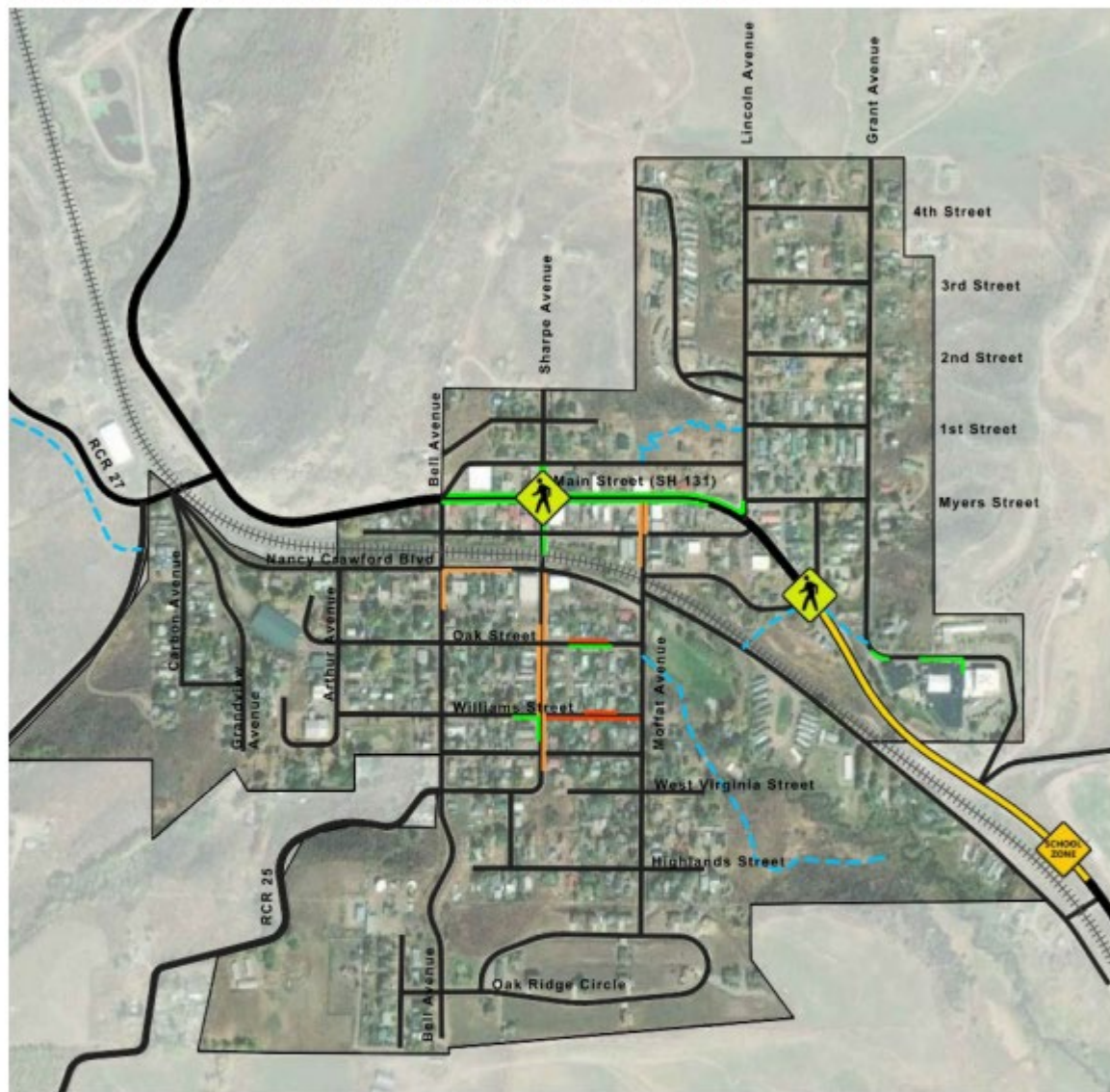
1. **Safety:** Minimize hazards and improve pedestrian safety.
2. **Accessibility:** Comply with ADA standards to provide inclusive walkways.
3. **Aesthetics:** Enhance the visual appeal of the community.
4. **Longevity:** Implement proactive maintenance to extend sidewalk lifespan and save money.
5. **Partnership:** Clearly define responsibilities between the Town and property owners, including residents and businesses, and foster relationships to help accomplish goals.

# Scope

This policy applies to all sidewalks, multi-use paths, and walkways within the public right-of-way in the Town of Oak Creek, including those adjacent to residential, commercial, and public properties. It also includes the maintenance work the State of Colorado has required of municipalities within CDOT right-of-way, per CRS 43-2-135.



## EXISTING ACTIVE TRANSPORTATION INFRASTRUCTURE



### Legend

Existing Sidewalk (Paved) - Condition

— Excellent

— Good

— Fair

— Poor

- - - Existing Trail (Unpaved)

— School Zone with Reduced Speed Limit

⬡ Marked Crosswalk

TRANSPORTATION, INFRASTRUCTURE & SERVICES

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# Responsibility

## Town Responsibilities

- Conduct regular inspections and identify sections of sidewalks in need of repair or replacement.
- Perform repairs or replacements for sidewalks in high-traffic areas and adjacent to public properties.
- Ensure compliance with ADA standards during new installations or construction.
- Clear snow and ice from sidewalks adjacent to public property and in parks.

## Property Owner Responsibilities:

- Maintain sidewalks adjacent to their properties, including snow and ice removal within one day of a storm.
- Notify the Town of potential hazards or needed repairs.

### **Oak Creek Municipal Code Section 8.08.040(S) - Nuisances.**

**Snow and Ice.** It shall be the duty of the occupant, as well as the owner of any lot, tract or parcel or real estate, whether vacant or occupied, within the boundaries of the Town to keep the sidewalks contiguous thereto reasonable free from accumulations of snow, ice, waste and offensive matter, and to remove the same with dispatch, and any owner or occupant who fails to do so, shall be deemed the author of a nuisance. Sidewalk" shall be defined as that portion of a street between the curb and the adjacent property lines intended for the use of pedestrians. For purposes of this section, accumulations of snow and ice shall be deemed to have been removed with dispatch if such accumulations occurring during any one day period are removed no later than noon of the following day. If any occupant or owner fails to remove any such accumulation within the time stated, it shall be the duty of the Police Department of the Town to proceed at once upon the expiration of such time to cause such nuisance to be abated and to report immediately the cost and expense thereof for collection from the owner in accordance with the provisions of this

### **Oak Creek Municipal Code Section 12.01.020 - Maintenance—Owner responsibility.**

All sidewalks within the business district in the Town shall be constructed and kept in repair by the owners and occupants of property fronting upon the same, at their own expense. If any such owner or occupant fails to construct or repair any sidewalk as herein provided within twenty days after service of written notice by the Town requiring him to do so, the Board of Trustees may order that such sidewalk be constructed or repaired by the Town and assess the cost thereof against the property fronting upon the sidewalk so constructed or repaired. The owner and occupant of such property shall be personally liable for such costs imposed under the provisions of this section and such costs shall become and remain a lien upon such property or premises until paid. Such lien shall be enforceable in the same manner as a lien of general real property taxes. The obligation to repair imposed in this section shall not apply to sidewalks which are repaired by a contractor pursuant to a warranty provision contained in a sidewalk construction contract between the Town and such contractor.

# Public Works Inspection Program

## Routine Inspections

- Conduct annual inspections.
- Identify hazards such as cracks, uneven surfaces, or obstructive vegetation.

## Complaint-Driven Inspections:

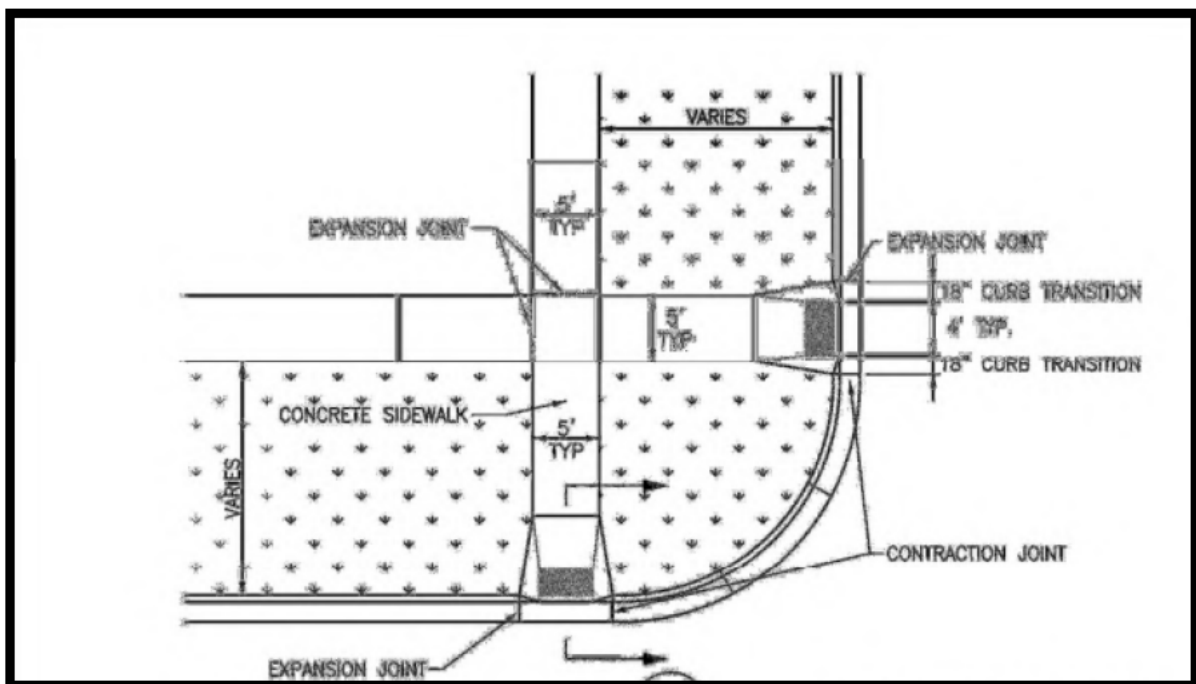
- Respond to and inspect resident-reported issues within 10 business days.

## Priority Areas:

- School zones, downtown areas, and high-foot-traffic zones may receive higher inspection frequency.

# Design Standards

The design and construction standards for sidewalks and walkways in the Town of Oak Creek are contained in the [Town's Public Works Manual](#).



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# Maintenance

## Repairs:

- Cracks or gaps over 5/8 inches and height differentials over 1 inch will be prioritized.
- Temporary fixes (e.g., grinding, patching, crack fill) will be utilized until permanent repairs can be budgeted and scheduled.

## Replacement:

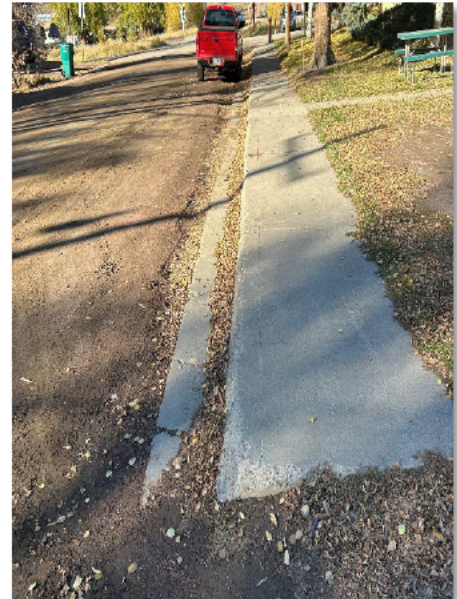
- Sections deemed irreparable will be replaced using durable materials consistent with Town standards.
- ADA-compliant ramps will be installed as required during replacements.

## Snow and Ice Removal:

- Per Title 8 of the Oak Creek Municipal Code, Property owners are responsible for clearing sidewalks adjacent to their property within one day of snowfall.
- The Town will attempt to clear sidewalks within parks and adjacent to public properties within the same timeframe.

## Funding:

- The Town will evaluate capital needs as part of the annual budgeting process and allocate a portion of the annual public works budget to sidewalk maintenance.
- Construction of new sidewalks associated with development will be borne by the private property owner / developer.



- 
- The Town of Oak Creek sidewalk replacement program will reimburse 50% of the cost of replacing sidewalk adjacent to private property up to \$1000.
- 

## Enforcement & Compliance

1. Failure to keep sidewalks in a safe and clean condition may result in penalties of \$1000.00 for each occurrence per Section 1.20.010 of the Town of Oak Creek Municipal Code.
  2. In addition, if snow, ice, trash, debris, or other obstructions are not removed within the required timeframe by a property owner, the Town may conduct the removal and bill the property owner.
- 

## Community Engagement Strategies

Active participation from residents, businesses, and stakeholders is vital to ensure the policy reflects community needs and promotes shared responsibility. The following strategies will facilitate engagement:

1. **Public Information Campaign:**
  - Create flyers, social media posts, and utility bill inserts to educate residents about their responsibilities and available resources.
2. **Annual Sidewalk Survey:**
  - Conduct an annual survey to gather feedback on sidewalk conditions, prioritize areas for improvement, and gauge satisfaction with the program.
  - Use survey results to inform the Town Capital Improvement Plan and Update the Town Council during the budget planning process.
3. **Community Clean-Up and Repair Days:**
  - Organize volunteer events where residents and businesses partner with Town staff to address minor sidewalk maintenance issues and trash.



**Town of Oak Creek**  
 129 Nancy Crawford Blvd | PO Box 128  
 Oak Creek, CO 80467  
 (970) 736-2422

XBP Confirmation Number: 312522588

Transaction detail for payment to Town of Oak Creek.		Date: 04/20/2026 - 2:49:37 PM MT	
Transaction Number: 268425552 Discover — XXXX-XXXX-XXXX-4838 Status: <b>Successful</b>			
Account #	Item	Quantity	Item Amount
109 E Williams	Review Fee 109 E Williams	1	\$100.00
Notes: 109 E Williams Fence Application			

**TOTAL: \$100.00**

**Billing Information**  
 Caleb Chelberg  
 80467

Transaction taken by: Admin tjonesCaselle Tionna



Petitioner's/Representative's Name:

Caleb & Diane  
Chelberg

Signature of Petitioner/Representative:

Caleb Chelberg  
Diane Chelberg

Petitioner's/Representative's E-Mail Address:

Caleb@chelberg@gmail.com  
Diane.Chelberg@gmail.com

Petitioner's/Representative's Mailing Address:

Po Box 485  
Oak Creek, CO

Telephone: Caleb - 970-846-0453

Diane - 970-875-4521

Fax:

Petition Request:

Physical

Address:

109 E. Williams  
Oak Creek

Legal Description:

See Attached

Assessor's Parcel Identification No.:

Provide the following additional information:

- Written narrative (summary information explaining use, location, terrain, number and size of parcels, road conditions and dimensions, and any special features to the site.)
- Legal Description
- Physical Address
- Vicinity Map
- Site Map: Illustrating all structures and property lines to scale, both existing and proposed; abutting land owners and land uses, streets, highways, utilities that service the area and major physical features

To the Town of Oak Creek:

We would like to build 6' cedar privacy fence in our front yard at 109 East Williams St. Oak Creek, CO in place of the current existing chain link fence. We are requesting a variance for the fence on our eastern property border bordering Lot 26 for the fence to be 8' high due to persistent harassment from our neighbor Conrad (Cord) Beaty, Kimberly Stanfield (Cord's girlfriend), and his renter Tracey Burris. We bought our house because we wanted privacy and did not want to be harassed by our neighbors. We do not feel comfortable in our own home because we feel we are under constant surveillance.

Enclosed is Improvement Survey Plat from last fall. I have highlighted the areas we wish to replace the chain link fence with the cedar privacy fence.

Thank you for your consideration,

Caleb and Diane Chelberg

- Building Plans including elevations
- Filing Fee \$ \_\_\_\_\_ (Base fee is designed to cover the minimum staff hours has to process the application. Additional hours on the project will be assessed at \$ \_\_\_\_\_ per hour.)
- The application fee must be paid in full to begin the application.
- Proof of ownership, lease/deed and/or statement of authority or other documentation regarding the use of the property.
- \_\_\_\_\_ Other

The Applicant, by his/her signature below, agrees that he/she understands that the proposal submitted is subject to review by the Town Administrator/Clerk for application completeness and additional information may be required to have the application deemed complete. Such information will be requested within five (5) days of receipt of an application. Upon the application being deemed complete, an administrative approval or denial shall be issued within fifteen (15) days.

Signature of Applicant/Applicant's

Representative: *Carl D. Chelley* Date: \_\_\_\_\_  
*Alan Chelley*

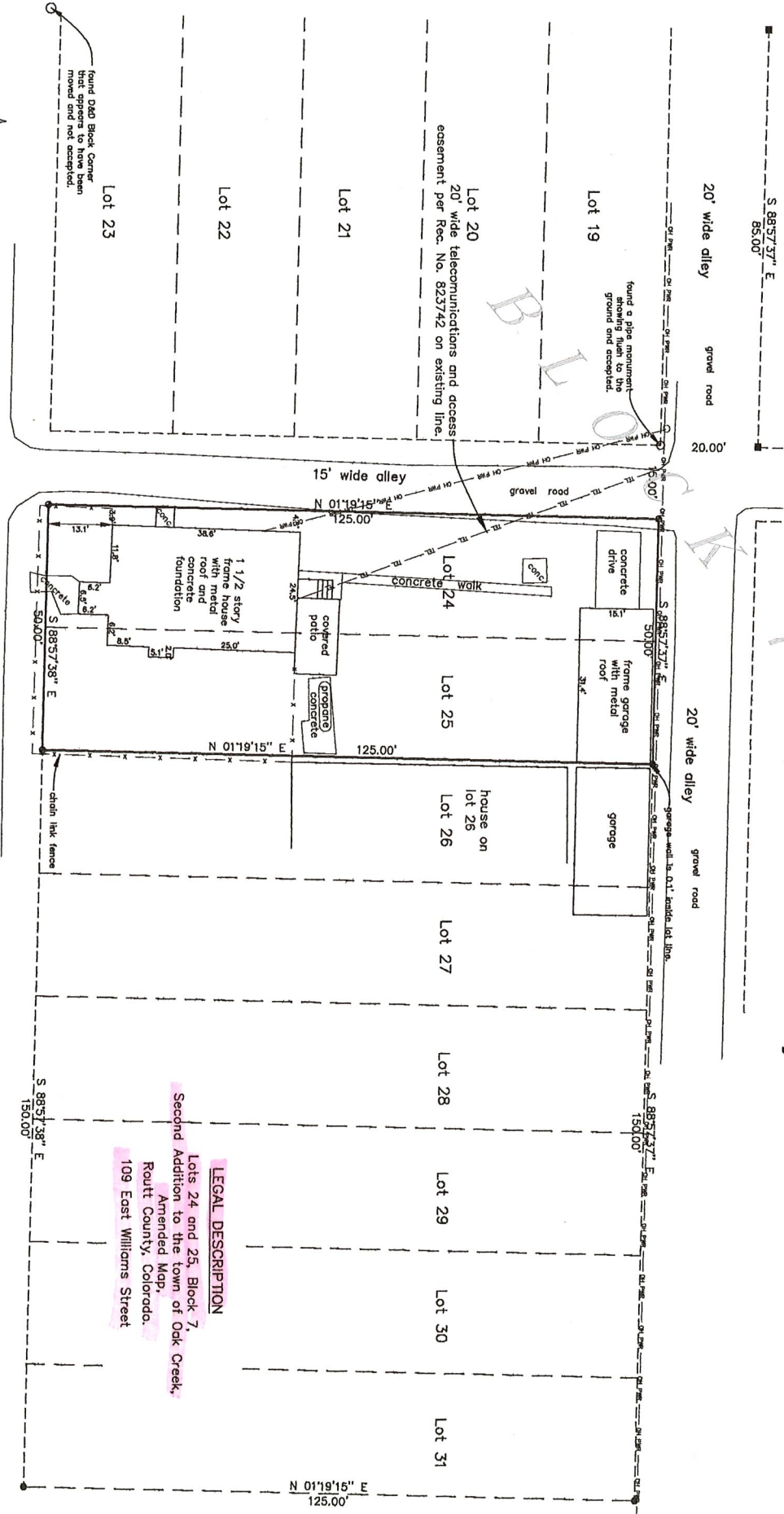
Signature of Town Administrator/Clerk:

Application Received: \_\_\_\_\_ Date: \_\_\_\_\_

Application Deemed Complete: \_\_\_\_\_

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

# Improvement Survey Plat



All bearings based on the augmented North line of Park Place considered to be S 89°57'00" E.

### ROUTE COUNTY SURVEYOR'S ACCEPTANCE

This Plat was filed and indexed as the No. 57 on the 20th day of March, 2024, and the same was recorded in the Public Records of the State of Colorado, Book 208-50-010.

Thomas H. Eminger, Jr., L.S. 17351

### LEGEND

- Indicates a copied or rubber marked LS 24318 found flush to the ground and occupied, unless otherwise noted.
- Indicates a copied or rubber marked LS 17975 set flush to the ground unless otherwise noted.
- Indicates a copied or rubber marked LS 29039 found flush to the ground and occupied, unless otherwise noted.
- Indicates an angle point, no monument found or set.
- Indicates measured bearings and ground distances in feet. Measured dimensions are identical to plotted dimensions.

This Land Survey was prepared by a Licensed Professional Land Surveyor in the State of Colorado, and the same was filed and indexed as the No. 57 on the 20th day of March, 2024, and the same was recorded in the Public Records of the State of Colorado, Book 208-50-010.

### LEGAL DESCRIPTION

Lots 24 and 25, Block 7, Second Addition to the town of Oak Creek, Routt County, Colorado, 109 East Williams Street

### LAND SURVEYOR'S CERTIFICATE

I, Thomas H. Eminger, Jr., being a Registered Land Surveyor in the State of Colorado, do hereby certify that this Land Survey and Plat, as prepared for me, and the same were prepared by me and under my supervision and that both are correct in accordance with the laws and rules of the State of Colorado. Said plat was filed and indexed as the No. 57 on the 20th day of March, 2024, and the same was recorded in the Public Records of the State of Colorado, Book 208-50-010. I have no knowledge of any circumstances or conditions that would render this survey or plat invalid, and there is no ground evidence or sign of any encroachment or boundary error on this plat, and I have no knowledge of any circumstances or conditions that would render this survey or plat invalid, and there is no ground evidence or sign of any encroachment or boundary error on this plat, and I have no knowledge of any circumstances or conditions that would render this survey or plat invalid, and there is no ground evidence or sign of any encroachment or boundary error on this plat.

Dated this 21th day of January, 2024.  
 Thomas H. Eminger, Jr., L.S. 17351  
 Colorado Professional Land Surveyor



**E&F ASSOCIATE**  
 P.O. Box 77889, Steamboat Springs, CO 80687  
 Improvement Survey  
 Lots 24 & 25, Block 7, 2nd Addn to the town of Oak Creek, Routt County, Colorado  
 Client: Chad Oshman  
 Drawing Name: L24&25  
 Drawn by: TE Date: 1-23-24  
 Checked by: TE Date: 1-23-24  
 Website: www.eandf.com 970-724-5877



# Closing Disclosure

This form is a statement of final loan terms and closing costs. Compare this document with your loan estimate.

## Closing Information

**Date Issued** 08/10/2021  
**Closing Date** 08/10/2021  
**Disbursement Date** 08/10/2021  
**Settlement Agent** Land Title Guarantee Company  
**File #** 30026966  
**Property** 109 EAST WILLIAMS STREET  
OAK CREEK, CO 80467  
**Sales Price** \$255,000.00

## Transaction Information

**Borrower** Diane Hutton and Caleb Chelberg  
901 MOUNTAIN VILLAGE CIRCLE  
Steamboat Springs, CO 80487  
**Seller** HOPALONG TRUST U/A DTD. MAY 30,  
2008  
29560 HINTON LN  
OAK CREEK, CO 80467  
**Lender** BAY EQUITY LLC

## Loan Information

**Loan Term** False - False  
**Purpose** Purchase  
**Product**  
**Loan Type**  Conventional  FHA  VA  
**Loan Id#** 2104077300  
**MIC #**

**TOWN OF OAK CREEK**

**ORDINANCE NO. 674**

**AN ORDINANCE AMENDING TITLE 2 OF THE TOWN OF OAK CREEK MUNICIPAL CODE TO ADD CHAPTER 2.10 DESCRIBING TOWN ADMINISTRATOR FUNCTIONS AND DUTIES; AND REVISING ABATEMENT PROCEDURES IN CHAPTER 8.08 (NUISANCES) OF TITLE 8 (HEALTH AND SAFETY)**

**WHEREAS**, The Town of Oak Creek Board of Trustees desires to enumerate the functions and duties of the Town Administrator position in Title 2 of the Town of Oak Creek Municipal Code; and

**WHEREAS**, the Town of Oak Creek Board of Trustees desires to revise the nuisance abatement procedures contained in Chapter 8.08 of Title 8 of the Town of Oak Creek Municipal Code; and

**WHEREAS**, the Board of Trustees considered this Ordinance amending Title 2 and Title 8 of the Town of Oak Creek Municipal Code at the regularly scheduled meeting on April 9, 2026;

**NOW, THEREFORE**, be it ordained by the Board of Trustees of the Town of Oak Creek as follows:

**SECTION 1.** Title 2 of the Town of Oak Creek Municipal Code is hereby amended with the addition of Chapter 2.10 – Town Administrator which shall read as:

Chapter 2.10 – Town Administrator

Section 2.10.010 – Town Administrator Functions and Duties

The functions and duties of the Town Administrator are as follows:

- (1) To be responsible to the Board of Trustees for the efficient administration of all departments of the Town government;
- (2) To supervise the enforcement of all laws and ordinances. The Town Administrator shall have the power and authority to appoint and authorize any sworn law enforcement officer, building inspector, code enforcement officer or other officer of the Town to inspect and examine any public or private property in the Town for the purpose of ascertaining the nature and existence of any nuisance or other violation of the Town of Oak Creek Municipal Code. Such officers shall have the authority to initiate a proceeding in Municipal Court by the issuance of a summons or complaint.
- (3) To recommend an annual budget to the Board of Trustees, to administer the budget as finally adopted and to keep the Board fully advised at all times of the financial condition of the Town;
- (4) To recommend to the Board of Trustees for adoption such measures as he or she may deem necessary; and
- (5) To perform such other duties as may be prescribed by ordinance, resolution or by direction of the Board of Trustees.

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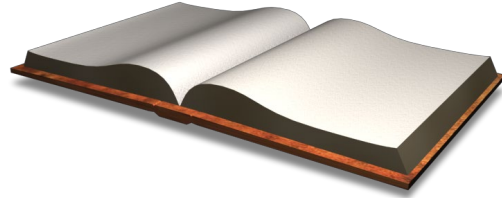
### **17.10.012 Fence standards.**

- A. Applicability of regulations. No person shall erect, alter or relocate any fence without first obtaining approval from the Town Public Works Director under this section. The following activities are exempt from this section:
  - 1. Fences legally existing on the effective date of this code and repair of the same up to but not including fifty percent of their value.
- B. Review Procedure. Unless exempted from all review as described above, all fences must be approved as developments of no impact under Section 17.03.011 (if approval is sought for the fence alone). If a fence is an integral part of a proposed land use change requiring review under this code, review of the fence shall be combined with review of the land use change of which it is a part.
- C. General Fence Regulations.
  - 1. No fence shall be allowed that will inhibit visibility at street intersections that could cause a safety hazard.
  - 2. No fence shall be allowed that would adversely inhibit normal snow removal procedures.
  - 3. No fence shall be higher than six feet unless it can be shown, to the satisfaction of the Town Board, that adjacent use, views and vistas are not obstructed.
  - 4. Above grade electric fences and barbed wire shall not be used in the construction of any fence, unless with the approval of the Town Board.
  - 5. Fences not in compliance with this section at the time of the adoption of this chapter shall be nonconforming. Nonconforming fences must be abated within five years or upon the occurrence of a change in use as described at Section 17.08.070.

(Ord. No. 608, § 1, 3-10-2011)

# THE SOUTH ROUNT LIBRARY DISTRICT

Post Office Box 175  
Oak Creek, Colorado 80467  
Phone/FAX: 970-736-8371



[director@southroutlibrary.org](mailto:director@southroutlibrary.org)

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April 22, 2026

Louis Fineberg  
Town Administrator  
Oak Creek, CO 80467  
[louis@townof oakcreek.com](mailto:louis@townof oakcreek.com)

FROM: Kasey O'Halloran, President  
South Rount Library District Board of Trustees  
PO Box 175  
Oak Creek, CO 80467  
970-736-8371, [director@southroutlibrary.org](mailto:director@southroutlibrary.org)

Dear Administrator Fineberg,

I am writing to the Town Board of Oak Creek to request approval for a new trustee appointment to the South Rount Library District Board of Trustees.

By unanimous vote of the SRLD Board of Trustees, Kathy Benjamin, a South Rount resident, was appointed to the Board for a 5-year term beginning April 14, 2026 and ending April 14, 2031.

Please indicate the Oak Creek Town Board approval of this appointment via a resolution, letter, or email to the address or email listed above.

Thank you,

Kasey O'Halloran, President  
South Rount Library District Board of Trustees  
970-736-8371

STATE OF COLORADO )  
 )ss.  
COUNTY OF ROUTT )

**RESOLUTION NO. 2026-014**

**A RESOLUTION APPOINTING MEMBERS TO THE SOUTH ROUTT LIBRARY DISTRICT BOARD OF TRUSTEES BY THE TOWN OF OAK CREEK**

**WHEREAS**, the management and control of the South Routt Library District is vested in a Board of not fewer than five (5) nor more than seven (7) trustees (C.R.S. 24-90-108) (1); and

**WHEREAS**, appointment of trustees shall be ratified by the legislative bodies of each of the participating governmental unit upon recommendation of the Board of Trustees of the South Routt Library District (C.R.S. 24-90-108) (2) (c); and,

**WHEREAS**, the legislative bodies of each participating governmental unit are the Routt County Board of Commissioners, the Yampa Town Board, the Oak Creek Town Board and the South Routt School District RE-3 Board of Directors; and

**WHEREAS**, the failure of a legislative body to act within sixty days upon a recommendation shall be considered a ratification of such appointment (C.R.S. 24-90-108) (2) (c); and,

**WHEREAS**, a Trustee shall be appointed for a five year term in accordance with the bylaws of the South Routt Library District (C.R.S. 24-90-108) (3) (a).

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF OAK CREEK, COLORADO:**

Section 1: Kathy Benjamin, a resident of South Routt County, is hereby appointed to the South Routt Library District Board of Trustees for a term beginning April 14, 2026 and expiring April 14, 2031.

**RESOLVED THIS** 23<sup>rd</sup> day of April, A.D., 2026.

**TOWN OF OAK CREEK, COLORADO**

\_\_\_\_\_  
Melissa Dobbins, Mayor

Attest:

\_\_\_\_\_  
Tionna Jones  
Town Clerk