

**TEMPORARY USE PERMIT APPLICATION**

MAR 20 2019

1. Applicant: Orlin + Alyson Cameron Mailing Address: 356 County Road 4 PLANNING & ZONING  
 City: Howard State: CO Zip Code: 81233  
 Telephone #: 719.942.3900 Facsimile #: \_\_\_\_\_  
 Representing: Howard Creek Farm  
 (Name of the Event being applied for)

**Please read the entire application form prior to completion of this application.**

Property owners and other potential applicants are encouraged to meet informally or communicate with Planning and Zoning Department staff to gain familiarity with the application process prior to formal submittal of an application and to continue the communications throughout the application process. For more details on application meetings, see Section 8.3 of the Fremont County Zoning Resolution (FCZR).

A special event which is to be conducted in whole or part within Fremont County (*non-incorporated areas*) such as spectator events, athletic events, carnivals, circuses, concerts, fairs, flea markets, public recreational events, tent meetings, or other similar uses with similar impacts which are for public participation, requires a Temporary Use Permit (TUP).

An application fee as adopted by resolution of the Fremont County Board of County Commissioners (Board) shall accompany this application.

The applicant shall provide two (2) copies and one (1) original document of the application and all of its attachments. After submittal, the Department will review the application and all attachments and prepare a Department Submittal Deficiency and Comment Letter (D & C Letter). The letter will state the submittal deficiencies, Department comments and or questions about the application, which must be addressed by the applicant.

The Fremont County Department of Planning and Zoning (Department) shall be entitled to refuse any application for a temporary use permit which is not made on the form provided by the Department, which is incomplete, or is made later than thirty (30) working days prior to the regularly scheduled Board meeting at which the application is proposed to be heard. The application shall not be considered complete unless all information required in the application is provided at the time it is filed.

Once the Department has determined that the application is complete, the application will be scheduled on an agenda of the Board for their consideration of approval. Prior to issuance of a temporary use permit, the event shall be approved by the Board at a regularly scheduled meeting and all contingencies or requirements shall be met or provided. The Board does have the right to request review and recommendations from the Fremont County Planning Commission (Commission) and/or other pertinent entities, if the Board determines that it is necessary for its review. The Board may require professional review at the applicant's expense if deemed necessary by the Board. The Board may

require the applicant to provide various professional studies and/or statements concerning the event in order to fully understand the impact of the proposed event. This could result in a longer review process and require more time to complete.

Under certain circumstances, the Department may have approval authority over an annual event which has been granted TUP approval by the Board consecutively for the three (3) previous years. See Section 8.16.2 of the Fremont County Zoning Resolution for requirements.

Attachments can be made to this application to provide expanded narrative for any application item including supportive documentation or evidence for provided application item answers. Please indicate at the application item that there is an attachment and label it as an exhibit with the application item number, a period and the number of the attachment for that item (i.e. *the attached document providing evidence in support of the answer given at application item number 12 would be marked - Exhibit 12.1*).

For specific regulatory requirements the applicant should refer to the appropriate sections of the Fremont County Zoning Resolution (FCZR) which can be viewed on the Internet at:

<http://www.fremontco.com/planningandzoning/zoningresolution.pdf>

2. Please provide a general description of the event: We are building a 4,000 square foot <sup>hay</sup> barn that may be used for hay storage and 6-12 wedding receptions a year (see exhibit 2.1)
3. What is the general location and/or street address of the event? 356 County Rd 4 Howard Co 81233 (see exhibit 3.1)
4. What are the dates that the proposed event is scheduled to occur? 6-12 events annually starting late May through early October each year. Looking to begin hosting events in September of 2019 and 2020 (May-oc)
5. What are the hours of the day that the proposed event is scheduled to occur? Event hours will be limited to a 12 hour block of time (including setup, event time and breakda
6. Will there be any signs used to advertise the event? YES If yes, please provide a statement as to the size (type), location, and how many: We will have a sign at our driveway/entrance to the property. It will be a hanging sign above our driveway (2' x 10' sign) - Howard Creek Farm
7. Please provide a statement as to how litter will be disposed and include documentation consisting of agreements and/or contracts with companies providing necessary facilities. We will contract with Lone Wolf Disposal in Howard, Co. We will arrange for a dumpster to be on site and in addition we will require all catering / food

8. Address crowd control before, during and after the event. Our events will be organized Weddings with a maximum of 200 guests with a required and designated Wedding planner/event coordinator on-site the entire event time. There will be specific times allotted when guests, vendors etc will be able to enter the property and will have to exit the property as well. We will have specific marked walkways as well.
9. What are the anticipated off-site impacts that will be created by the proposed event? Potentially increased traffic on CR 4. Possible use of Howard Volunteer Fire Dept. Kitchen by caterers
10. Please provide a statement as to a drinking water plan which includes documentation consisting of agreements and signed contracts with companies providing necessary facilities. **NOTE: This will require review and approval by the Fremont County Environmental Health Officer.** After speaking with Amy Jamison we found it will be best to bring in bottled water to serve our guests
11. Please provide a statement as to a sanitation plan which includes documentation of agreements and signed contracts with companies providing necessary facilities. **NOTE: This will require review and approval by the Fremont County Environmental Health Officer.** We plan to bring in portable restroom trailers. We will contract with a licensed company to take proper care of the facilities, include hand washing station and cleaning etc. (see exhibit 11.1)
12. Please provide a statement as to a concession plan, if any, which includes a list of vendor names and required permits. If vendors are used, please provide documentation of sales tax license. **NOTE: This will require review and approval by the Fremont County Environmental Health Officer.** We will require and utilize a third party catering company and/or food vendor (food truck etc). We will require a copy of all required permits/licenses before they are allowed to serve on-site. There will be space to prep but all food must be pre-cooked before coming on site.
13. Please provide an emergency service operation plan addressing what emergency services are proposed for the event. The emergency services shall include any agreements, signed contracts, with appropriate agencies or companies and a specific contact person with contact information. We will utilize 911 and Howard Volunteer Fire Dept, Chaffee Fire and Arkansas Valley Ambulance for any emergency needs. (see exhibit 13.1)

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14. Will there be any street closures proposed in connection with the special event (or other provisions deemed appropriate with respect to the provision for safe and adequate vehicular and pedestrian traffic flow and parking associated with the conduct of the special event)?

**Note: If Street closures are proposed, signed approval by the Director of the Fremont County Department of Transportation or Colorado Department of Transportation is required.** We do not foresee any street closures to be necessary (see exhibit 14.1)

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15. Please provide a statement as to how the proposed event parking will be addressed. Such statement will include how many off-street parking spaces will be provided along with the size of spaces and parking area location. **Note: If on-street parking is proposed, signed approval by the Director of the Fremont County Department of Transportation or Colorado Department of Transportation as may be appropriate is required.** We have

existing on-site space with hard packed surface for 50-75 parking spaces. We also plan to have 3 ADA accessible spaces. We also plan to require (in the event contract) that the client utilize a third party shuttle company to transport

16. Please provide a statement as to how vehicular and pedestrian traffic for the proposed event <sup>the venue</sup> will be handled: We have two areas on-site that can accommodate over 50 parking spots. Pedestrian traffic will occur within our property between the field barn and ceremony site by the river (see exhibit 3.1)

17. The following items shall be attached to this application and marked appropriately as exhibits:

- a. Documentation as to acceptance of a fire protection plan, signed by the appropriate agency representative along with a copy of said plan.
- b. Documentation that the Sheriff's Office has been notified of the event and any proposed street closures. There are two (2) options for notification. See FCZR Section 8.16.1.19.1 for details.
- c. Documentation that the Colorado State Patrol has been notified of the event and any proposed street closures. There are two (2) options for notification. See FCZR Section 8.16.1.20.1 for details. see exhibit 14.1

- d. Documentation that the Director of the Fremont County Department of Transportation has been notified of the event and any proposed street closures. There are two (2) options for notification. See FCZR Section 8.16.1.21.1 for details.
- e. If the subject property gains direct access from a roadway under the jurisdiction of Colorado Department of Transportation (CDOT) or if deemed necessary by the Department, documentation that CDOT has been notified of the event and any proposed street closures. There are two (2) options for notification. See FCZR Section 8.16.1.22.1 for details.
- f. Documentation from the Environmental Health Officer as to acceptance and approval of application items number 10, 11 and 12, signed by the appropriate agency representative.
- g. Proof of general liability insurance for the event in amounts deemed appropriate by the Board of County Commissioners.
- h. Cash, surety or other bond deemed necessary and appropriate by the Board of County Commissioners to ensure that the property affected by the special event will be cleaned to the reasonable satisfaction of the County and that damage associated with the conduct of the special event may be repaired or remedied without cost to the County. *If a waiver of this item is requested it shall be in writing, with justification, at the time of application.*

**18. Additional Requirements:**

- a. The Department of Planning and Zoning shall have the right to require publication, notice to property owners and posting in accordance with Section 8.4.2.1 if it is deemed necessary.
- b. The Board of County Commissioners has the right to:
  - 1) Refer any application for Temporary Use Permit to the Planning Commission requesting its review and recommendations at a regular meeting.
  - 2) Refer any application for Temporary Use Permit to any entity the Board deems could have significant input regarding the potential impacts of the proposed Temporary Use Permit.
  - 3) Right to obtain professional review, at the applicant's expense, for any aspect of the proposed event as deemed necessary by the Board.
  - 4) Require the applicant to submit the following information if in their opinion it is necessary, to fully understand the impacts of the proposed Temporary Use Permit:
    - a) An environmental impact study/statement.
    - b) A roadway impact analysis study.
    - c) A drainage study.

- d) A socioeconomic impact study/statement.
- e) Studies, comments, referrals to agencies or professionals whose area or jurisdiction of expertise is applicable and germane to the use being proposed.

**By signing this Application, the Applicant, or the representative acting with due authorization on behalf of the Applicant, hereby certifies that all information contained in the application and any attachments to the Application, is true and correct to the best of Applicant's knowledge and belief.**

**Applicant understands that any required private or public improvements imposed as a contingency for approval of the application may be required as a part of the approval process.**

**Fremont County hereby advises Applicant that if any material information contained herein is determined to be misleading, inaccurate or false, the Board of Commissioners may take any and all reasonable and appropriate steps to declare actions of the Board regarding the Application to be null and void.**

**Signing this Application is a declaration by the Applicant to conform to all plans, drawings, and commitments submitted with or contained within this Application, provided that the same is in conformance with the Fremont County Zoning Resolution.**

<u>Alyson + Ortin Camerlo</u>	 <u>Alyson Camerlo</u>	<u>2-20-19</u>
Applicant Printed Name	Signature	Date

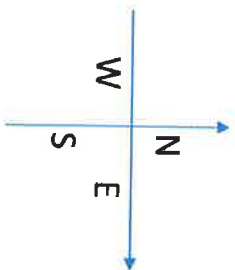
## Exhibit 2.1

### **Executive Summary:**

Since 2007, Alyson Camerlo, have successfully operated a Wedding Planning Business, "Knot Just Another Wedding", throughout the Colorado area. To expand my existing business and to offer an additional wedding venue in Fremont County my husband and I are looking to build a 4000-square foot hay barn on rural agricultural property in Howard, Colorado. This building would be comprised of a 150 year old, historic Barn we are looking to purchase in Rural Indiana and will maintain a very simple old-style barn design from the 1800's. Additionally, within our 11 acres we have ample room for a ceremony site and off street parking. Our goal with this barn would be over the next 3 to 5 years, to conduct an average of 6-12 weddings/events (year 1-3) and then 12-15 events by year 5 at our property. We will not be heating the facility so our goal will be to have seasonality limiting events to start in May, and go run through June, July, August, Sept and early October for weddings/events. Additionally our facility will accommodate weddings/events up to 200 maximum guests and be designed for primarily weekend use. There will be time and noise constraints on event dates, again mainly consisting of weekend use Friday/Saturday 10:30 AM to 10:30 PM time restrictions, music cut-off and maximum amplification requirements for our clients. Additionally we will be outsourcing all catering and requesting that clients utilize a third party shuttle service for transportation from Canon City and or Salida to minimize traffic in our neighborhood.



Exhibit 3.1 Overview Howard Creek Farm and Wedding Venue  
356 County Road 4 Howard Colorado







719 942-3082 Firehouse 719 942-4833 Emergencies  
719 942-3106 Fax <http://www.howardvfd.org>  
Fed. I.D. # 74-2555072 hvfd@howard-co.us

November 30, 2018

To whom it may concern:

It has been brought to the attention of Howard Volunteer Fire Department that the Camerlos, owners of 356 County Road 4 in Howard, want to build a barn on their property. They requested that we submit a letter to the Fremont County Building Department regarding the protection of this structure should their plans be approved.

As this property is within the area covered by Howard Volunteer Fire Department, the department will respond should a fire happen on the property. HVFD has mutual aid agreements with surrounding Fire departments should the need arise. Howard Volunteer Fire makes every effort to protect all properties in our area.

Sincerely,

Julia M. Bates, Treasurer

Fremont County Sherriff Office

March 7, 2018

Lori Jenkins

100 Justice Center Rd.

Canon City, CO 81212

To whom it may concern,

The Fremont County Sherriff's office has been made aware of the proposed events taking place at Howard Creek Farm, located at 356 County Rd 4, Howard, CO 81233.

We do not foresee any need for street closures, on-site security or off-street parking for these events.

Regards,

Fremont County Sherriff Office



**COLORADO**  
State Patrol  
Department of Public Safety

March 6, 2019

Aly Camerlo  
Knot Just Another Wedding  
356 County Road 4  
Howard, CO 81233  
[alycamerlo@hotmail.com](mailto:alycamerlo@hotmail.com)  
720-937-1475

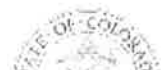
The Colorado State Patrol, Troop 2A Troop Office has received your notification regarding your special use permit with Fremont County. This special use permit involves hosting weddings on your property near Howard Colorado. We discussed your needs and found that your guests will not be exiting from the highway directly to the venue. Your guests will be using a county road to access the venue. We also discussed the sale of alcohol at your venue. You have a contract requirement that requires your customers to provide a shuttle service for guests to reduce the likelihood of drunken drivers entering the highway.

I understand that at the present time, you are not requesting the presence of Colorado State Patrol troopers to assist in this event. The Colorado State Patrol has no concerns as long as the traffic does not adversely compromise the safety or volume of traffic flow on the roadway and highways in the area. If there becomes an issue, please contact me to address your traffic mitigation plan and strategy.

We can also speak if you feel you need state troopers to be assigned to your event for traffic mitigation on a paid overtime basis. Please feel free to contact me with any concerns.

Respectfully,

Captain Lloyd R Smith  
Colorado State Patrol Troop 2A  
600 West 3<sup>rd</sup> Street, Suite C  
Florence, Colorado 81226  
(719) 784-3275 Office  
(719) 239-1750 Cell  
(719) 544-2424 (24x7 Dispatch Center)



**FREMONT COUNTY  
DEPARTMENT OF PUBLIC HEALTH & ENVIRONMENT**



**201 N 6<sup>TH</sup> STREET  
CANON CITY, CO 81212  
(719) 276-7450 FAX NUMBER (719) 276-7451  
[amy.jamison@fremontco.com](mailto:amy.jamison@fremontco.com)**

January 7, 2019

To whom it may concern:

Aly Camerlo, Knot Just Another Wedding, on December 26, 2018 came before the Fremont County Board of Health to ask for approval to use portable chemical toilets as the sanitation plan for the venue in Howard, CO. The Board of Health approved this plan.

If you have any questions feel free to contact me at 719-276-7361.

Amy Jamison  
Environmental Health Officer

exhibit 7.1

# LONE WOLF DISPOSAL

PO BOX 35

HOWARD, CO 81233

719-942-3001

OFFICE HOURS ~ 8:00 TO 12:00  
MONDAY, TUESDAY, THURSDAY, FRIDAY,  
AND 8:00 TO 10:00 WEDNSDAY

## SERVICE CONTRACT

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

SERVICE ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

### TYPE OF SERVICE REQUESTED:

CURBSIDE \_\_\_\_\_ \$50.00 PER MONTH ~ \$150.00 PER QUARTER

SMALL (1 YD) \_\_\_\_\_ \$80.00 PER MONTH ~ \$240.00 PER QUARTER

MEDIUM (2YD) \_\_\_\_\_ \$128.00 PER MONTH ~ \$384.00 PER QUARTER

LARGE (3YD) \_\_\_\_\_ \$192.00 PER MONTH ~ \$576.00 PER QUARTER

**SPECIAL EVENTS: If you have a dumpster, unscheduled empties will be charged \$30.00 per yard. If you have curbside, a \$25.00 delivery fee will be charged for a dumpster. We will need 3-4 days notice for delivery / empty.**

First months payment is required before delivery and/or start of service. We bill on a quarterly basis. To avoid interruption of service, invoices must be paid prior to end of current billing quarter. Monthly payments are accepted.

\*\*There is a \$5.00 extra distance fee per month for Tallahassee, Hwy & CR 2, 5, 9, 11, 21, & 23 areas for all types of service. (per dumpster, per month).

**\*\*NO PICKUP WILL BE MADE ON SLICK ROADS (snow, ice, mud)\*\***

\*\*We are not responsible for any damage or scattered trash caused by animals.

Locking bear bars for dumpsters are available upon request. You will put your own lock on one side of bar the bar.

**\*\*LIDS ON DUMPSTERS MUST BE CLOSED FOR EMPTY\*\***

\*\*All dumpsters are the property of Lone Wolf Disposal and leased to you. Repairs above use will be billed.\*\*

\*\*A \$25.00 fee will be charged for returned checks.\*\*

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



CUSTOMER NUMBER: 1534387

RUN DATE: 03-18-19

COLAIZZI AGENCY INC  
3624 HIGHLANDS RANCH Y 102  
HIGHLANDS RANCH, CO 80126

HOWARD CREEK FARM  
356 COUNTY ROAD 4  
HOWARD, CO 81233-9609

**CERTIFICATE OF INSURANCE - COMMERCIAL  
ALLSTATE INSURANCE COMPANY - NORTHBROOK, IL**

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

Description of Operation:

CERTIFICATE HOLDER	NAMED INSURED
Name and Address of Party to Whom this Certificate is Issued	Name and Address of Insured
HOWARD CREEK FARM 356 COUNTY ROAD 4 HOWARD, CO 81233-9609	KNOT JUST ANOTHER WEDDING, LLC 356 COUNTY ROAD 4 HOWARD, CO 81233-9609
	Location Address (if different than above)

This is to certify that policies of insurance listed below have been issued to the insured named above subject to the expiration date indicated below, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all the terms, exclusions, and conditions of such policies.

**TYPE OF INSURANCE AND LIMITS**

Policy Number: 648784985	Effective Date: 04-05-2019	Expiration Date: 04-05-2020
COVERAGE SUMMARY		
BUSINESS LIABILITY	AMOUNT	
COMPREHENSIVE LIABILITY	\$ 1,000,000	Per Occurrence
DAMAGE TO PREMISES RENTED TO YOU	\$ 50,000.00	Any One Premises
MEDICAL PAYMENTS	\$ 5,000	Per Person
OTHER THAN PRODUCTS / COMPLETED OPERATIONS AGGREGATE	\$ 2,000,000.00	
PRODUCTS / COMPLETED OPERATION AGGREGATE	\$ 2,000,000.00	
PROPERTY INSURANCE		
<b>POLICY TYPE</b>		
<input checked="" type="checkbox"/> SPECIAL FORM	<input type="checkbox"/> BROAD FORM	<input type="checkbox"/> BASIC FORM
<input type="checkbox"/> BUILDERS RISK SPECIAL FORM		
<input type="checkbox"/> BUILDING	<input type="checkbox"/> Replacement Cost	<input type="checkbox"/> Actual Cash Value
<input type="checkbox"/> Blanket Limit		
<input checked="" type="checkbox"/> CONTENTS \$ 5,202	<input checked="" type="checkbox"/> Replacement Cost	<input type="checkbox"/> Actual Cash Value
<input type="checkbox"/> Blanket Limit		
Deductible \$ 500	Wind Deductible % 0	Exclude Wind <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
<b>ADDITIONAL COVERAGES:</b>		
EQUIPMENT BREAKDOWN, MISCELLANEOUS PROFESSIONAL LIABILITY, ADDITIONAL INSURED		
<b>MORTGAGE CLAUSE</b> – The policy contains a Mortgage Clause in favor of:		
Mortgagee		
Address		
CERTIFICATE PERIOD		
THIS CERTIFICATE WILL REMAIN IN FORCE FROM THE INCEPTION OF THE POLICY UNTIL THE POLICY IS CANCELLED OR EXPIRES.		
POLICY INCEPTION DATE: 04-05-2019	<input checked="" type="checkbox"/> 12:01 AM	<input type="checkbox"/> 12:00 NOON
Standard Time at the location of the Insured Premises.		
PROVISIONS		
This form is not the contract of insurance, but attests that a policy as identified above has been issued. The provisions of the policy shall prevail in all respects.		
SHOULD THE ABOVE DESCRIBED POLICY BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.		
COLAIZZI AGENCY INC		03-18-19
Authorized Representative		Date