



TEMPORARY USE PERMIT APPLICATION

1. Project Name: The Venue at Oak Creek
2. Applicant: Jason & Amy Hilterbran Address: 800 North Frazier Avenue
 City: Florence State: CO Zip Code: 81226
 Telephone #: 719-280-7091 Facsimile #: N/A
 Email Address: info@venueatoakcreek.com

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 **one (1) original document and an electronic copy (either CD or flash/thumb drive)** 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 would also like to hold an annual event open to the public the end of September (BBQ Competition) and one in late June-mid-July for a Sunflower Maze. We are submitting a SRU application but are submitting the Temporary Use Permit application as well so that we can open as soon as possible. SEE EX. 2.1 / EX. 2.2 / EX. 2.3 / EX. 2.4 / EX. 2.5
3. What is the general location and/or street address of the event? _____
800 North Frazier Avenue, Florence, Colorado 81226
4. What are the dates that the proposed event is scheduled to occur? _____
Dates / times vary but they will primarily be on weekends / evenings for events.
SEE EX. 4.1
5. What are the hours of the day that the proposed event is scheduled to occur? _____
Varying hours, but generally late afternoon to evening on the weekends. Meetings during the week will occur between 10a - 3p (off peak hours) SEE EX. 5.1
6. Will there be any signs used to advertise the event? NO If yes, please provide a statement as to the size (type), location, and how many: No signs will be used for private events. Public events may have signage on the property but no signage off site.
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 have an onsite dumpster with service through Twin Enviro. We have weekly and as needed pick up of waster / refuse.
SEE EX. 7.1
8. Address crowd control before, during and after the event. _____
Property Manager 1 is a former firefighter with crowd control, safety and security training as well as emergency response experience. Property Manager 2 has event production experience for over 2 decades. We have additionally partnered with a local Wedding Coordinator and an Events Coordinator that both have experience in events / crowd control. We will have the appropriate number of staff for event attendance as well as an required security or additional considerations for the events.
SEE EX. 8.1
9. What are the anticipated off-site impacts that will be created by the proposed event? _____
We do not foresee any off-site impacts being created by the proposed events / event center.
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.** _____
Drinking water at "The Venue at Oak Creek" is supplied by the City of Florence, New, permitted plumbing added ADA accessible Men's and Women's restrooms and ADA accessible drinking fountains installed by River Valley Plumbing (Cory Bungard). Drinking water has been tested by Pueblo Health Department (Bac T Test) and passed inspection.
SEE EXHIBIT 10.1

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 have installed compliant ADA accessible restrooms for both men and women, including an ADA urinal. These restrooms are clearly labeled in the doors. Sanitation services for The Venue at Oak Creek are provided by the Fremont Sanitation District.~~

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.** _____

~~The majority of events will be private events, not open to the public, and will be catered as the client prefers. Any events that would be open to the public would submit the appropriate applications / forms within deadlines including a submission of vendors / food trucks to the Fremont County Environmental Officer (Amy Jamison) for approval at least two weeks before the event.~~

SEE EXHIBIT 12.1 / EX. 12.2

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. _____

~~There are no contractual agreements for an emergency service provider. The Venue at Oak Creek has first aid kits, proper fire extinguisher placement, and emergency contact information posted. Both Property Managers are trained in CPR / BLS and have extensive emergency medical experience. The Florence Fire Department and Ambulance Services are located .6miles from venue. SEE EXHIBIT 13.1~~

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.** _____

~~There will be no street closures associated with any event at The Venue at Oak Creek.~~

SEE EX. 14.1

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.**

~~Parking will be provided on property with standard size parking spaces that can accommodate the required amount of spaces around the venue including ADA and Van accessible parking. There is additionally 3 acres of fenced parking approximately 150 feet from event center entrance and an additional 5 acres on north side of venue that could serve as overflow parking. There will be NO on-street parking for The Venue at Oak Creek. SEE EX. 15.1~~

16. Please provide a statement as to how vehicular and pedestrian traffic for the proposed event will be handled: _____

~~Designated parking areas and walkways to and from building.~~

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

a. A drawing of the property on which the event will be held locating items such as natural features (waterways, cliffs, etcetera), existing improvements (structures, driveways, septic systems, etcetera) and components of the special event (stages, parking areas, vendor areas, etcetera).
SEE EXHIBIT 17.a.1 / EX. 17.a.2 / EX. 17.a.3 / EX. 17.a.4 / EX. 17.a.5 / EX. 17.a.6

b. Documentation as to acceptance of a fire protection plan, signed by the appropriate agency representative along with a copy of said plan.

SEE EXHIBIT 17.b.1

- c. Documentation that the Sherriff'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.
SEE EXHIBIT 17.c.1
- d. 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 17.d.1
- e. 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. PLEASE SEE EXHIBIT 17.e.1
- f. 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.
SEE EXHIBIT 17.f.1
- g. 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.
SEE EXHIBIT 17.g.1
- h. Proof of general liability insurance for the event in amounts deemed appropriate by the Board of County Commissioners.
SEE EXHIBIT 17.h.1
- i. 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.* SEE EXHIBIT 17.i.1

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. SEE EX. 18.a.1
- 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>Jason Hitterbran / Jason Hitterbran</u> Applicant Name / Signature	<u>7-11-24</u> Date
<u>Amy Barton-Hitterbran / Amy Barton-Hitterbran</u> Applicant Name / Signature	<u>7-11-24</u> Date
<u>Michael Turley</u> Owner Name / Signature Michael Turley	<u>7-2-24</u> Date

TEMPORARY USE PERMIT APPLICATION

THE VENUE AT OAK CREEK – 800 N. Frazier Avenue, Florence, CO 81226

ATTACHMENTS LIST

- Exhibit 2.1 Expanded Statement regarding general description of event
- Exhibit 2.2 – Picture – Interior of Event Center
- Exhibit 2.3 – Picture – Exterior of Event Center (back area)
- Exhibit 2.4 – Floor Plan
- Exhibit 2.5 – Email with approved amount of Occupancy for Event Center
- Exhibit 4.1 – Expanded Statement regarding dates of operations
- Exhibit 5.1 – Expanded Statement regarding hours of operations
- Exhibit 7.1 – Letter from Twin Enviro
- Exhibit 8.1 – Crowd Control Plan
- Exhibit 10.1 – Email to Fremont County Environmental Health Department
- Exhibit 10.2 – City of Florence Water Statement
- Exhibit 11.1 – Fremont Sanitation District Copy of Account Statement
- Exhibit 12.1 – Concession Plan
- Exhibit 12.2 – Fremont County Environmental Health Food Vendor / Event Coordinator Forms
- Exhibit 13.1 – Emergency Action Plan
- Exhibit 14.1 – Statement regarding street closures
- Exhibit 15.1 – Parking Plan

- Exhibit 17.a.1 – Property Plan / Event Layout
- Exhibit 17.a.2 – Picture of The Venue at Oak Creek (including Parking + Overflow Parking)
- Exhibit 17.a.3 – Picture of the event center at The Venue at Oak Creek

Exhibit 17.a.4 – Picture of overflow parking at The Venue at Oak Creek

Exhibit 17.a.5 – Event Layout – Private Events

Exhibit 17.a.6 – Event Layout – Public Events

Exhibit 17.b.1 – Fire Protection Plan

Exhibit 17.c.1 – Documentation of Notification to the Fremont County Sheriff's Office

Exhibit 17.d.1 – Documentation of Notification to the Colorado State Patrol

Exhibit 17.e.1 – Documentation of Notification to the Fremont County Department of Transportation

Exhibit 17.f.1 – Statement regarding CDOT Notification

Exhibit 17.g.1 – Documentation of Notification to the Fremont County Environmental Health Officer regarding line items 10, 11 and 12 of the Temporary Use Permit application

Exhibit 17.h.1 – Proof of General Liability Insurance for 800 N. Frazier

Exhibit 17.i.1 – Statement of Request for Waiver of Surety Bond

Exhibit 18.a.1 – List of Neighbors within 500' of The Venue at Oak Creek with mailing addresses

Exhibit 18.4.b.1 – Letter from City of Florence

Exhibit 18.4.b.2 – Traffic Data / Event Attendance Projection / Timeline

Exhibit 18.4.c.1 – Drainage Study

Exhibit 18.4.e.1 – Engineered Site Plan

Exhibit 18.4.e.2 – Legal Description of 800 N. Frazier Avenue, Florence, CO 81226

Exhibit 18.16.1.6.1 – Letter from Property Owner

Exhibit 18.16.1.6.2 – Deed of Record

TEMPORARY USE PERMIT APPLICATION

THE VENUE AT OAK CREEK – 800 N. Frazier Avenue, Florence, Colorado 81226

Exhibit 2.1 – Expanded statement regarding general description of the event

The Venue at Oak Creek is submitting a Special Review Use application for approved us as a Recreational Facility – Rural. We are submitting the Temporary Use Permit application as well so that we can begin holding events as soon as possible as we work thru any needs for the SRU.

The venue has an event center that is 4,000sq ft and has been approved for up to 225 occupancy inside. The exterior areas have various ceremony locations that can accommodate a larger crowd / attendance for public events.

PRIVATE EVENTS: Our formal dining layout for private events calls for seating up to 150. Casual / buffet seating allows for up to 180. Event seating only (no tables) will allow for the maximum 225 in occupancy. Parking is ample for this size event see Exhibit 17.a.5 – Event Layout Private and Exhibit 15.1 – Parking Plan.

Smaller meetings will likely be scheduled during the daytime, during the week. These meetings are projected to have minimal traffic even though they will occur occasionally during PEAK hours.

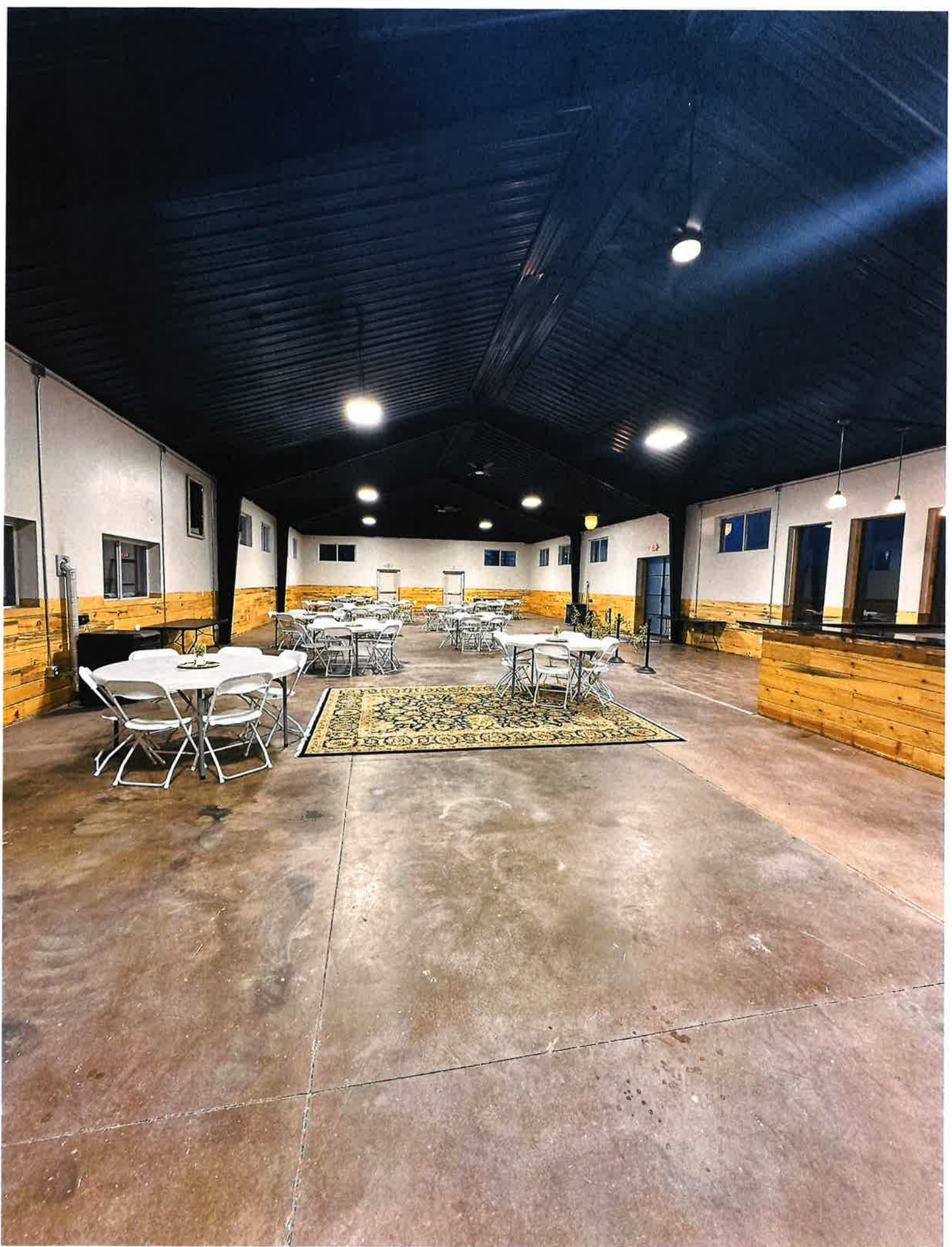
PUBLIC EVENTS: Our goal is to hold two annual events. One in late September (Southern Colorado Barbeque Challenge) over a Friday, Saturday, Sunday. Attendee projection would be approximately 500-600 people in attendance. Parking for public events would redirect to the overflow parking for non-ADA attendees (see Exhibit 17.a.6). Standard parking requires 250-350 square feet (25-35 square meters) per space, allowing 125-175 spaces per acre which would equate to parking for up to approximately 350 cars in the overflow parking area located just south of the event center building.

The second annual event will revolve around a Sunflower Maze we are installing on the acre just east of the overflow parking area. The goal is to have bloom occur mid-June to mid-July each year. We would have extended hours during this four week time Wednesday – Sunday, 10:00am – 4:00pm. Visitors to the Sunflower Maze would park in the Overflow Parking area as seen on Exhibit 17.a.4.

Respectfully,

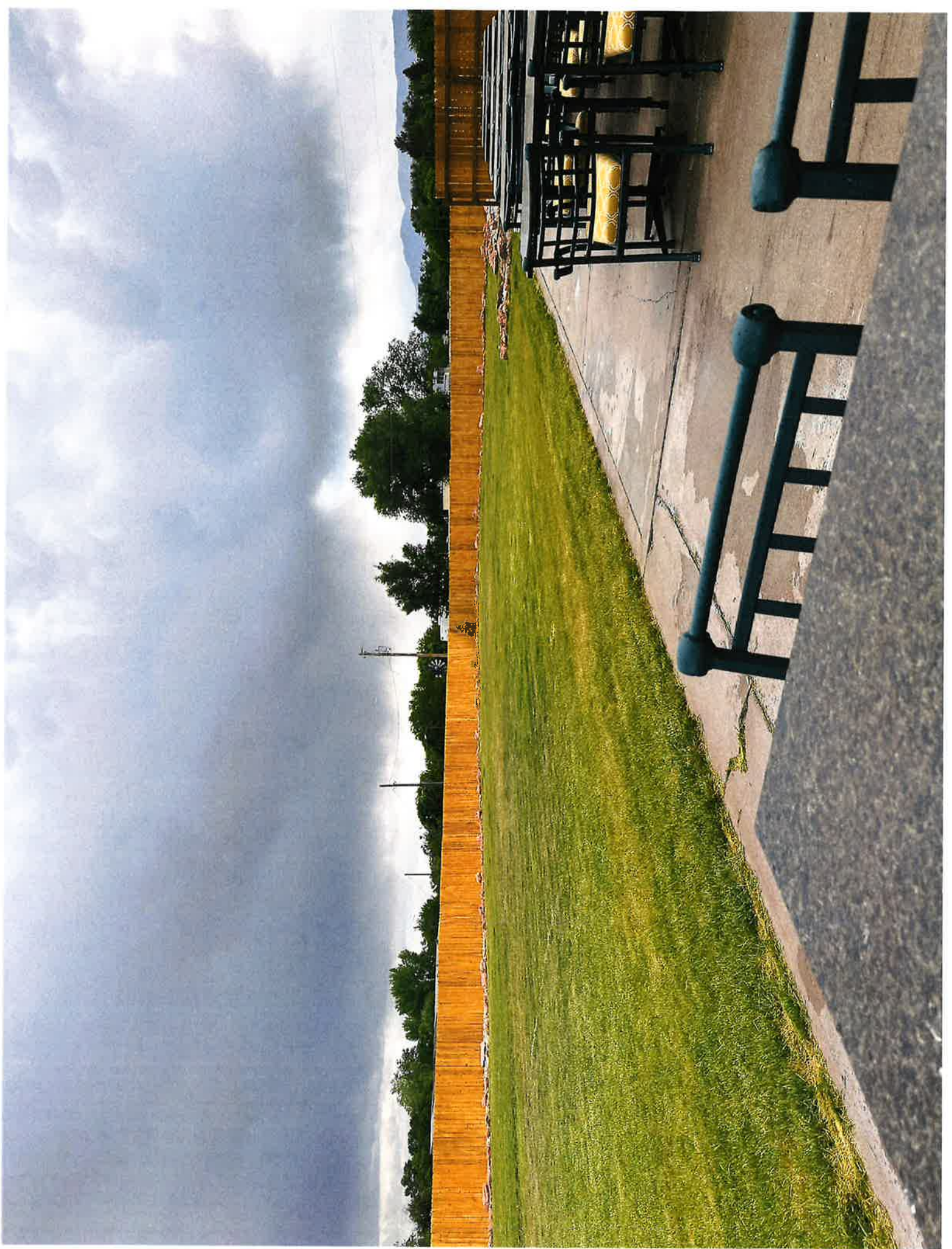

Jason & Amy Hilterbran

EXHIBIT 2.1



(Interior)

EX 2.2



(Back Exterior)

Ex 2.3



ADB Hilterbran <adbhilterbran@gmail.com>

800 N. Frazier

Wyatt Sanders <wyatt.sanders@fremontco.com>

Tue, Jun 25, 2024 at 1:23 PM

To: ADB Hilterbran <adbhilterbran@gmail.com>, "ffpdchief@yahoo.com" <ffpdchief@yahoo.com>

Cc: Dan Victoria <dan.victoria@fremontco.com>

Amy,

Attached you will find the maximum occupancy of your proposed venue at 225.



Thank you,

Wyatt Sanders
Building Official
Fremont County Building & EHS
615 Macon Avenue, Room 212
Canon City, Colorado 81212
Office: 719-276-7460
Fax: 719-276-7461
wyatt.sanders@fremontco.com

From: ADB Hilterbran <adbhilterbran@gmail.com>
Sent: Tuesday, June 25, 2024 10:00 AM
To: ffpdchief@yahoo.com
Cc: Dan Victoria <dan.victoria@fremontco.com>; Wyatt Sanders <wyatt.sanders@fremontco.com>
Subject: Re: 800 N. Frazier

CAUTION: This sender is located outside of your organization.

[Quoted text hidden]

This email has been scanned for spam and viruses by Proofpoint Essentials. Click here to report this email as spam.

Ex 2.5 pg 1/2

----- Forwarded message -----

From: FC Mail <FC.Mail@fremontco.com>

To: Wyatt Sanders <wyatt.sanders@fremontco.com>


Cc:

Bcc:

Date: Mon, 24 Jun 2024 19:52:03 +0000

Subject: Attached Image

2 attachments

 **4105_001.pdf**
180K

 **Attached Image.eml**
249K

Ex 2.5 pg 2/2

TEMPORARY USE PERMIT APPLICATION

THE VENUE AT OAK CREEK – 800 N. Frazier Avenue, Florence, Colorado 81226

Exhibit 4.1 – Expanded statement regarding dates of operations

Statement:

The Venue at Oak Creek will have varying dates of operations for events. Primarily, private events such as weddings, memorials, reunions will most generally be scheduled on the weekends. (OFF PEAK hours)

Additional events that would include banquets will most generally be scheduled in the evenings after 6:00pm (OFF PEAK hours)

We have included Meetings in our event projections. Most generally these meetings will take place during the week, during the hours of 10:00am – 4:00pm. (MOST would occur during OFF PEAK hours, but some would occur during PEAK hours of 7:30am – 9:30am and 3:30pm – 5:30pm). These variations are reflected in the Traffic / Event Projection (Exhibit 18.b.4.b.2)

The two potential PUBLIC events that we would like to hold annually are the Southern Colorado Barbeque Competition which would happen on the last weekend of September each year (OFF PEAK hours) and a Sunflower Festival when the Sunflower Maze blooms (we are projecting a mid-June to mid-July bloom). During these 4 weeks in Summer, we would have extended hours of 10:00am – 4:00pm daily Wednesday – Sunday for visitors to the Maze.

Jason & Amy Hilterbran

EXHIBIT 4.1

TEMPORARY USE PERMIT APPLICATION

THE VENUE AT OAK CREEK – 800 N. Frazier Avenue, Florence, Colorado 81226

Exhibit 5.1 – Expanded statement regarding hours of operations

Statement:

The Venue at Oak Creek will have varying dates of operations for events. Primarily, private events such as weddings, memorials, reunions will most generally be scheduled on the weekends. (OFF PEAK hours)

Additional events that would include banquets will most generally be scheduled in the evenings after 6:00pm (OFF PEAK hours)

We have included Meetings in our event projections. Most generally these meetings will take place during the week, during the hours of 10:00am – 4:00pm. (MOST would occur during OFF PEAK hours, but some would occur during PEAK hours of 7:30am – 9:30am and 3:30pm – 5:30pm). These variations are reflected in the Traffic / Event Projection (Exhibit 18.b.4.b.2)

The two potential PUBLIC events that we would like to hold annually are the Southern Colorado Barbeque Competition which would happen on the last weekend of September each year (OFF PEAK hours) and a Sunflower Festival when the Sunflower Maze blooms (we are projecting a mid-June to mid-July bloom). During these 4 weeks in Summer, we would have extended hours of 10:00am – 4:00pm daily Wednesday – Sunday for visitors to the Maze.

Jason & Amy Hilterbran

EXHIBIT 5.1



ADB Hilterbran <adbhilterbran@gmail.com>

Fwd: Service Letter

Millennium Grown <millenniumgrown@gmail.com>
To: adbhilterbran@gmail.com

Sun, May 19, 2024 at 10:12 AM

----- Forwarded message -----

From: **Sarah Simmons** <ssimmons@twinenviro.com>
Date: Fri, May 17, 2024 at 11:56 AM
Subject: Service Letter
To: millenniumgrown@gmail.com <millenniumgrown@gmail.com>

Thank You,

Sarah Simmons



PO Box 367
Florence, CO 81226

719-372-6671

 **SRU.doc**
96K

Ex. 7.1
pg 1/2



Twin Landfill Corporation of Fremont County
P.O. Box 367, Florence CO 81226

May 17, 2024

Twin Landfill Corp of Fremont County, DBA: Twin Enviro Services

To Whom it may concern:

Twin Enviro provides services at 800 N. Frazier in Florence, Colorado 81226. The account was established by Amy Hilterbran on 9/18/2023, with a 3 yd container serviced weekly on Tuesdays.

We at Twin value our relationship with our customers.

Twin Enviro Services
Chris Brochu
General Manager
2500 C.R. 67
Penrose, Colorado, 81240
719-372-6671-Office
719-371-0914-24/7- Cell
cbrochu@twinenviro.com

CROWD CONTROL PLAN

The first step of the Crowd Control Plan for The Venue at Oak Creek is to ensure venue staff members are trained to prevent and handle any hazardous situations.

Those responsible for the event must allow time for information gathering, consulting relevant parties for counsel, and establishing adequate protocols to manage crowd safety.

Local authorities, emergency services, and internal staff such as security should be involved in planning. It's also important to factor in guidelines set by the Occupational Safety and Health Administration (OSHA). OSHA enforces health and safety laws to protect employees. Their crowd control guidelines apply to event venues such as amusement parks, fairs, and concerts and are not required for the Crowd Control Plan for The Venue at Oak Creek.

Thorough pre-event safety emergency planning addresses hazards such as overcrowding, stampedes, fire, or even violent behavior.

Employees should be trained on keeping crowds under control, and staffing plans should detail the number of workers needed and where they should be stationed.

Fire and police agencies should be notified of events, date, time, and expected attendance at least 10 days prior to event.

FIRE: Florence Fire Department 719-784-784-3611
Station 1 – 300 West Main, Florence, CO 81226

POLICE: Florence Police Department 719-784-3411
600 W. Third Street, Florence, CO 81226

Additional details:

- Venue capacity: ²²⁵250 (4000 sq ft)
- Location of entrances and exits: **SW Corner, North Side, East Side**
- Emergency escape routes: **Posted by Exits**
- Allowances for guests with special needs: **Fully ADA Accessible**
- First Aid Location: **First-aid equipment is located by the exit in the SW corner and behind the bar area by the East side exits.**
- **In case of TORNADO:**
 - Event attendees will be taken to the basement in the house on the property which is 50' from the event center.

Venue at Oak Creek - Temporary Use Application

3 messages

Amy Bournon-Hilterbran <info@venueatoakcreek.com>
To: "amy.jamison@fremontco.com" <amy.jamison@fremontco.com>
Cc: "adbhilterbran@gmail.com" <adbhilterbran@gmail.com>

Wed, Jul 10, 2024 at 12:29 PM

Hello Amy and good day.

We are submitting the Special Review Use application for 800 N. Frazier Avenue in Florence, "The Venue at Oak Creek". In addition, we are submitting a "Temporary Use Permit" application to hopefully open for business as soon as possible should the SRU require further work.

Brief history: In short, the former Camerlo Dairy Farm has been completely renovated and remodeled into a wonderful venue that includes a 4000 sq ft event center specific for small to medium sized weddings, memorials, reunions, banquets, meetings and the like.

In this email – we are specifically addressing the TEMPORARY USE PERMIT application, and more specifically, items #10, #11 and #12 of the application form.

10. DRINKING WATER PLAN STATEMENT:

New plumbing to accommodate ADA accessible restrooms for both men and women have been added in addition to ADA accessible drinking fountains. River Valley Plumbing was the plumber (Cory Bungard). The drinking water to the venue is supplied by the City of Florence. After water fountain installation, the water was sent to Pueblo for the Bac-T test and passed inspection. *Our account number is 201354, we have attached a copy of our statement.*

11. SANITATION PLAN STATEMENT:

Fully complaint ADA accessible restrooms for men and women. Sanitation services at "The Venue at Oak Creek" are provided by the Fremont Sanitation District. *Our account number is 20796, we have attached a copy of our statement.*

12. CONCESSION PLAN STATEMENT: There is NO commercial kitchen (or kitchen at all) in the event center and we do not plan to add one. We will utilize licensed caterers for private events, and any public events will go through the protocol to fill out the "Temporary Events Vendor" Application (*attached*) and submit it to you at least 2 weeks prior to any public event that would involve food trucks or other food vendors that would need to have their insurance and license verified.

Thank you so much for your time and please let us know if you have any further questions or need us to get you more information. Attached you will find this in letter form.

Ex 10.1
Pg 1/3

Respectfully,




Jason Hilterbran & Amy Dawn Bourlon- Hilterbran
Owners / Believers
info@venueatoakcreek.com
www.venueatoakcreek.com
719.280.7091



4 attachments



IMG_0485.jpg
2178K

-  Temp Events Vendor Application, revised, 2015, new county logo (1).docx
64K
-  fremont sanitation bill.pdf
85K
-  Venue at Oak Creek TUP letter to Amy Jamison .pdf
52K

Amy Jamison <amy.jamison@fremontco.com> Wed, Jul 10, 2024 at 1:42 PM
To: Wyatt Sanders <wyatt.sanders@fremontco.com>
Cc: "info@venueatoakcreek.com" <info@venueatoakcreek.com>, "adbhilterbran@gmail.com" <adbhilterbran@gmail.com>

Hi Wyatt,

Just looping you in on this as you review Item 11 on the TUP's.

From: Amy Bourlon-Hilterbran <info@venueatoakcreek.com>
Sent: Wednesday, July 10, 2024 12:29 PM
To: Amy Jamison <amy.jamison@fremontco.com>
Cc: adbhilterbran@gmail.com
Subject: Venue at Oak Creek - Temporary Use Application

Ex 10.1
Pg 2/3




CAUTION: This sender is located outside of your organization.

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4 attachments



IMG_0485.jpg
2178K

-  **Temp Events Vendor Application, revised, 2015, new county logo (1).docx**
64K
-  **fremont sanitation bill.pdf**
85K
-  **Venue at Oak Creek TUP letter to Amy Jamison .pdf**
52K

ADB Hilterbran <adbhilterbran@gmail.com>

Wed, Jul 10, 2024 at 1:46 PM

To: Amy Jamison <amy.jamison@fremontco.com>

Cc: Wyatt Sanders <wyatt.sanders@fremontco.com>, "info@venueatoakcreek.com" <info@venueatoakcreek.com>

Thank you Amy, I didn't realize I needed to email Wyatt on that part as well.
I think he's a little tired of my emails, so I'm glad it came from you.
Appreciate you both!

[Quoted text hidden]

Ex 10.1
Pg 3/3

Dear BOUTLON-HILTERBRAN, AMY

Account Information

FINAL NOTICE

Your payment has not been received and this invoice is still pending. If you have already paid this invoice, please disregard this email.

This is the last email notice that you will receive regarding making an on-time payment. Your invoice is available to view and pay online

It is very easy to access your invoice, just click on the **View Invoice or Pay Now** button or log on to our Customer Portal at <https://www.invoicecloud.com/CityofFlorenceCO>.

If you have any questions regarding your account, please email us today at invoicecloud@florencecolorado.org and include your account number, first name and last name on the account.

Thank you for your payment. We at City of Florence CO appreciate your timeliness.

Please Note: To ensure delivery of account related email notifications, please add no-reply@invoicecloud.net to your safe senders list.

Account Number:

201354

Invoice Number:

201354-08222024

Invoice Due Date:

7/24/2024

Balance Due:

\$82.29



Please consider the environment before printing this email

Certain email accounts block messages that you intend to receive. To make sure that you continue to receive updates from Invoice Cloud add [no-reply @ invoicecloud.net](mailto:no-reply@invoicecloud.net) to your address book.

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Ex. 10.2



ADB Hilterbran <adbhilterbran@gmail.com>

Fwd: Fremont Sanitation District Invoice# 2024UB575080 Notification

1 message

Millennium Grown <millenniumgrown@gmail.com>
To: adbhilterbran@gmail.com

Mon, Jul 1, 2024 at 3:41 PM

Amy Dawn Bourlon-Hilterbran
719.280.7091

----- Forwarded message -----

From: **Fremont Sanitation District** <no-reply@invoicecloud.net>
Date: Wed, Jun 26, 2024 at 12:22 PM
Subject: Fremont Sanitation District Invoice# 2024UB575080 Notification
To: <millenniumgrown@gmail.com>



You have a new invoice from Fremont Sanitation District!

OneClickPay using "XX4781"

[View Invoice or Pay Now](#)

Dear 800 FRAZIER LLC

Account Information

A new invoice is now available to view online.

Fremont Sanitation District has implemented a convenient online billing and payment system for you to access and pay your bills. Simply click on the **View Invoice or Pay Now** button to get started. You can review and print your invoice, pay electronically now, or schedule the date your invoice will be paid.

You may also access your invoice via our Customer Portal at <https://www.invoicecloud.com/fremontco>.

If you have any questions regarding your account, please email us at mybill@fsd.co. Be sure to include your first name, last name, and account number.

Thank you for choosing to view and pay online,

Account Number:

20796

Invoice Number:

2024UB575080

Invoice Due Date:

7/25/2024

Balance Due:

Ex 11.1
pg 1/3

Fremont Sanitation District

\$91.92

Please Note: To ensure delivery of account related email notifications, please add no-reply@invoicecloud.net to your safe senders list.



Certain email accounts block messages that you intend to receive. To make sure that you continue to receive updates from Invoice Cloud add no-reply @ invoicecloud.net to your address book.

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Exll. 1
Pg 2/3

Make Check Payable To:

Fremont Sanitation District

107 Berry Parkway, Canon City, CO 81212-3900
E-Mail: mybill@fsd.co Website: www.fsd.co
(719) 269-9050

UTILITY BILL

Return this portion with your payment

Account Number: 20796
Customer Number: 9222
Bill Number: 575080
Pay By: 07/25/2024
Total Due: 91.92

800 FRAZIER LLC
PO BOX 38245
COLORADO SPRINGS, CO 80937

Service Location
800 N FRAZIER AVE
FLORENCE

Fremont Sanitation District

107 Berry Parkway, Canon City, CO 81212-3900
E-Mail: mybill@fsd.co
(719) 269-9050

Hours
Monday-Thursday
7:00 a.m to 4:30 p.m.
www.fsd.co

UTILITY BILL

Customer Copy
Keep this portion for your records

CUSTOMER NAME		SERVICE LOCATION					
800 FRAZIER LLC		800 N FRAZIER AVE FLORENCE					
BILL NUMBER	BILL DATE	ACCOUNT #	CUSTOMER #	DUE DATE			
575080	06/26/2024	20796	9222	07/25/2024			
CHARGE DESCRIPTION	METER NUMBER	PENALTY DUE DATE	SERVICE FROM DATE	SERVICE TO DATE	ACCOUNT TYPE	USAGE	CHARGE AMOUNT
Quarterly Flat Rate Sewer		08/05/2024	06/26/2024	09/25/2024	RE-Residential		\$91.92

Total Current Billing	\$91.92
Previous Balance	\$0.00
Adjustments	\$0.00
Less Payments Received	\$0.00
Total Amount Due	\$91.92

A 1.5% penalty will be charged if payment is not received by the penalty due date printed on this bill.
AutoPay by Card or Bank account is available as well as Paperless Billing! Go to www.fsd.co and click "Pay My Bill".

Ex. 11-1
Pg 3/3

TEMPORARY USE PERMIT APPLICATION

THE VENUE AT OAK CREEK – 800 N. Frazier Avenue, Florence, Colorado 81226

Exhibit 12.1 – Concession Plan

The Venue at Oak Creek allows outside catering (we do not have a kitchen in the event center). We will utilize the caterers that are chosen by those who lease the event center. We will adhere to the protocol and requirements of the Fremont County Environmental Health Department for any events that include food trucks / food vendors and only utilize licensed / insured food vendors / caterers for any public events at The Venue at Oak Creek.

We will submit the required form (Exhibit 12.2) at least two weeks prior to any event that requires this approval for food vendors / food trucks.

Respectfully,

Jason & Amy Hilterbran

EXHIBIT 12.1

FREMONT COUNTY
DEPARTMENT OF PUBLIC HEALTH & ENVIRONMENT

201 N 6TH STREET

CAÑON CITY, CO 81212

(719) 276-7450 FAX NUMBER (719) 276-7451

amy.jamison@fremontco.com



TO: Event planners and coordinators
FROM: Amy Jamison, Fremont County Environmental Health
SUBJECT: Requirements for food booths at special/temporary events
DATE: June 14, 2023



Enclosed are some informational handouts for you to copy and distribute to individuals or groups that are interested in having a food booth at your event. This information can also be found at <https://www.fremontco.com/public-health/environmental-health>, under the requirements for temporary/special events. Please read over this information carefully and feel free to contact me if you have questions.

If you plan to have food booths at your special event or celebration, the Fremont County Department of Public Health and Environment(FCDPHE) needs to have the following information from you, the organizer, at least 2 weeks before the event:

1. A complete list of **all** food booths/mobile units that will be participating in your special event or celebration, including names, addresses, phone numbers and email addresses.
2. If food booths are already licensed outside of Fremont County for the current calendar year, I need a copy of their current RETAIL FOOD ESTABLISHMENT LICENSE or TEMPORARY EVENT LICENSE, along with the attached vendor application.
3. If food booths are not currently licensed and would like to obtain their license from Fremont County during the special event or celebration, the individual or group operating the booth must have all paperwork (license and vendor applications), into this office at least 14 days before the event.
4. If food booths are exempt from licensing requirements (charitable or non-profit, etc.) documentation of their charitable or non-profit status must be provided.
5. Fremont County licensed mobile units are NOT required to fill out the FCDPHE vendor applications again. However, please have them provide their current license to you and have them on the vendor list.

Your cooperation is appreciated. By working together, we can make your special event or celebration fun and safe.

Amy Jamison
Environmental Health
Office: 719-276-7361 amy.jamison@fremontco.com

Ex 12.2

1/12

FREMONT COUNTY
DEPARTMENT OF PUBLIC HEALTH & ENVIRONMENT

201 N 6TH STREET
CANON CITY, CO 81212
(719) 276-7450 FAX NUMBER (719) 276-7451
amy.jamison@fremontco.com



Event Coordinator Application

TURN IN APPLICATION AT LEAST 2 WEEKS PRIOR TO EVENT

EVENT INFORMATION

Name of the Event: _____

Date(s) of the Event: _____

Location of the Event: _____

Hour of the Event: (Days and times) _____

Expected number of patrons: _____

Expected peak day(s) if event is longer than 1 day: _____

Anticipated Number of Food Booths: _____ *(Complete Vendor Information List and attach)*

Event Coordinators Name: _____

Coordinator's Phone Number: (_____) _____

Coordinator's Fax Number: _____

Coordinator's Mailing Address: _____

City _____ State _____ Zip Code _____

Coordinator's E-mail address: _____

Contact Person during the Event (if different from above): _____

Contact phone number for the day of the Event: (_____) _____

Ex. 12.2
2/12

Water Supply:

- There is access to a potable water taps on site.
- Vendors must bring their own water supplies.

Wastewater:

- There will be liquid waste collection tanks / receptacles on site.
- Vendors must arrange for their own wastewater disposal.

Electricity:

- There will be no electricity supplied on site.
- There is access to electricity on site.
- Generators will be provided for vendor use.
- Vendors are allowed to use generators on site.

Trash / Refuse:

- There will be trash receptacles throughout the event for the public.
- There will be dumpsters on site for vendor and public trash removal.
How often will they be serviced? _____

Toilet Facilities:

- Water carrying public restrooms. How many? _____
- Portable toilets. How many? _____
How often will they be serviced? _____

Hand Wash Facilities:

- Water carrying public restrooms. How many? _____
- Portable hand wash stations. How many? _____
How often will they be serviced? _____

Other Services:

- Refrigerated truck
- Commissary kitchen (Provide a list of available equipment in kitchen.)
- Ice

TEMPORARY EVENT SITE MAP



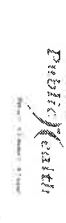


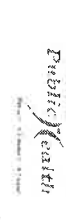


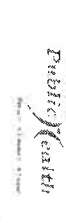


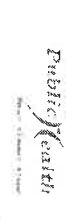
Provide a labeled map of the entire Temporary Event area and include the following:

- Toilet facilities (portable and fixed)
- Hand washing facilities
- Trash containers
- Electrical hook-up points and generator locations
- Potable water taps for vendors
- Location of all food preparation and service areas on the event grounds
- Food booth vendors
- Roadways, sidewalks, and walkways
- Refrigerated truck (if applicable)
- Commissary kitchen (if applicable)
- Petting Zoo (if applicable)

Ex 12.2
3/12

Required Licenses for Food Vendors at Temporary Events

State of Colorado licenses listed below are acceptable licenses for food vendors at temporary events within Colorado with the exception of the City and County of Denver. All vendors must operate using approved commissary kitchens.

License Type	License	Approved at	Application Process
Temporary Event A single community event or a celebration that operates for not more than 14 consecutive days. May include town celebrations, fairs, and festivals.	 2023 License to Operate: Special Event License  2023 License to Operate: Retail Food  2023 License to Operate: Retail Food	<input checked="" type="checkbox"/> Temporary events	<ol style="list-style-type: none"> 1. Complete <u>food vendor application</u> 2. Obtain Fremont County Temporary Event license. <p>* Event coordinators must submit a <u>Event Coordinator Application</u> including vendor log</p>
Special Event Organized recurring events or celebrations including farmers markets, stadium sports events, and ongoing street fairs	 2023 License to Operate: Retail Food  2023 License to Operate: Retail Food  2023 License to Operate: Retail Food	<input checked="" type="checkbox"/> Temporary Events <input checked="" type="checkbox"/> Special Events	<ol style="list-style-type: none"> 1. Apply for license in county where your commissary resides by submitting a plan review 2. Complete <u>food vendor application</u>
Mobile Pre-Packaged Bottled, canned, packaged or other approved methods from a commissary or food processing plant	 2023 License to Operate: Retail Food  2023 License to Operate: Retail Food  2023 License to Operate: Retail Food	<input checked="" type="checkbox"/> Temporary Events <input checked="" type="checkbox"/> Special Events	<ol style="list-style-type: none"> 1. Apply for license in county where your commissary resides by submitting a plan review 2. Complete <u>food vendor application</u>
Mobile Units or Push Carts A retail food establishment that is a wheeled vehicle or trailer that is readily moveable	 2023 License to Operate: Retail Food  2023 License to Operate: Retail Food  2023 License to Operate: Retail Food	<input checked="" type="checkbox"/> Temporary Events <input checked="" type="checkbox"/> Special Events	<ol style="list-style-type: none"> 1. Apply for license in county where your commissary resides by submitting a plan review 2. Complete <u>food vendor application</u>

Ex. 12.2
5/12

Food Safety Guidelines for Temp Events

Preparation



Use a simple menu. Use a simple menu; they are safer and easier to prepare. Only use food from approved sources. Food must be prepared or stored in a commercial commissary kitchen.



Pre-wash all produce. All produce must be washed at an approved commissary in a food prep sink or be received pre-washed (i.e. lemons for lemonade, potatoes for fries, or apples for caramel apples).



Keep foods cold during transport. Cold foods must be transported and held in approved units capable of maintaining foods at less than 41°F. Only smooth, easily cleanable, non-absorbent ice coolers or approved food-grade containers may be used for the storage of food, ice, or drinks. Containers or coolers made from Styrofoam may not be used.



Cool all foods at the commissary. Foods cooked at the commissary and then cooled must be rapidly cooled from 135°F to 70°F within 2 hours, then to 41°F within an additional 4 hours. Food prepared at room temperature must be cooled to 41°F within 4 hours in a 2-4" deep container uncovered in refrigeration; in an ice bath (stirring often), in an ice bath with an ice paddle; or in refrigeration.



Store all food, utensils, equipment away from contamination. Food, utensils, equipment, and single-use items must be protected from dust, insects, customers, and other contamination while being transported, stored, used, and/or served. All food, paper products, and utensils must be stored at least 6" above the ground. Sneeze guards, covers, or other barriers must be provided to protect food from customers and other sources of contamination.

Clean-Up



Use sanitizer solution. Wiping cloths must be used with sanitizer solution and must be stored in the sanitizer between uses. Test kits must be provided and used. Sanitizer concentration requirements are as follows: Chlorine (bleach): 50-200 ppm / Quaternary ammonium: 200 ppm or as per label.



Do not wash dishes on-site. On-site washing in tubs/basins or 3-compartment sinks is not allowed. Extra serving utensils must be provided so that soiled utensils can be changed every four (4) hours.



Store and dispose of wastewater properly. All liquid waste, except drainage from clean potable ice, must be stored in a properly sized retention tank and be discharged into an approved wastewater disposal system.



Collect and dispose of garbage properly. Any solid waste, such as food debris or waste paper, must be collected and disposed of at an approved commercial establishment. A clean trash receptacle must be provided in the food booth.



Collect and dispose of grease and oil properly. Grease and oil must be collected and disposed of at an approved facility or if available at the event in a grease collection dumpster. Grease and oil must NOT be dumped into storm drains, water ways or the sanitary sewer.

Food Service



Check cooking temperatures. Use a digital food thermometer to check cooking temperatures. Measure the temperature in the thickest part of the food. Cook hamburgers and ground beef to at least 155°F, chicken or other poultry to 165°, and pork to 145°. After the food is cooked, it must be kept hot at 135° or more until it is served. If you're serving potentially hazardous foods you must have an accurate, probe-type, digital food thermometer on-site at all times during the event.



Reheat to 165°F. Any foods being reheated must reach 165°F within 30 minutes. Do not attempt to reheat any food in a crock-pot, chafing dish, or other hot-holding device; they take too long to reheat food, giving bacteria a chance to grow.



Keep cool foods at 41°F or less. Cold perishable foods must be kept at 41°F or less at all times.



Wash hands in running water. Handwashing facilities with running potable water, liquid soap, and paper towels must be provided. You may use a portable water source that allows both hands to be placed in a stream of water simultaneously, such as a container with a pullout waterspout or a Cambro-type container and a catch basin for the dirty water.



Do not touch ready-to-eat foods with bare hands. Workers may not touch ready-to-eat foods or food contact surfaces with their bare hands. Use disposable gloves, tongs, napkins, or other tools to handle food. Keep food covered at all times to protect it from insects, dust, etc. Condiments must be served from pre-approved covered containers. Animals are not allowed inside the booth.



Send sick workers home. Only healthy workers may prepare food. Anyone showing signs of illness, such as coughing, sneezing, diarrhea, vomiting, fever, etc. is not allowed in the booth. Workers must wear clean clothes. No smoking is allowed in the booth.



Use potable water only. Potable water must be available and used. A food-grade hose must be used when connecting to a potable water supply.

Ex. 12.2
7/18



**FREMONT COUNTY
DEPARTMENT OF PUBLIC HEALTH & ENVIRONMENT
201 N 6TH STREET
CANON CITY, CO 81212
(719) 276-7450 FAX NUMBER (719) 276-7451
amy.jamison@fremontco.com**

**TURN IN APPLICATION AT LEAST 2 WEEKS
PRIOR TO EVENT**

VENDOR APPLICATION FOR TEMPORARY FOOD EVENTS

All vendors must complete and submit to the Event Coordinator for each event in **FREMONT** County. *If no menu and no equipment changes are occurring from one event to another, the completed original may be copied and a copy submitted for each subsequent event.* Please attach a copy of your current Temporary/Special Event or mobile unit **Colorado Retail Food Establishment License**, if you are already licensed.

Event Name: _____ Date(s): _____

Please complete the following information:

Temporary Retail Food Establishment Name		Legal Owner's Name
Establishment Address(Street Address and P.O. Box)		
City	State	Zip Code
Telephone Number ()	Fax #	
Contact Name	Contact #	
Which county issued your license?	E-mail	

All vendors shall have the original Colorado Retail Food Establishment license on premise at all times

Are you:

Unlicensed _____ *Fremont County* Non-profit (provide documentation) _____
 Licensed Temporary/Special Event (provide copy) _____ Licensed Mobile Unit (provide copy) _____
 Obtaining your license from Fremont County during the event (prior arrangements must be made) _____
 Approved for your license from another county but the actual license has not been issued yet (attach documentation such as a receipt for your license and a copy of an approved inspection report from that county) _____
 Cottage Foods _____ (list Cottage Foods that you will be selling on Page 2 under MENU (*you don't need to complete anything beyond MENU*).

Hours of operation of the temporary food booth for this event:

Mon _____ Tue _____ Wed _____ Thu _____
 Fri _____ Sat _____ Sun _____
 How many people do you anticipate serving each day of the event? _____

Please list any additional events and dates that you plan on participating in Fremont County

Event name _____ Date _____ Location _____

Ex 12.2

FOR HEALTH DEPARTMENT USE

Licensed _____ APPROVED
 Needs a license _____ Yes _____
 Non-profit _____ No _____
 Fremont County issuing license during the event _____
 Cottage Foods _____
 EH Specialist Signature _____ Date _____

8/17

MENU (Please attach additional sheet, as necessary)

Please list all food products and the specific source of all food items (name of grocery chain, wholesaler, etc.)
Be sure to include items such as toppings and condiments.

Food and Drink Items	Location where obtained
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

FOOD PREPARATION

Preparation at Approved Facility or Commissary Before Event

Check which preparation procedure each menu item requires.

Food	Thaw	Cut/ Assemble	Cook/ Bake	Cool	Reheat	Cold Holding	Hot Holding
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							

What is the name and location of your commissary? (Complete Commissary Agreement on page 5.)

Name: _____

Contact Person and Phone Number: _____

Cooling

How will foods be rapidly cooled to 41°F or below? (mark all that apply)

- Shallow pans (less than 4”) in refrigerator or cooler
- Using an ice-bath to cool the food product
- Ice paddle or wand
- Other (specify) _____

Reheating

How will foods be re-heated to at least 165 degrees F? (mark all that apply)

- Microwave
- Grill
- Oven
- Hot plate
- Other (specify) _____

Ex. 12.2
9/12

Transport

Please provide the distance that you will be transporting food to the event? _____

What equipment will you use to control temperatures during transport? _____

- Coolers with Ice
- Cambros for cold foods
- Cambros for hot foods
- Other (specify) _____

HANDWASHING AND FOOD HANDLING

A hand-washing station WITHIN each booth or unit is REQUIRED unless only prepackaged foods requiring no preparation and / or cooking are to be served. Please check the space below that applies to your booth / unit.

- I will be serving only prepackaged foods that require no preparation and/or cooking.
- I will be serving foods that require preparation and / or cooking and will provide the following for hand-washing:
 - 1.) a minimum of 5 gallons of warm drinking (potable) water shall be provided in a container with a 'hands-free' spigot; more water may be required based on menu, equipment and hours of operation
 - 2.) soap
 - 3.) paper towels
 - 4.) 7 gallon bucket (minimum) to catch and contain wastewater until it is properly disposed

NOTE: Hand 'sanitizers' are NOT an acceptable substitute for required hand-washing set-up.

Where will wastewater be disposed?

- Commissary
- Approved on-site receptacle at event
- Other _____

Waste water CANNOT be dumped on the ground or into storm drains. Water must be placed in approved receptacle or sanitary sewer. Please find out from event coordinator where this is located for each event.

How will you prevent bare hand contact with ready to eat foods?

- Tongs
- Food-grade disposable gloves
- Deli tissues
- Other (list) _____

Food Handling at the Booth *(Please attach additional sheets, as necessary.)*

List all menu items, including beverages, to be served from the temporary food booth. Check which food handling procedure each menu item requires at the booth.

Food	Cold Holding	Reheat	Cook/ Grill	Hot Holding	Assemble	Other
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Ex 12.2
10/12

Hot Food Items

1. How will these foods be cooked at the site? (mark all that apply)

- Grill Hot plate
- Deep fat fryer Oven
- Microwave
- Other (specify) _____

2. How will hot foods be held at 135°F or above at the event? (mark all that apply)

(Sterno or other gel fuel burners are prohibited)

- Hot holding unit Steam table
- Held under heat lamps Served immediately after cooking
- Crock-pot Held on grill until served
- Other (specify) _____

3. What utensils will you use to dispense or serve the hot items? _____

Cold Food Items

1. How will cold foods be held at 41°F or below at the event? (mark all that apply)

- Refrigerator / freezer
- Ice chest - *must be drainable and foods may not be kept in contact with the ice unless they are packaged and sealed.*
- Other (specify) _____

2. What utensils will you use to dispense or serve the cold items? _____

3. What kind and how many food thermometers (0-220°F) do you have? _____

- Metal stem probe Thermocouple Digital

Where will utensil washing take place?

- Commissary Commercial 3-compartment sink unit

Onsite warewashing is prohibited unless otherwise approved by the Department.

What is your booth plan for flying insects and dust control, if applicable?

BOOTH LAYOUT AND MAP

Provide a drawing of the Temporary Food Establishment. Identify and describe all equipment.

The map shall include the following:

- Cooking equipment Hot and Cold Holding equipment
- Hand Washing facilities Work surfaces
- Food and Single Service storage Garbage containers
- Customer Service area

Note: Overhead protection/cover is required.

TURN IN APPLICATION AT LEAST 2 WEEKS PRIOR TO EVENT

Ex. 12.2
12/12



**FREMONT COUNTY
DEPARTMENT OF PUBLIC HEALTH & ENVIRONMENT
201 N 6TH STREET
CANON CITY, CO 81212
(719) 276-7450 FAX NUMBER (719) 276-7451
amy.jamison@fremontco.com**

COMMISSARY AGREEMENT

I, _____ of _____, _____ Date _____
(Owner/Operator) (Establishment Name)

located at _____
(Address of Establishment)

do hereby give my permission to _____
(Name of Mobile Unit/Pushcart/Temporary Booth)

to use my kitchen facilities to perform the following:

Preparation of foods such as vegetables or fruits, cutting meats, cooking, cooling, reheating.	Warewashing.
Washing fresh fruits & vegetables. An approved vegetable/food-prep sink is required.	Service and cleaning of the equipment.
Filling water tanks.	Storage of food, single-service items and cleaning supplies.
Dumping wastewater.	Other (list below).

Commissary Water Supply?	Municipal	Well
Commissary Sanitary Sewer Service?	Municipal	Septic/OWTS

Indicate the equipment available at the commissary for the proposed uses:

Handsink.	Refrigeration, freezer
Vegetable/food-prep sink	Cooling equipment
Mopsink	Dry storage
3-compartment sink	Other (list below)
Dishmachine	

Commissary Owner/Operator

Phone Number _____

email address _____

The commissary for vendors operating at an event of more than one (1) day in duration shall be within 30 minutes or 30 miles of the event.

This Commissary Agreement is valid for this calendar year only.

Ex. 12.2

12/12

EMERGENCY ACTION PLAN

Facility Name: THE VENUE AT OAK CREEK

Facility Address: 800 N. FRAZIER AVENUE, FLORENCE, CO 81226

DATE PREPARED: 04 / 11 / 2024

EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

DESIGNATED RESPONSIBLE OFFICIAL:

Name: Amy Bourlon-Hilterbran

Phone: 719-280-7091

EMERGENCY COORDINATOR:

Name: Jason Hilterbran

Phone: 719-470-3148

EVACUATION ROUTES

- There are no interior walls at the Event Center and all Emergency Exits are within view so there is no need for posted Evacuation Routes
- Site personnel will be shown the two evacuation routes from property prior to events.

EMERGENCY PHONE NUMBERS

FIRE DEPARTMENT: 911 / 719-784-3411

PARAMEDICS: 911

AMBULANCE: 911

POLICE: 911 / 719-784-3411

SECURITY: 719-470-3148

SITE MANAGER: 719-280-7091

Ex. 13.1

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UTILITY COMPANY EMERGENCY CONTACTS

ELECTRIC: __Black Hills Energy____ - 888-890-5554_____

WATER: __City of Florence__(719) 784-4848_____

GAS: __Atmos Energy____ 1 (866) 322-8667_____

TELEPHONE COMPANY: _____N/A_____

EMERGENCY REPORTING AND EVACUATION PROCEDURES

Types of emergencies to be reported by site personnel are:

- MEDICAL
- FIRE
- SEVERE WEATHER
- BOMB THREAT
- CHEMICAL SPILL
- STRUCTURE CLIMBING/DESCENDING
- EXTENDED POWER LOSS
- OTHER (specify)_____ (e.g., terrorist attack/hostage taking)

MEDICAL EMERGENCY

- Call medical emergency phone number (check applicable):
 - Paramedics
 - Ambulance
 - Fire Department
 - Other Provide the following information:
 - a. Nature of medical emergency,
 - b. Location of the emergency (address, building, room number), and
 - c. Your name and phone number from which you are calling.

Ex. 13.1
2 of 9

- Do not move victim unless absolutely necessary.
- Call the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:
 - Name: Jason Hilterbran
 - Phone: __719-470-3148_____

 - Name: Amy Bourlon-Hilterbran
 - Phone: __719-280-7091_____
- If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:
 - 1. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
 - 2. Clear the air passages using the Heimlich Maneuver in case of choking.
- In case of rendering assistance to personnel exposed to hazardous materials, consult the Material Safety Data Sheet (MSDS) and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified.

FIRE EMERGENCY

When fire is discovered:

- Notify the local Fire Department by calling 911 immediately.
- Notify the site personnel about the fire emergency by the following means (check applicable):
 - Voice Communication
 - Phone
 - Radio
- Fight the fire ONLY if:
 - The Fire Department has been notified.
 - The fire is small and is not spreading to other areas.
 - Escaping the area is possible by backing up to the nearest exit.
 - The fire extinguisher is in working condition and personnel are trained to use it.

Ex 13.1
389

- Upon being notified about the fire emergency, occupants must:
 - Leave the building using the designated escape routes.
 - Assemble in the designated area (specify location):
 - Remain outside until the competent authority (Designated Official or designee) announces that it is safe to reenter. Designated Official, Emergency Coordinator or supervisors must (underline one):
 - Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
 - Coordinate an orderly evacuation of personnel.
 - Perform an accurate head count of personnel reported to the designated area.
 - Determine a rescue method to locate missing personnel.
 - Provide the Fire Department personnel with the necessary information about the facility.
 - Perform assessment and coordinate weather forecast office emergency closing procedures

- Area/Floor Monitors must:
 - Ensure that all employees have evacuated the area/floor.
 - Report any problems to the Emergency Coordinator at the assembly area.
 Assistants to Physically Challenged should:
 - Assist all physically challenged attendees in emergency evacuation.

EXTENDED POWER LOSS

In the event of extended power loss to a facility certain precautionary measures should be taken depending on the geographical location and environment of the facility:

- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.
- Facilities with freezing temperatures should turn off and drain the following lines in the event of a long term power loss.
 - Fire sprinkler system
 - Standpipes
 - Potable water lines
 - Toilets

Ex. 13.1
489

- Add propylene-glycol to drains to prevent traps from freezing
- Equipment that contain fluids that may freeze due to long term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.

Upon Restoration of heat and power:

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
- Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.

CHEMICAL SPILL

The following are the locations of:

Spill Containment and Security Equipment: Workshop on Southwest Corner of property

Personal Protective Equipment (PPE): Office

MSDS: N/A

- Evacuate building as necessary When a Small Chemical Spill has occurred:
- Notify the Emergency Coordinator and/or supervisor (select one).
- If toxic fumes are present, secure the area (with caution tapes or cones) to prevent other personnel from entering.
- Deal with the spill in accordance with the instructions described in the MSDS.
- Small spills must be handled in a safe manner, while wearing the proper PPE.
- Review the general spill cleanup procedures.

SEVERE WEATHER AND NATURAL DISASTERS

Tornado:

- When a warning is issued by sirens or other means, seek inside shelter. Consider the following: - Small interior rooms on the lowest floor and without windows, - Hallways on the lowest floor away from doors and windows, and - Rooms constructed with reinforced concrete, brick, or block with no windows.
- Stay away from outside walls and windows.
- Use arms to protect head and neck.
- Remain sheltered until the tornado threat is announced to be over.

Earthquake:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator and/or the designated official.

Flood:

If indoors:

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Follow the recommended primary or secondary evacuation routes.

If outdoors:

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.

- If car stalls, abandon it immediately and climb to a higher ground.

Hurricane:

• The nature of a hurricane provides for more warning than other natural and weather disasters. A hurricane watch is issued when a hurricane becomes a threat to a coastal area. A hurricane warning is issued when hurricane winds of 74 mph or higher, or a combination of dangerously high water and rough seas, are expected in the area within 24 hours.

Once a hurricane watch has been issued:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Moor any boats securely, or move to a safe place if time allows.
- Continue to monitor local TV and radio stations for instructions.
- Move early out of low-lying areas or from the coast, at the request of officials.
- If you are on high ground, away from the coast and plan to stay, secure the building, moving all loose items indoors and boarding up windows and openings.
- Collect drinking water in appropriate containers.

Once a hurricane warning has been issued:

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Leave areas that might be affected by storm tide or stream flooding.

During a hurricane:

- Remain indoors and consider the following: - Small interior rooms on the lowest floor and without windows, - Hallways on the lowest floor away from doors and windows, and - Rooms constructed with reinforced concrete, brick, or block with no windows.

Blizzard:

If indoors:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Stay indoors!
- If there is no heat: - Close off unneeded rooms or areas. - Stuff towels or rags in cracks under doors. - Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, light-weight, warm clothing, if available.

If outdoors:

- Find a dry shelter. Cover all exposed parts of the body.
- If shelter is not available: - Prepare a lean-to, wind break, or snow cave for protection from the wind. - Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat. - Do not eat snow. It will lower your body temperature. Melt it first.

If stranded in a car or truck:

- Stay in the vehicle!
- Run the motor about ten minutes each hour. Open the windows a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.
- Make yourself visible to rescuers. - Turn on the dome light at night when running the engine. - Tie a colored cloth to your antenna or door. - Raise the hood after the snow stops falling.
- Exercise to keep blood circulating and to keep warm.

TRAINING

The following personnel have been trained to ensure a safe and orderly emergency evacuation of other employees:

Facility: The Venue at Oak Creek

Name: Jason Hilterbran

Title: Manager / Partner

Training Experience: Firefighter I, Wildland Fire, Basic Hazardous Materials, Basic Command Coordination, BLS / CPR, Basic Medical, Emergency Event Management, Pump Maintenance & Repair, Seizure First Aid

Responsibility: Safety Training / Event Oversight / Grounds Manager / Emergency Assistance

Date: July 11, 2024

Ex-13.1
9 of 9

TEMPORARY USE PERMIT APPLICATION

THE VENUE AT OAK CREEK – 800 N. Frazier Avenue, Florence, Colorado 81226

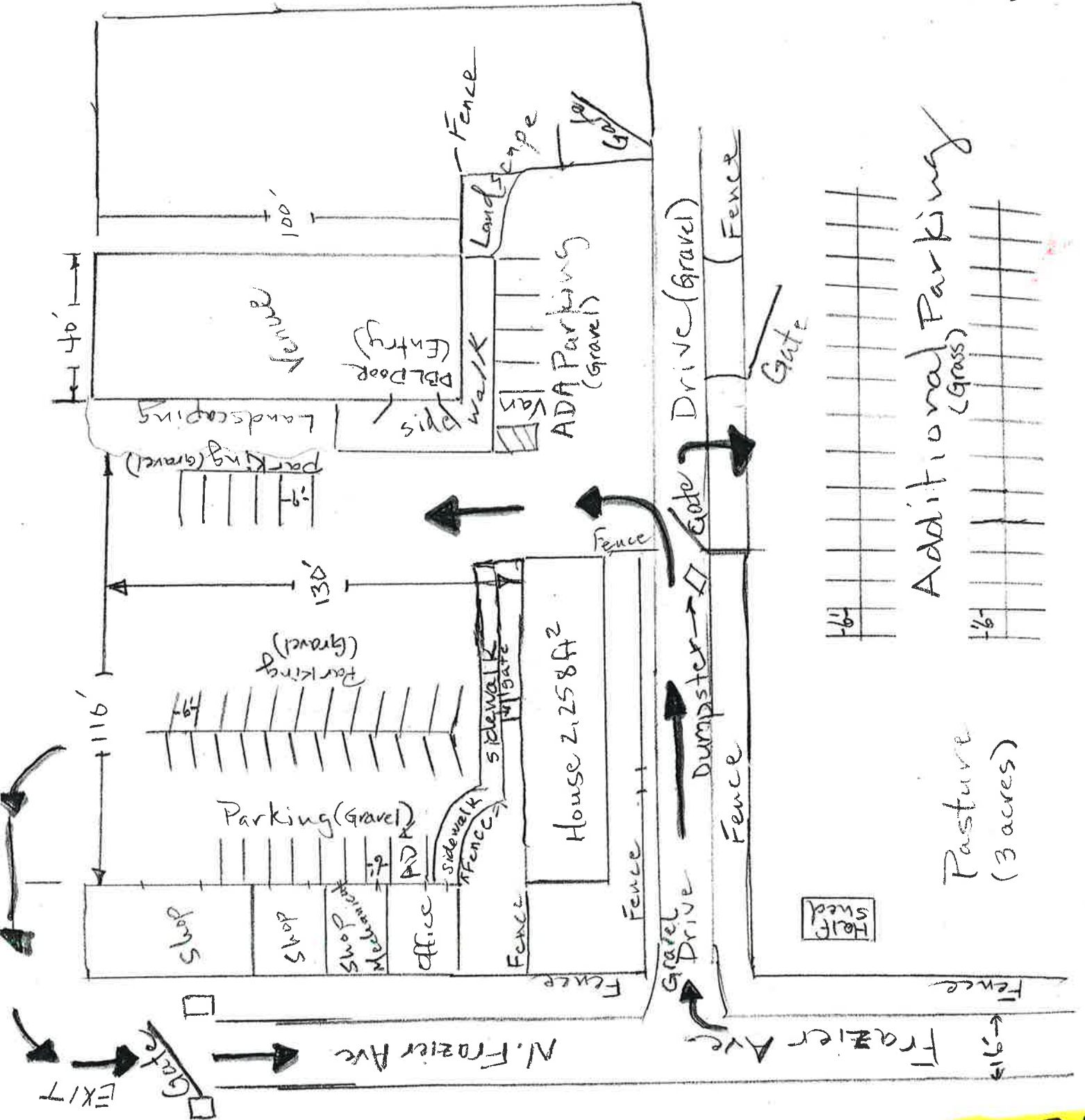
Exhibit 14.1

There will be no street closures for events at The Venue at Oak Creek. Access to the venue is off a city maintained road, all parking for events will be on the property and will not warrant any street closures.

A handwritten signature in black ink, appearing to read "Jason & Amy Hilterbran". The signature is highly stylized and cursive, with the first name "Jason" being more legible than the second name "Amy".

Jason & Amy Hilterbran

N
S



Parking Plan
 "The Venue of Oak Creek"
 800 N. Frazier Ave.
 Florence, CO 81226

Additional Parking
 (Grass)

Pasture
 (3 acres)

Ex. 15.1

TEMPORARY USE PERMIT APPLICATION

THE VENUE AT OAK CREEK – 800 N. Frazier Avenue, Florence, Colorado 81226

Exhibit 17.a.1 – Expanded statement regarding Event Layout

The Venue at Oak Creek has an event center that is 4,000sq ft and has been approved for up to 225 occupancy inside. The exterior areas have various ceremony locations that can accommodate a larger crowd / attendance for public events.

PRIVATE EVENTS: Our formal dining layout for private events calls for seating up to 150. Casual / buffet seating allows for up to 180. Event seating only (no tables) will allow for the maximum 225 in occupancy. Parking is ample for this size event see Exhibit 17.a.5 – Event Layout Private and Exhibit 15.1 – Parking Plan.

PUBLIC EVENTS: Our goal is to hold two annual events. One in late September (Southern Colorado Barbeque Challenge) over a Friday, Saturday, Sunday. Attendee projection would be approximately 500-600 people in attendance. Parking for public events would redirect to the overflow parking for non-ADA attendees (see Exhibit 17.a.6). Standard parking requires 250-350 square feet (25-35 square meters) per space, allowing 125-175 spaces per acre which would equate to parking for up to approximately 350 cars in the overflow parking area located just south of the event center building.

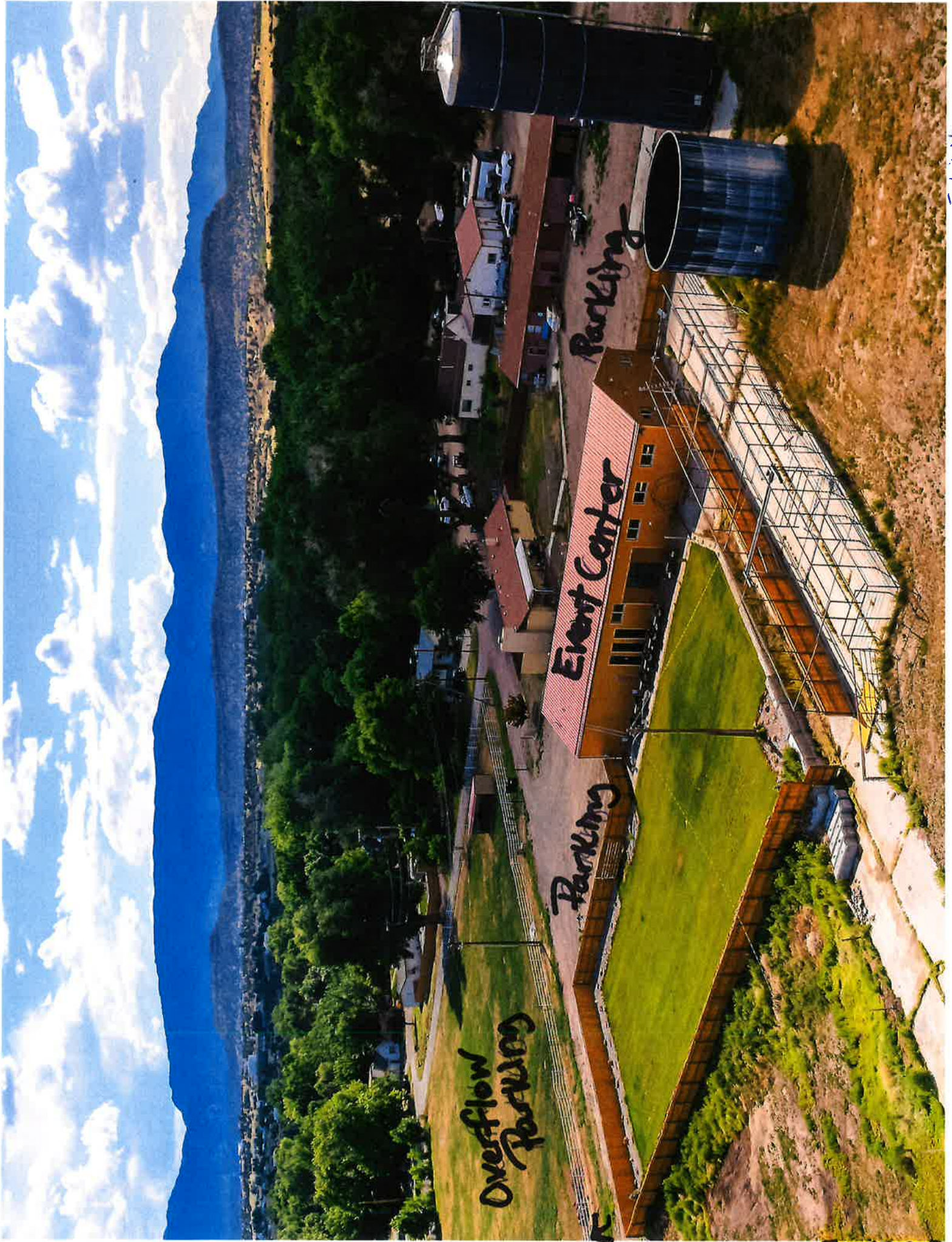
The second annual event will revolve around a Sunflower Maze we are installing on the acre just east of the overflow parking area. The goal is to have bloom occur mid-June to mid-July. We would have extended hours during this time Wednesday – Sunday, 10:00am – 4:00pm. Visitors to the Sunflower Maze would park in the Overflow Parking area.

Respectfully,

A large, stylized handwritten signature in black ink, appearing to read "Jason & Amy Hiltner". The signature is written over a horizontal line that extends across the page.

Jason & Amy Hiltner

EXHIBIT 17.a.1



Overflow
Parking

Parking

Event Center

Parking

Ex. 17.9.2

Exhibit 17.9.2

Overflow Parking

Event Center

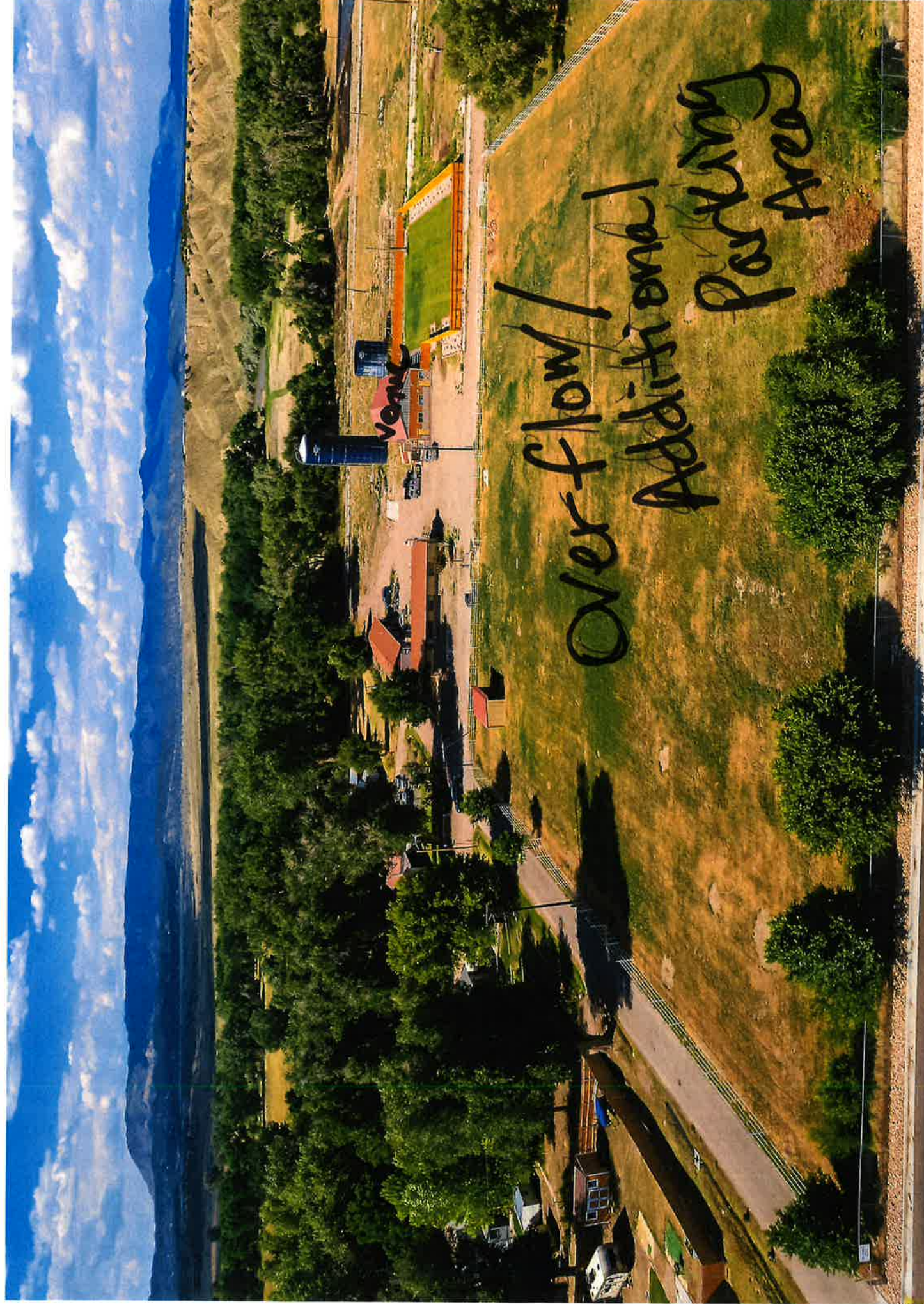
Parking

ADA

Parking

Ex. 17.a.3

Exhibit 17.a.3



Overflow /
Additional
Parking
Area

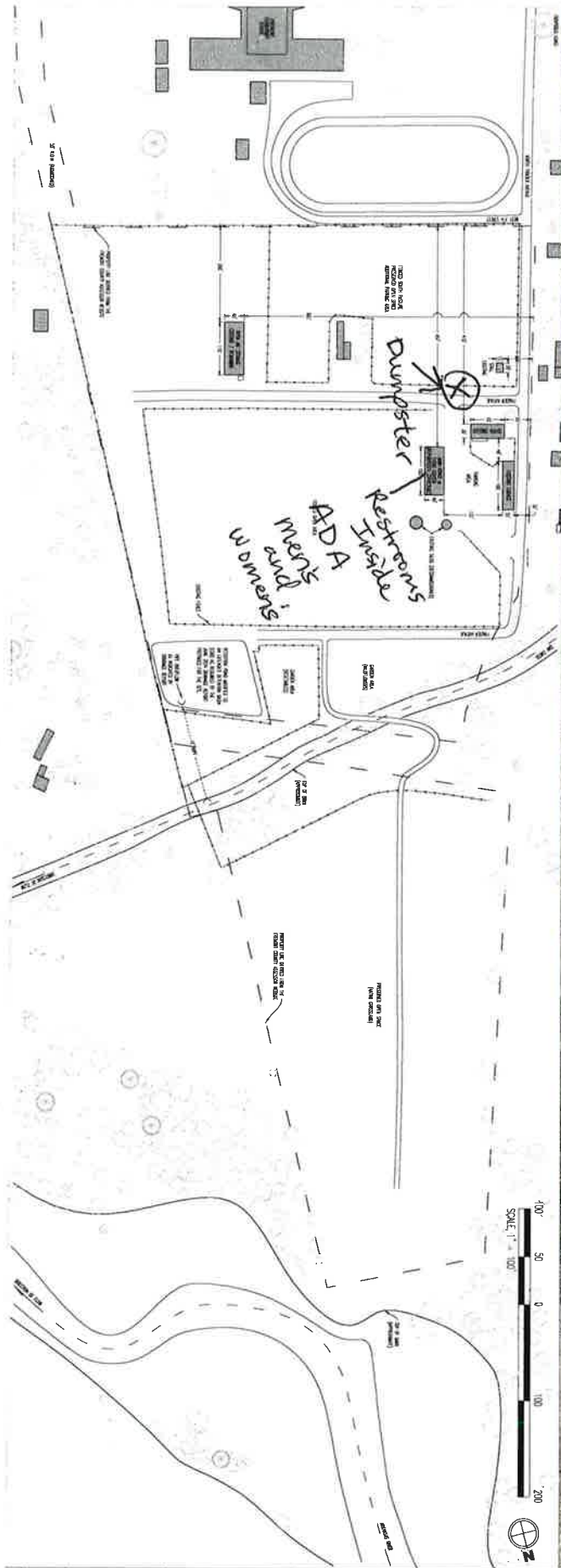
SCHOOL PARKING LOT

Exhibit 17.a.4

EX. 17.a.4

The Venue at Oak Creek
 860 N. Frazier Ave, Florence, CO 81226

PRIVATE EVENTS



SHEET IDENTIFICATION
G-03



Republic Engineering Incorporated
 Address 12514 S 13th Pl
 Jenks, Oklahoma
 Contact 417.300.2705
 republic.eng@ell.net

SITE PLAN
 SPECIAL REVIEW USE PERMIT FOR THE VENUE AT OAK CREEK
 MICHAEL J. TURLEY, OWNER : FLORENCE, COLORADO
 2024 CO-001

Site Inv.	XX XXX XX
Survey	N/A
Designed	XX XXX XX
Drafted	XX XXX XX
Approved	~ DRAFT ~

DRAFT
 NOT FOR
 CONSTRUCTION
 DRAFT

Ex. 17.a.5

Satellite
* Pt of prior dairy farm)



The Venue at Oak Creek
800 N. Frazier Ave, Florence, CO 81226

OPEN TO PUBLIC EVENTS

SHEET 3 OF 6
G-03



Republic Engineering Incorporated
Address 12514 S 13th Pl
Jenks, Oklahoma
Contact 417-800-2705
republic_eng@all.net

SITE PLAN
SPECIAL REVIEW USE PERMIT FOR THE VENUE AT OAK CREEK
MICHAEL J. TURLEY, OWNER : FLORENCE, COLORADO
2024 CO-001

Site Inv. XX XXXX XX
Survey N/A
Designed XX XXXX XX
Drafted XX XXXX XX
Approved ~ DRAFT ~

DRAFT
NOT FOR
CONSTRUCTION
DRAFT

Ex. 17.a.6



ADB Hilterbran <adbhilterbran@gmail.com>

fire plan review

Bill Ritter <ffpdchief@yahoo.com>
Reply-To: Bill Ritter <ffpdchief@yahoo.com>
To: ADB Hilterbran <adbhilterbran@gmail.com>

Fri, May 3, 2024 at 3:31 PM

Amy,

I have attached the fire plan review. There is information you will need to enter on the first three pages. When completed please get me a copy. Thank you,

Chief Bill Ritter
Florence Fire Protection District
300 West Main Street
Florence Co. 81226
719-280-3811

[Quoted text hidden]

 **800 north frazier.pdf**
1311K

Ex. 17.b.1

Pg 1/6

5. The source of water for fire protection is:

--- Water District – Name of District: City of Florence

--- Well – Colorado Division of Water Resources Well Permit Number: 1136 87-A

Is the well approved for fire protection? Yes --- No Please explain: _____

--- Cistern – What is the cistern capacity? _____ Gallons – What is the water source for filling the cistern? _____

6. What is the distance from the subject property to the nearest fire hydrant? _____

390 Feet located at West Seventh and N. Frazier Ave.

7. What public roadways provide access to the subject property? _____

N. Frazier Ave.

8. How many accesses to public roadways will the subject property have? Two (2)

9. Are the interior roadways existing and or proposed for the subject property adequate for fire vehicle access? Yes --- No Please explain by providing right-of-way and surface widths, length of roadway, surface types for all interior existing and proposed roadways and turning radii for cul-de-sacs. _____

10. What are the existing and or proposed interior roadway names? Private drive

11. Is the subject property located within a fire protection district? Yes --- No

If yes, please provide the district name: Florence Fire Protection District

If the subject property is not located within a fire protection district please answer the following questions and the form will be considered completed for submittal. If the subject property is located within a fire protection district then answers to the following will not be required, however the remainder of the form shall be addressed by a representative of the fire protection district in which the subject property is located.

a. What is the name of the fire protection district closest to the subject property? _____

b. What is the distance from the subject property to the nearest fire protection district boundary? _____

c. Is it logical and feasible to annex the subject property to a fire protection district?

Yes ----- No Please explain: _____

pg 3/6

Ex. 17.b.1

d. What types of fire protection improvements are proposed for the subject property and or structures to be housed on the property? Please explain: _____

None proposed.

By signing this Application, the Applicant, or the agent/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.

Jason + Amy Hiltnerbraun
Applicant Printed Name

[Signature]
Signature

7/11/24
Date

J. Michael Turley
Owner Printed Name

[Signature]
Signature

7-2-24
Date

rs 4/6

Ex. 17.6.1

FIRE PROTECTION AUTHORITY INFORMATION

1. The name of the fire protection authority is: Florence Fire Protection District

2. Name of contact person: Bill Ritter
Title: Fire Chief Telephone: 719-784-2350

3. The name and address of the responding fire station is: Florence Fire Protection District Station 1
300 West Main Street Florence, CO. 81226

4. The distance from the subject property, by public roadway, to the responding fire station is: _____
0.67 miles

5. The estimated response time to the subject property is: 2 minutes

6. The location of the closest fire hydrant to the subject property is: _____
West Seventh St. and N. Frazier Ave.

7. Is the existing hydrant size and location adequate for the existing neighborhood and the proposed development? Yes --- No Please explain: _____

8. Are the existing public roadways accessing the subject property adequate for fire vehicle access? Yes --- No Please explain: _____

9. Are the interior roadways existing and or proposed for the subject property adequate for fire vehicle access? Yes --- No Please explain: _____

10. Are the proposed fire protection measures adequate for any existing or proposed structures to be housed on the subject property? Yes --- No Please explain: _____

11. What are the wildfire hazard classifications for the subject property, as prepared by the Colorado State Forest Service? Contact the BLM Office in Canon City

pg 5/6
Ex. 17. 6.1



ADB Hilterbran <adbhilterbran@gmail.com>

Temporary Use Application - THE VENUE AT OAK CREEK

4 messages

Amy Bourlon-Hilterbran <info@venueatoakcreek.com>

Wed, Jul 10, 2024 at 1:20 PM

To: "allen.cooper@fremontso.com" <allen.cooper@fremontso.com>

Cc: "adbhilterbran@gmail.com" <adbhilterbran@gmail.com>

Good day! We are Jason and Amy Hilterbran, the owners / operators of "The Venue at Oak Creek", formerly the Camerlo Dairy Farm located at 800 N. Frazier Avenue in Florence, Colorado 81226.

We are submitting a Special Review Use Application to the county for approval for use of the converted barn to become an event center (Recreational Facility - Rural). In addition - we are submitting a Temporary Use Application so that we may begin booking events as soon as possible should the SRU take more time than expected.

Under the requirements of the Temporary Use Permit Application, we are to notify you of several things specifically and ask for a confirmation of receipt of this email. Please respond to us that you are in receipt of this email at your earliest convenience, and thank you.

Please find also attached pictures of the property / venue at 800 N. Frazier Avenue, Florence, Colorado (which is located in County of Fremont authority, not city of Florence).

IN ACCORDANCE TO:

8.16.1.19.1 Notification shall state that **written comments, concerns, recommendations, etcetera must be received at least 10 days prior to the scheduled Board Meeting. And, that representatives from the respective agency may attend the meeting to present recommendations or provide comments regarding the application.**

We intend to file the TEMPORARY USE PERMIT application by July 11, 2024 in order to meet the requirements to be on the agenda of The Fremont County Board of Commissioners Meeting on is Tuesday, July 25, 2024 at 9:00am at the Fremont County Administration Building located at 615 Macon Avenue, Canon City, CO 81212. Board of County Commissioners Meetings are the 2nd and 4th Tuesday of each month.

IN ACCORDANCE TO:

8.16.19.1.1.1 A description of the event: **Events at the Venue at Oak Creek vary but will be primarily weekend / evening events to include small to medium size weddings, memorials, reunions and gatherings. We will also have an annual KCBS sanctioned barbeque competition in September and a Sunflower Maze in late June thru early July each year, again primarily open on the weekends.**

There is no commercial kitchen on site and food service will be contracted through licensed vendors and facilitated through the wedding coordinator and events coordinator with communications directed to the Fremont County Environmental Health Officer (Amy Jamison).

Entrance and Exit to the property are off North Frazier Avenue, a city maintained road. We have received a letter from the City Manager that confirms the city does not have concerns regarding traffic or parking at

EX. 17.C.1

our event center. (This letter is attached).

All parking will be off roadway and on our property.
We do not foresee any parking or traffic issues.
There are no proposed road closures.
There will not be any event signage installed or displayed.

We appreciate your time. Please do not hesitate to reach out to us if you have any questions or require additional information.

Respectfully,

Jason Hilterbran & Amy Dawn Bourlon- Hilterbran
Owners / Believers
info@venueatoakcreek.com
www.venueatoakcreek.com
719.280.7091



3 attachments



OakCreekVenue-8.jpg
1525K



OakCreekVenue-6.jpg
1903K

 **Oak Creek.pdf**
44K

Amy Bourlon-Hilterbran <info@venueatoakcreek.com>
To: "adbhilterbran@gmail.com" <adbhilterbran@gmail.com>

Thu, Jul 11, 2024 at 11:58 AM

From: Allen Cooper <allen.cooper@fremontso.com>
Sent: Wednesday, July 10, 2024 3:23 PM
To: Amy Bourlon-Hilterbran <info@venueatoakcreek.com>
Cc: Derek Irvine <derek.irvine@fremontso.com>
Subject: RE: Temporary Use Application - THE VENUE AT OAK CREEK

I have received your email.

Allen Cooper
Sheriff, Fremont County, CO
FBI-NA 241

Accountability can't be delegated, responsibility can

Allen.cooper@fremontso.com
Office: (719) 276-5510
Cell: (719) 458-9082

From: Amy Bourlon-Hilterbran <info@venueatoakcreek.com>
Sent: Wednesday, July 10, 2024 1:20 PM
To: Allen Cooper <allen.cooper@fremontso.com>
Cc: adbhilterbran@gmail.com
Subject: Temporary Use Application - THE VENUE AT OAK CREEK

CAUTION: This sender is located outside of your organization.

[Quoted text hidden]

Amy Bourlon-Hilterbran <info@venueatoakcreek.com>
To: "adbhilterbran@gmail.com" <adbhilterbran@gmail.com>

Thu, Jul 18, 2024 at 2:08 PM

From: Allen Cooper <allen.cooper@fremontso.com>
Sent: Wednesday, July 10, 2024 3:23 PM
To: Amy Bourlon-Hilterbran <info@venueatoakcreek.com>
Cc: Derek Irvine <derek.irvine@fremontso.com>
Subject: RE: Temporary Use Application - THE VENUE AT OAK CREEK

I have received your email.

Allen Cooper

Sheriff, Fremont County, CO

FBI-NA 241

Accountability can't be delegated, responsibility can

Allen.cooper@fremontso.com

Office: (719) 276-5510

Cell: (719) 458-9082

From: Amy Bourlon-Hilterbran <info@venueatoakcreek.com>
Sent: Wednesday, July 10, 2024 1:20 PM
To: Allen Cooper <allen.cooper@fremontso.com>
Cc: adbhilterbran@gmail.com
Subject: Temporary Use Application - THE VENUE AT OAK CREEK

CAUTION: This sender is located outside of your organization.

Good day! We are Jason and Amy Hilterbran, the owners / operators of "The Venue at Oak Creek", formerly the Camerlo Dairy Farm located at 800 N. Frazier Avenue in Florence, Colorado 81226.

[Quoted text hidden]

Amy Bourlon-Hilterbran <info@venueatoakcreek.com>
To: "adbhilterbran@gmail.com" <adbhilterbran@gmail.com>

Mon, Jul 22, 2024 at 11:08 AM

From: Allen Cooper <allen.cooper@fremontso.com>
Sent: Wednesday, July 10, 2024 3:23 PM
To: Amy Bourlon-Hilterbran <info@venueatoakcreek.com>
Cc: Derek Irvine <derek.irvine@fremontso.com>
Subject: RE: Temporary Use Application - THE VENUE AT OAK CREEK

I have received your email.

Allen Cooper

Sheriff, Fremont County, CO

FBI-NA 241

Accountability can't be delegated, responsibility can

Allen.cooper@fremontso.com

Office: (719) 276-5510

Cell: (719) 458-9082

From: Amy Bourlon-Hilterbran <info@venueatoakcreek.com>

Sent: Wednesday, July 10, 2024 1:20 PM

To: Allen Cooper <allen.cooper@fremontso.com>

Cc: adbhilterbran@gmail.com

Subject: Temporary Use Application - THE VENUE AT OAK CREEK

CAUTION: This sender is located outside of your organization.

Good day! We are Jason and Amy Hilterbran, the owners / operators of "The Venue at Oak Creek", formerly the Camerlo Dairy Farm located at 800 N. Frazier Avenue in Florence, Colorado 81226.

[Quoted text hidden]



ADB Hilterbran <adbhilterbran@gmail.com>

Temporary Use Application - THE VENUE AT OAK CREEK

4 messages

Amy Bourlon-Hilterbran <info@venueatoakcreek.com>
To: "chad.hunt@state.co.us" <chad.hunt@state.co.us>
Cc: "adbhilterbran@gmail.com" <adbhilterbran@gmail.com>

Wed, Jul 10, 2024 at 1:04 PM

Good day! We are Jason and Amy Hilterbran, the owners / operators of "The Venue at Oak Creek", formerly the Camerlo Dairy Farm located at 800 N. Frazier Avenue in Florence, Colorado 81226.

We are submitting a Special Review Use Application to the county for approval for use of the converted barn to become an event center (Recreational Facility - Rural). In addition - we are submitting a Temporary Use Application so that we may begin booking events as soon as possible should the SRU take more time than expected.

Under the requirements of the Temporary Use Permit Application, we are to notify you of several things specifically **and ask for a confirmation of receipt of this email. Please respond to us that you are in receipt of this email at your earliest convenience, and thank you.**

Please find also attached pictures of the property / venue at 800 N. Frazier Avenue, Florence, Colorado (which is located in County of Fremont authority, not city of Florence).

IN ACCORDANCE TO:

8.16.1.19.1 Notification shall state that **written comments, concerns, recommendations, etcetera must be received at least 10 days prior to the scheduled Board Meeting. And, that representatives from the respective agency may attend the meeting to present recommendations or provide comments regarding the application.**

We intend to file the TEMPORARY USE PERMIT application by July 11, 2024 in order to meet the requirements to be on the agenda of The Fremont County Board of Commissioners Meeting on is Tuesday, July 25, 2024 at 9:00am at the Fremont County Administration Building located at 615 Macon Avenue, Canon City, CO 81212. Board of County Commissioners Meetings are the 2nd and 4th Tuesday of each month.

IN ACCORDANCE TO:

8.16.19.1.1.1 A description of the event: **Events at the Venue at Oak Creek vary but will be primarily weekend / evening events to include small to medium size weddings, memorials, reunions and gatherings. We will also have an annual KCBS sanctioned barbeque competition in September and a Sunflower Maze in late June thru early July each year, again primarily open on the weekends.**

There is no commercial kitchen on site and food service will be contracted through licensed vendors and facilitated through the wedding coordinator and events coordinator with communications directed to the Fremont County Environmental Health Officer (Amy Jamison).

Entrance and Exit to the property are off North Frazier Avenue, a city maintained road. We have received a letter from the City Manager that confirms the city does not have concerns regarding traffic or parking at our event center. (This letter is attached).

Ex. 17.d.1

All parking will be off roadway and on our property.
We do not foresee any parking or traffic issues.
There are no proposed road closures.
There will not be any event signage installed or displayed.

We appreciate your time. Please do not hesitate to reach out to us if you have any questions or require additional information.

Respectfully,

Jason Hilterbran & Amy Dawn Burlon- Hilterbran
Owners / Believers
info@venueatoakcreek.com
www.venueatoakcreek.com
719.280.7091



2 attachments



OakCreekVenue-8.jpg
1525K



OakCreekVenue-6.jpg
1903K

Amy Burlon-Hilterbran <info@venueatoakcreek.com>
To: "adbhilterbran@gmail.com" <adbhilterbran@gmail.com>

Thu, Jul 11, 2024 at 11:58 AM

From: Hunt - CDPS, Chad <chad.hunt@state.co.us>
Sent: Wednesday, July 10, 2024 2:40 PM

To: Amy Bourlon-Hilterbran <info@venueatoakcreek.com>
Subject: Re: Temporary Use Application - THE VENUE AT OAK CREEK

Good afternoon,

The State Patrol has no concerns or suggestions for this venue.

Thank you for letting us know and stay safe!

[Quoted text hidden]

--
Captain Chad J Hunt
Cell 303-903-8482
Colorado State Patrol
Troop 2A Commander
600 W. 3rd St Suite C
Florence, CO 81226
chad.hunt@state.co.us



ColoradoStatePatrol.com
[FaceBook.com/ColoradoStatePatrol](https://Facebook.com/ColoradoStatePatrol)
Twitter.com/CSP_News

Amy Bourlon-Hilterbran <info@venueatoakcreek.com>
To: "adbhilterbran@gmail.com" <adbhilterbran@gmail.com>

Thu, Jul 18, 2024 at 2:09 PM

From: Hunt - CDPS, Chad <chad.hunt@state.co.us>
Sent: Wednesday, July 10, 2024 2:40 PM
To: Amy Bourlon-Hilterbran <info@venueatoakcreek.com>
Subject: Re: Temporary Use Application - THE VENUE AT OAK CREEK

Good afternoon,

The State Patrol has no concerns or suggestions for this venue.

Thank you for letting us know and stay safe!

On Wed, Jul 10, 2024 at 1:05 PM Amy Bourlon-Hilterbran <info@venueatoakcreek.com> wrote:

[Quoted text hidden]

[Quoted text hidden]

Amy Bourlon-Hilterbran <info@venueatoakcreek.com>
To: "adbhilterbran@gmail.com" <adbhilterbran@gmail.com>

Mon, Jul 22, 2024 at 11:08 AM

From: Hunt - CDPS, Chad <chad.hunt@state.co.us>
Sent: Wednesday, July 10, 2024 2:40 PM
To: Amy Bourlon-Hilterbran <info@venueatoakcreek.com>
Subject: Re: Temporary Use Application - THE VENUE AT OAK CREEK

Good afternoon,

The State Patrol has no concerns or suggestions for this venue.

Thank you for letting us know and stay safe!

7/22/24, 11:54 AM

Gmail - Temporary Use Application - THE VENUE AT OAK CREEK

On Wed, Jul 10, 2024 at 1:05 PM Amy Bourlon-Hilterbran <info@venueatoakcreek.com> wrote:

[Quoted text hidden]

[Quoted text hidden]



ADB Hilterbran <adbhilterbran@gmail.com>

Temporary Use Application - THE VENUE AT OAK CREEK

7 messages

Amy Bourlon-Hilterbran <info@venueatoakcreek.com>

Wed, Jul 10, 2024 at 1:11 PM

To: "annette.reed-pugh@fremontco.com" <annette.reed-pugh@fremontco.com>

Cc: "adbhilterbran@gmail.com" <adbhilterbran@gmail.com>

Good day! We are Jason and Amy Hilterbran, the owners / operators of "The Venue at Oak Creek", formerly the Camerlo Dairy Farm located at 800 N. Frazier Avenue in Florence, Colorado 81226.

We are submitting a Special Review Use Application to the county for approval for use of the converted barn to become an event center (Recreational Facility - Rural). In addition - we are submitting a Temporary Use Application so that we may begin booking events as soon as possible should the SRU take more time than expected.

Under the requirements of the Temporary Use Permit Application, we are to notify you of several things specifically and ask for a confirmation of receipt of this email. Please respond to us that you are in receipt of this email at your earliest convenience, and thank you.

Please find also attached pictures of the property / venue at 800 N. Frazier Avenue, Florence, Colorado (which is located in County of Fremont authority, not city of Florence).

IN ACCORDANCE TO:

8.16.1.19.1 Notification shall state that **written comments, concerns, recommendations, etcetera must be received at least 10 days prior to the scheduled Board Meeting. And, that representatives from the respective agency may attend the meeting to present recommendations or provide comments regarding the application.**

We intend to file the TEMPORARY USE PERMIT application by July 11, 2024 in order to meet the requirements to be on the agenda of The Fremont County Board of Commissioners Meeting on is Tuesday, July 25, 2024 at 9:00am at the Fremont County Administration Building located at 615 Macon Avenue, Canon City, CO 81212. Board of County Commissioners Meetings are the 2nd and 4th Tuesday of each month.

IN ACCORDANCE TO:

8.16.19.1.1.1 A description of the event: **Events at the Venue at Oak Creek vary but will be primarily weekend / evening events to include small to medium size weddings, memorials, reunions and gatherings. We will also have an annual KCBS sanctioned barbeque competition in September and a Sunflower Maze in late June thru early July each year, again primarily open on the weekends.**

There is no commercial kitchen on site and food service will be contracted through licensed vendors and facilitated through the wedding coordinator and events coordinator with communications directed to the Fremont County Environmental Health Officer (Amy Jamison).

Ex. 17.e.1

Entrance and Exit to the property are off North Frazier Avenue, a city maintained road. We have received a letter from the City Manager that confirms the city does not have concerns regarding traffic or parking at our event center. (This letter is attached).

All parking will be off roadway and on our property.
We do not foresee any parking or traffic issues.
There are no proposed road closures.
There will not be any event signage installed or displayed.

We appreciate your time. Please do not hesitate to reach out to us if you have any questions or require additional information.

Respectfully,

Jason Hilterbran & Amy Dawn Bourlon- Hilterbran
Owners / Believers
info@venueatoakcreek.com
www.venueatoakcreek.com
719.280.7091




3 attachments



OakCreekVenue-8.jpg
1525K



OakCreekVenue-6.jpg
1903K

 **Oak Creek.pdf**
44K

Annette Reed-Pugh <annette.reed-pugh@fremontco.com>
To: Amy Bourlon-Hilterbran <info@venueatoakcreek.com>
Cc: "adbhilterbran@gmail.com" <adbhilterbran@gmail.com>

Wed, Jul 10, 2024 at 1:16 PM

Good afternoon,

We are in receipt of your information, and will withhold comment until we receive the application packet from our Planning & Zoning office for a more detailed review.

Thank you,

Annette Reed-Pugh

Fremont County DOT

719-276-7430

The Devil whispered in my ear: "You are not strong enough to survive the storm".

I whispered in the Devil's ear: "I am the Storm". ~unknown

From: Amy Bourlon-Hilterbran <info@venueatoakcreek.com>
Sent: Wednesday, July 10, 2024 1:12 PM
To: Annette Reed-Pugh <annette.reed-pugh@fremontco.com>
Cc: adbhilterbran@gmail.com
Subject: Temporary Use Application - THE VENUE AT OAK CREEK

CAUTION: This sender is located outside of your organization.

[Quoted text hidden]

Amy Bourlon-Hilterbran <info@venueatoakcreek.com>
To: "adbhilterbran@gmail.com" <adbhilterbran@gmail.com>

Wed, Jul 10, 2024 at 1:21 PM

From: Annette Reed-Pugh <annette.reed-pugh@fremontco.com>
Sent: Wednesday, July 10, 2024 1:16 PM
To: Amy Bourlon-Hilterbran <info@venueatoakcreek.com>
Cc: adbhilterbran@gmail.com <adbhilterbran@gmail.com>
Subject: RE: Temporary Use Application - THE VENUE AT OAK CREEK

[Quoted text hidden]

Annette Reed-Pugh <annette.reed-pugh@fremontco.com>
To: Amy Bourlon-Hilterbran <info@venueatoakcreek.com>

Wed, Jul 10, 2024 at 1:46 PM

Cc: "adbhilterbran@gmail.com" <adbhilterbran@gmail.com>

Hello again,

800 N Frazier is under Town of Florence jurisdiction, and not County jurisdiction as far as roadway maintenance, just an FYI.

Thank you,

Annette Reed-Pugh

Fremont County DOT

719-276-7430

The Devil whispered in my ear: "You are not strong enough to survive the storm".

I whispered in the Devil's ear: "I am the Storm". ~unknown

From: Amy Bourlon-Hilterbran <info@venueatoakcreek.com>
Sent: Wednesday, July 10, 2024 1:12 PM
To: Annette Reed-Pugh <annette.reed-pugh@fremontco.com>
Cc: adbhilterbran@gmail.com
Subject: Temporary Use Application - THE VENUE AT OAK CREEK

CAUTION: This sender is located outside of your organization.

Good day! We are Jason and Amy Hilterbran, the owners / operators of "The Venue at Oak Creek", formerly the Camerlo Dairy Farm located at 800 N. Frazier Avenue in Florence, Colorado 81226.

[Quoted text hidden]

ADB Hilterbran <adbhilterbran@gmail.com>
To: Annette Reed-Pugh <annette.reed-pugh@fremontco.com>

Wed, Jul 10, 2024 at 1:48 PM

Thank you very much for letting me know Annette! It hasn't been easy putting together these pieces of the puzzle so any insight is greatly appreciated!

[Quoted text hidden]

Annette Reed-Pugh <annette.reed-pugh@fremontco.com>
To: ADB Hilterbran <adbhilterbran@gmail.com>

Wed, Jul 10, 2024 at 2:00 PM

No worries! I know those applications get confusing sometimes!!!!

Annette Reed-Pugh

*Fremont County DOT
719-276-7430*

*The Devil whispered in my ear: "You are not strong enough to survive the storm".
I whispered in the Devil's ear: "I am the Storm". ~unknown*

[Quoted text hidden]

[Quoted text hidden]

This email has been scanned for spam and viruses by Proofpoint Essentials. [Click here to report this email as spam.](#)

Amy Bourlon-Hilterbran <info@venueatoakcreek.com>
To: "adbhilterbran@gmail.com" <adbhilterbran@gmail.com>

Mon, Jul 22, 2024 at 11:08 AM

From: Annette Reed-Pugh <annette.reed-pugh@fremontco.com>
Sent: Wednesday, July 10, 2024 1:46 PM
To: Amy Bourlon-Hilterbran <info@venueatoakcreek.com>
Cc: adbhilterbran@gmail.com <adbhilterbran@gmail.com>
Subject: RE: Temporary Use Application - THE VENUE AT OAK CREEK

[Quoted text hidden]

TEMPORARY USE PERMIT APPLICATION

THE VENUE AT OAK CREEK – 800 N. FRAZIER AVE., FLORENCE, CO 81226

Line Item: 17.f

Response Statement:

The Venue at Oak Creek, located at 800 N. Frazier Avenue in Florence, Colorado, does NOT gain direct access from a roadway under the jurisdiction of the Colorado Department of Transportation and therefore does not require notification to CDOT in regards to events on the property or the submission of a Temporary Use Permit application.

Respectfully,


Jason Hilterbran


Amy Hilterbran

7/11/2024

Ex. 17.f.1



ADB Hilterbran <adbhilterbran@gmail.com>

Fw: Temporary Use Application - THE VENUE AT OAK CREEK

2 messages

Amy Bourlon-Hilterbran <info@venueatoakcreek.com>
To: "adbhilterbran@gmail.com" <adbhilterbran@gmail.com>

Thu, Jul 11, 2024 at 11:59 AM

From: Amy Jamison <amy.jamison@fremontco.com>
Sent: Wednesday, July 10, 2024 1:37 PM
To: Amy Bourlon-Hilterbran <info@venueatoakcreek.com>
Subject: RE: Temporary Use Application - THE VENUE AT OAK CREEK

Received.

Respectfully,

Amy Jamison

Environmental Health

Fremont County Department of Public Health & Environment

201 N 6th Street Cañon City, CO 81212

Office: 719.276.7450

Fax: 719.276.7451

<https://fremontcountyco.gov/public-health/environmental-health-0>



Please note, FCDPHE is CLOSED on Fridays.

CONFIDENTIALITY NOTICE: This e-mail, including any attachments, is for the sole use of the intended recipient and may contain confidential and privileged information. If you are not an intended recipient, or the person responsible for delivering this message to an intended recipient, you are hereby notified that reading, copying, using or distributing this message is prohibited. If you are not an intended recipient, please contact the sender by reply email and destroy all copies of the original message from your computer system.

EX. 17.g.1

From: Amy Bourlon-Hilterbran <info@venueatoakcreek.com>
Sent: Wednesday, July 10, 2024 1:08 PM
To: Amy Jamison <amy.jamison@fremontco.com>
Subject: Temporary Use Application - THE VENUE AT OAK CREEK

CAUTION: This sender is located outside of your organization.

Good day! We are Jason and Amy Hilterbran, the owners / operators of "The Venue at Oak Creek", formerly the Camerlo Dairy Farm located at 800 N. Frazier Avenue in Florence, Colorado 81226.

We are submitting a Special Review Use Application to the county for approval for use of the converted barn to become an event center (Recreational Facility - Rural). In addition - we are submitting a Temporary Use Application so that we may begin booking events as soon as possible should the SRU take more time than expected.

Under the requirements of the Temporary Use Permit Application, we are to notify you of several things specifically and ask for a confirmation of receipt of this email. Please respond to us that you are in receipt of this email at your earliest convenience, and thank you.

Please find also attached pictures of the property / venue at 800 N. Frazier Avenue, Florence, Colorado (which is located in County of Fremont authority, not city of Florence).

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IN ACCORDANCE TO:

8.16.19.1.1.1 A description of the event: Events at the Venue at Oak Creek vary but will be primarily weekend / evening events to include small to medium size weddings, memorials, reunions and gatherings. We will also have an annual KCBS sanctioned barbeque competition in September and a Sunflower Maze in late June thru early July each year, again primarily open on the weekends.

There is no commercial kitchen on site and food service will be contracted through licensed vendors and facilitated through the wedding coordinator and events coordinator with communications directed to the Fremont County Environmental Health Officer (Amy Jamison).

Entrance and Exit to the property are off North Frazier Avenue, a city maintained road. We have received a letter from the City Manager that confirms the city does not have concerns regarding traffic or parking at our event center. (This letter is attached).

All parking will be off roadway and on our property.

We do not foresee any parking or traffic issues.

There are no proposed road closures.

There will not be any event signage installed or displayed.

We appreciate your time. Please do not hesitate to reach out to us if you have any questions or require additional information.

Respectfully,

Jason Hilterbran & Amy Dawn Bourlon- Hilterbran

Owners / Believers

info@venueatoakcreek.com

www.venueatoakcreek.com

719.280.7091



Amy Bourlon-Hilterbran <info@venueatoakcreek.com>
To: "adbhilterbran@gmail.com" <adbhilterbran@gmail.com>

Mon, Jul 22, 2024 at 11:09 AM

[Quoted text hidden]



ADB Hilterbran <adbhilterbran@gmail.com>

Venue at Oak Creek - Temporary Use Application

4 messages

Amy Bourlon-Hilterbran <info@venueatoakcreek.com>
To: "amy.jamison@fremontco.com" <amy.jamison@fremontco.com>
Cc: "adbhilterbran@gmail.com" <adbhilterbran@gmail.com>

Wed, Jul 10, 2024 at 12:29 PM

Hello Amy and good day.

We are submitting the Special Review Use application for 800 N. Frazier Avenue in Florence, "The Venue at Oak Creek". In addition, we are submitting a "Temporary Use Permit" application to hopefully open for business as soon as possible should the SRU require further work.

Brief history: In short, the former Camerlo Dairy Farm has been completely renovated and remodeled into a wonderful venue that includes a 4000 sq ft event center specific for small to medium sized weddings, memorials, reunions, banquets, meetings and the like.

In this email – we are specifically addressing the TEMPORARY USE PERMIT application, and more specifically, items #10, #11 and #12 of the application form.

10. DRINKING WATER PLAN STATEMENT:

New plumbing to accommodate ADA accessible restrooms for both men and women have been added in addition to ADA accessible drinking fountains. River Valley Plumbing was the plumber (Cory Bungard). The drinking water to the venue is supplied by the City of Florence. After water fountain installation, the water was sent to Pueblo for the Bac-T test and passed inspection. *Our account number is 201354, we have attached a copy of our statement.*

11. SANITATION PLAN STATEMENT:

Fully complaint ADA accessible restrooms for men and women. Sanitation services at "The Venue at Oak Creek" are provided by the Fremont Sanitation District. *Our account number is 20796, we have attached a copy of our statement.*

12. CONCESSION PLAN STATEMENT: There is NO commercial kitchen (or kitchen at all) in the event center and we do not plan to add one. We will utilize licensed caterers for private events, and any public events will go through the protocol to fill out the "Temporary Events Vendor" Application (*attached*) and submit it to you at least 2 weeks prior to any public event that would involve food trucks or other food vendors that would need to have their insurance and license verified.

Thank you so much for your time and please let us know if you have any further questions or need us to get you more information. Attached you will find this in letter form.

Respectfully,




Jason Hilterbran & Amy Dawn Bourlon- Hilterbran
Owners / Believers
info@venueatoakcreek.com
www.venueatoakcreek.com
719.280.7091



4 attachments



IMG_0485.jpg
2178K

-  **Temp Events Vendor Application, revised, 2015, new county logo (1).docx**
64K
-  **fremont sanitation bill.pdf**
85K
-  **Venue at Oak Creek TUP letter to Amy Jamison .pdf**
52K

Amy Jamison <amy.jamison@fremontco.com> Wed, Jul 10, 2024 at 1:42 PM
To: Wyatt Sanders <wyatt.sanders@fremontco.com>
Cc: "info@venueatoakcreek.com" <info@venueatoakcreek.com>, "adbhilterbran@gmail.com" <adbhilterbran@gmail.com>

Hi Wyatt,

Just looping you in on this as you review Item 11 on the TUP's.

From: Amy Bourlon-Hilterbran <info@venueatoakcreek.com>
Sent: Wednesday, July 10, 2024 12:29 PM
To: Amy Jamison <amy.jamison@fremontco.com>
Cc: adbhilterbran@gmail.com
Subject: Venue at Oak Creek - Temporary Use Application

CAUTION: This sender is located outside of your organization.

[Quoted text hidden]

4 attachments



IMG_0485.jpg
2178K



Temp Events Vendor Application, revised, 2015, new county logo (1).docx

64K



fremont sanitation bill.pdf

85K



Venue at Oak Creek TUP letter to Amy Jamison .pdf

52K

ADB Hilterbran <adbhilterbran@gmail.com>

Wed, Jul 10, 2024 at 1:46 PM

To: Amy Jamison <amy.jamison@fremontco.com>

Cc: Wyatt Sanders <wyatt.sanders@fremontco.com>, "info@venueatoakcreek.com" <info@venueatoakcreek.com>

Thank you Amy, I didn't realize I needed to email Wyatt on that part as well.

I think he's a little tired of my emails, so I'm glad it came from you.

Appreciate you both!

[Quoted text hidden]

Amy Bourlon-Hilterbran <info@venueatoakcreek.com>

Mon, Jul 22, 2024 at 11:08 AM

To: "adbhilterbran@gmail.com" <adbhilterbran@gmail.com>

From: ADB Hilterbran <adbhilterbran@gmail.com>

Sent: Wednesday, July 10, 2024 1:46 PM

To: Amy Jamison <amy.jamison@fremontco.com>

Cc: Wyatt Sanders <wyatt.sanders@fremontco.com>; Amy Bourlon-Hilterbran <info@venueatoakcreek.com>

Subject: Re: FW: Venue at Oak Creek - Temporary Use Application

[Quoted text hidden]



Coverage Is Provided In:
 Ohio Security Insurance Company, a stock company
 Domiciled in New Hampshire
 175 Berkeley Street, Boston, MA 02116

Policy Number:
FMS (25) 63 58 62 84

Policy Period:
From 07/31/2024 To 07/31/2025
 12:01 am Standard Time
 at Insured Mailing Location

Common Policy Declarations

Named Insured

800 FRAZIER LLC

Agent

(719) 591-4500
 PIKES PEAK INSURANCE AGENCY

POLICY FORMS AND ENDORSEMENTS - continued

FORM NUMBER	TITLE
FP 10 60 04 16	Causes of Loss Form - Farm Property
FP 88 48 12 17	Identity Theft Administrative Services And Expense Coverage
IL 00 17 11 98	Common Policy Conditions
IL 00 21 09 08	Nuclear Energy Liability Exclusion Endorsement (Broad Form)
IL 01 25 11 13	Colorado Changes - Civil Union
IL 01 69 09 07	Colorado Changes - Concealment, Misrepresentation or Fraud
IL 02 28 09 07	Colorado Changes - Cancellation and Nonrenewal
IL 88 53 11 20	Actual Cash Value

In witness whereof, we have caused this policy to be signed by our authorized officers.

Damon Hart
 Secretary

Hamid Mirza
 President

Ex. 17.h.1
Pg 1/8

To report a claim, call your Agent or 1-844-325-2467

DS 70 21 11 16



Coverage Is Provided In:
 Ohio Security Insurance Company, a stock company
 Domiciled in New Hampshire
 175 Berkeley Street, Boston, MA 02116

Policy Number:
FMS (25) 63 58 62 84

Policy Period:
From 07/31/2024 To 07/31/2025
 12:01 am Standard Time
 at Insured Mailing Location

**Commercial Farm
 Declarations**

Named Insured

800 FRAZIER LLC

Agent

(719) 591-4500
 PIKES PEAK INSURANCE AGENCY

SUMMARY OF CHARGES

Explanation of Charges	Description	Premium
	Commercial Farm	\$ 4,292.00
	Colorado Hazard Mitigation Fee	\$ 2.00
	Total Advance Charges:	\$ 4,294.00

Note: This is not a bill

1.1.11.23
 4/1/24

Ex. 17 chel
 pg 2/8

To report a claim, call your Agent or 1-844-325-2467



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 Ohio Security Insurance Company, a stock company
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 175 Berkeley Street, Boston, MA 02116

Policy Number:
FMS (25) 63 58 62 84

Policy Period:
From 07/31/2024 To 07/31/2025
 12:01 am Standard Time
 at Insured Mailing Location

**Commercial Farm
 Declarations Schedule**

Named Insured	Agent
800 FRAZIER LLC	(719) 591-4500 PIKES PEAK INSURANCE AGENCY

SUMMARY OF LIMITS

Commercial Farm Liability Limits of Insurance	Description	Limit
	Bodily Injury, Property Damage And Medical Payments - Each Occurrence (Coverage H and J)	500,000
	Personal and Advertising Injury Liability (Coverage I)	500,000
	Medical Payments - Each Person (Coverage J)	5,000
	Fire Damage Limit - Premises Rented to Insured - Any One Occurrence	100,000
	General Aggregate Limit (Coverage H, I and J)	1,000,000
	Chemical Drift Liability - Aggregate Limit (Property Damage)	25,000

Ex. 17.h.1
pg 318

To report a claim, call your Agent or 1-844-325-2467

DS 88 07 12 17



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 Ohio Security Insurance Company, a stock company
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 175 Berkeley Street, Boston, MA 02116

Policy Number:
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Policy Period:
From 07/31/2024 To 07/31/2025
 12:01 am Standard Time
 at Insured Mailing Location

**Commercial Farm
 Declarations Schedule**

Named Insured	Agent
800 FRAZIER LLC	(719) 591-4500 PIKES PEAK INSURANCE AGENCY

SUMMARY OF LIABILITY CLASSIFICATIONS

<u>Loc #</u>	<u>Class Code</u>	<u>Description</u>	<u>Exposure</u>
N/A	06519	Farm Type IV Nonowned 0 To 160 Acres	32 (A)
N/A	79337	Chemical Drift Liability Aggregate Limit (Property Damage)	

A = Acres, AD = Admissions, C = Cost, E = Each, GS = Gross Sales, P = Payroll, R = Receipts

1.1.17.23

6/5/23

Ex. 17.h.1

pg 4/8

To report a claim, call your Agent or 1-844-325-2467

DS 88 08 12 17



Coverage Is Provided In:
Ohio Security Insurance Company, a stock company
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175 Berkeley Street, Boston, MA 02116

Policy Number:
FMS (25) 63 58 62 84

Policy Period:
From 07/31/2024 To 07/31/2025
12:01 am Standard Time
at Insured Mailing Location

Commercial Farm Declarations Schedule

Named Insured

800 FRAZIER LLC

Agent

(719) 591-4500
PIKES PEAK INSURANCE AGENCY

SUMMARY OF FARM OPTIONAL COVERAGES

Coverage - Insurance is provided only for those coverages for which a specific limit of insurance is shown.

Deductible - All *Covered Causes of Loss* unless otherwise stated: \$2,500

Description

**Limit of
Insurance**

Identity Theft Admin. Services And Expense Coverage - Annual Aggregate Limit (FP 88 48)

25,000

Limited Coverage For Fungi, Wet Rot And Dry Rot - Property (FP 05 30)

15,000

Ex. 17.h.1

Pg 5/8

To report a claim, call your Agent or 1-844-325-2467

DS 88 11 12 17



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 Ohio Security Insurance Company, a stock company
 Domiciled in New Hampshire
 175 Berkeley Street, Boston, MA 02116

Policy Number:
FMS (25) 63 58 62 84

Policy Period:
From 07/31/2024 To 07/31/2025
 12:01 am Standard Time
 at Insured Mailing Location

**Commercial Farm
 Declarations Schedule**

Named Insured	Agent
800 FRAZIER LLC	(719) 591-4500 PIKES PEAK INSURANCE AGENCY

SUMMARY OF FARM PROPERTY – BARNs, OUTBUILDINGS AND OTHER FARM STRUCTURES

Coverage - Insurance is provided only for those coverages for which a specific limit of insurance is shown.

Deductible - All Covered Causes of Loss unless otherwise stated: \$2,500

Loc #	Bldg #	Coverage	Loss Settlement Option ¹	Covered Causes of Loss	Deductible	Limit of Insurance
0001		Protection Class: 004				
	ST0001	Stable	ACV	BASIC	\$2,500	30,697
	ST0002	Outbuilding	ACV	BASIC	\$2,500	30,697
	ST0003	Farm/Ranch Residence	ACV	Special	\$2,500	130,000

Footnotes

- ¹ ACV = Actual Cash Value, FRC = Functional Replacement Cost, RC = Replacement Cost, SLS = Special Loss Settlement, ERC = Extended Replacement Cost (FP 88 64)
- ² Refer To FP 00 12 for Loss Settlement Provsions for Building Additions/Alterations
- ³ Theft Exclusion Applies
- ⁴ Incl. Weight of Ice, Snow, or Sleet
- ⁵ Inflation Guard of 4% FP 04 31 Applies
- ⁶ Not Applicable
- ⁷ Vandalism Exclusion Applies
- ⁸ Rental to Others - Theft
- ⁹ Unit Owners Coverage FP 05 23 Applies
- ¹⁰ Tobacco Firing Permit
- ¹¹ Actual Cash Value - Windstorm or Hail Losses to Roof Surfacing
- ¹² Exclusion - Cosmetic Damage to Roof Surfacing Caused By Windstorm or Hail
- ¹³ "Broad" Causes of Loss apply to poultry, livestock, bees, worms, fish or other animals. Refer to FP 00 13 for limitations applicable to grain, hay, straw or fodder in the open.

4/E 09

Ex-17.h.1
 pg 6/8

To report a claim, call your Agent or 1-844-325-2467



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Commercial Farm Declarations Schedule

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Agent

(719) 591-4500
 PIKES PEAK INSURANCE AGENCY

SUMMARY OF FARM DWELLINGS, APPURTENANT STRUCTURES AND HOUSEHOLD PERSONAL PROPERTY

Coverage - Insurance is provided only for those coverages for which a specific limit of insurance is shown.

Deductible - All *Covered Causes of Loss* unless otherwise stated: \$2,500

<u>Loc #</u>	<u>Bldg #</u>	<u>Coverage</u>	<u>Loss Settlement Option¹</u>	<u>Covered Causes of Loss</u>	<u>Deductible</u>	<u>Limit of Insurance</u>
0001		Protection Class: 004				
	DW0001	Description: Main Home				
		A. Dwelling ⁵	80% RC	Special	\$2,500	409,957
		B. Appurtenant Private Structures ⁵	80% RC	Special	\$2,500	40,996
		C. Household Personal Property	N/A	N/A	N/A	N/A
		D. Loss of Use	N/A	Special	N/A	40,996

Note: Footnotes are located at the end of the Declarations Schedule

Ex 17.h.1
pg 4/18

To report a claim, call your Agent or 1-844-325-2467

DS 88 14 12 17



Coverage Is Provided In:
 Ohio Security Insurance Company, a stock company
 Domiciled in New Hampshire
 175 Berkeley Street, Boston, MA 02116

Policy Number:
FMS (25) 63 58 62 84
 Policy Period:
From 07/31/2024 To 07/31/2025
 12:01 am Standard Time
 at Insured Mailing Location

**Commercial Farm
 Declarations Schedule**

Named Insured	Agent
800 FRAZIER LLC	(719) 591-4500 PIKES PEAK INSURANCE AGENCY

**SUMMARY OF FARM DWELLINGS, APPURTENANT STRUCTURES AND HOUSEHOLD
 PERSONAL PROPERTY - continued**

Coverage - Insurance is provided only for those coverages for which a specific limit of insurance is shown.

Deductible - All Covered Causes of Loss unless otherwise stated: \$2,500

Footnotes

- ¹ ACV = Actual Cash Value, FRC = Functional Replacement Cost, RC = Replacement Cost, SLS = Special Loss Settlement, ERC = Extended Replacement Cost (FP 88 64)
- ² Refer To FP 00-12 for Loss Settlement Provisions for Building Additions/Alterations
- ³ Theft Exclusion Applies
- ⁴ Incl. Weight of Ice, Snow, or Sleet
- ⁵ Inflation Guard of 4% FP 04 31 Applies
- ⁶ Not Applicable
- ⁷ Vandalism Exclusion Applies
- ⁸ Rental to Others - Theft
- ⁹ Unit Owners Coverage FP 05 23 Applies
- ¹⁰ Tobacco Firing Permit
- ¹¹ Actual Cash Value - Windstorm or Hail Losses to Roof Surfacing
- ¹² Exclusion - Cosmetic Damage to Roof Surfacing Caused By Windstorm or Hail
- ¹³ "Broad" Causes of Loss apply to poultry, livestock, bees, worms, fish or other animals. Refer to FP 00 13 for limitations applicable to grain, hay, straw or fodder in the open.

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 4/4 09

Ex. Mohol
 pg 8/8

To report a claim, call your Agent or 1-844-325-2467

April 1, 2024

To whom it may concern:

We would like to request a waiver to NOT carry surety bond insurance. We are NNN leasing the property and will be maintaining and cleaning the property on a regular basis in addition to prior, during and after any events on the property.

Thank you for your consideration.

Jason & Amy Hilterbran

The Venue at Oak Creek

Ex. 17.i.1

List of neighbors to 800 N. Frazier Avenue, Florence, CO 81226, “The Venue at Oak Creek”

June 2024

Neighbors Westerly:

George F. Morphis
701 W. 9th Street
Florence, Colorado 81226

Paul E. Smith Jr. & Deborah D. Smith Family Trust
706 W. 8th Street
Florence, Colorado 81226

Chadwick Nelson
712 W. 8th Street
Florence, Colorado 81226

Cory Simmons
715 Frazier Avenue
Florence, Colorado 81226

William A. Brannen
711 W. 8th Street
Florence, Colorado 81226

Daniel Ray Smith
717 W. 8th Street
Florence, Colorado 81226

Chadwick Nelson
712 W. 7th Street
Florence, Colorado 81226

Charlette A. Henager and Lisa Henager
714 W. 7th Street
Florence, Colorado 81226

Ex. 18.a.1

List of neighbors to 800 N. Frazier Avenue, Florence, CO 81226, “The Venue at Oak Creek” (continued)

Autum Seidling and Brian J. Seidling
720 W. 7th Street
Florence, Colorado 81226

Deborah Anne Hollowell, Trustee
Deborah Anne Hollowell Revocable Trust
724 W. 7th Street
Florence, Colorado 81226

George Morphis
535 Frazier Avenue
Florence, Colorado 81226

Alan L. Gebhart and Carol A. Gebhart
525 Frazier Avenue
Florence, Colorado 81226

Michael C. Alexander and Leslie Joanne Alexander
527 Frazier Avenue
Florence, Colorado 81226

Levi Taylor Armstrong
529 Frazier Avenue
Florence, Colorado 81226

Larry Lasha
608 Wilson Avenue
Florence, Colorado 81226

Thomas R. Solseth and Carolyn J. Solseth
602 Wilson Avenue
Florence, Colorado 81226

Ex. 18.a.1

List of neighbors to 800 N. Frazier Avenue, Florence, CO 81226, "The Venue at Oak Creek" (continued)

Sue Schlesinger
404 Wilson Avenue
Florence, Colorado 81226

PROVIDENT TRUST GROUP FBO
8880 W SUNSET RD STE-250
LAS VEGAS, NV 89148-5006

Paul Dean Duffey
522 Wilson Avenue
Florence, Colorado 81226

Neighbors Southerly:

Fremont Elementary School
500 W. 5th Street
Florence, Colorado 81226

Neighbors Easterly:

Vicky L. Broska
318 W. 7th Street
Florence, Colorado 81226

Rose M. Berner
324 W. 7th Street
Florence, Colorado 81226

Ex. 19.a.1

List of neighbors to 800 N. Frazier Avenue, Florence, CO 81226, “The Venue at Oak Creek” (continued)

Camilio Apodaca
328 W. 7th Street
Florence, Colorado 81226

Brenton A. Bryant and Samantha Bryant
334 W. 7th Street
Florence, Colorado 81226

James Erickson
317 W. 7th Street
Florence, Colorado 81226

Amanda Apodaca
327 W. 7th Street
Florence, Colorado 81226

Billy R. Cool
925 N. Maple Street
Florence, Colorado 81226

Chelsea Russell
321 W. 9th Street
Florence, Colorado 81226

Neighbors Northerly:

N/A

Ex. 18.a.1

PAGE 4 (FINAL)

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CITY OF FLORENCE

600 West 3rd Street
Florence, Colorado 81226
(719) 784-4848
cityofflorence@florencecolorado.org
www.florencecolorado.org

June 26, 2024

Amy Bourlon-Hilterbran
The Venue at Oak Creek
800 N Frazier
Florence, CO 81226

Dear Amy,

The City of Florence does not have concerns about the traffic impact generated by the Oak Creek project at the Old Camerlo Dairy Farm based on the information you have provided to the City via email:

- Average traffic would be twelve (12) vehicles daily; and
- Increased traffic would be related to larger events, including but not limited to weddings, reunions, and memorials. These events will primarily occur on weekends and outside of school hours; and
- Large trucks will not enter and exit the venue on a regular basis

Changes to this information, including but not limited to significant changes in traffic volume, anticipated times of heavy traffic that regularly coincide with school hours, and increased truck traffic would be cause for concern for the City.

Respectfully,

Amy Nasta
City Manager
City of Florence

Ex. 18.4.b.1

July 1, 2024

To whom it may concern:

I, J. Michael Turley, hereby give Jason Hilterbran and Amy Dawn Bourlon-Hilterbran permission to request any and all waivers for bonds required for requested permits for the property located to 800 N. Frazier, Florence, Colorado 81226. Jason Hilterbran and Amy Dawn Bourlon-Hilterbran, under my lease with them, has the authority to apply for permits as well as any and all needed compliance documentation.

I also hereby give permission in accordance with their lease to apply for such permits to be in compliance with necessary permissions needed for any and all events requested by Jason Hilterbran or Amy Dawn Bourlon-Hilterbran for said property and to hold such events as they see fit.

Jason Hilterbran and Amy Dawn Bourlon-Hilterbran keep me informed and I give them my support and permission.

Thank you.



J. Michael Turley
PO Box 38036
Colorado Springs, CO 80937

Ex. 8.16.1.6.1

Exhibit A

Parcel A:

Beginning at a point on the North line of Section 16, Township 19 South, Range 69 West of the 6th P.M., whence the Northwest corner of said Section 16 bears West 984.06 Feet; thence East and along said Section line to the right-of-way of the Florence and Cripple Creek Railroad Company; thence Southerly along the West line of said right-of-way to the North line of the Jesse Frazer Addition to the City, formerly Town, of Florence, according to the plat of said Addition on file in the office of the Recorder of said County; thence Westerly along the North line of said Addition, (being also the North line of West Fifth Street) to the Northwest corner of said Addition and to the East line of Frazer Avenue; thence Northerly and along the East line of said Avenue to the North end thereof, thence Westerly to the Southeast Corner of land owned by Edwin Lobach, Jr.; thence Northerly to a point 594 Feet East of the Southwest Corner of the NW1/4 NW1/4 of said Section Sixteen 16; thence Northerly to the place of beginning.

Parcel A1

Also, a strip or parcel of land 50 feet wide, being 25 feet wide on each side of the center line of the main track of The Florence and Cripple Creek Railroad Company as said main tract was formerly constructed and operated over and across the W1/2 NW1/4 and the NW1/4 SW1/4 of Section 16, Township 19 South, Range 69 West of the 6th P.M.; Beginning at the Southerly right of way line of The Atchison, Topeka and Santa Fe Railway Company and extending thence Southerly a distance of about 1720 feet to the Southwesterly line of Fifth Street produced Westerly in Florence.

Excepting from Parcels A and A1A a tract of land conveyed to Edwin Lobach by Deed recorded in the office of the Recorder of said Fremont County in Book 73, at Page 472; and, also excepting a tract conveyed to M. M. Hamma by Deed recorded in Book 99, Page 525, in the office of said Recorder and a tract of land conveyed to School District No. Re 2 by deeds recorded February 9, 1960 in Book 412 at Page 327 and March 8, 1960 in Book 413 at Page 163 and excepting any portion thereof lying within the right of way of the Atchison, Topeka and Santa Fe Railway Company.

Parcel B:

Also, a tract of land in Section 16, Township 19 South, Range 69 West of the 6th P.M. described as follows:
Beginning at a point South 61°34' East, 2559.44 feet East of Cyanide Avenue on the Southerly line of A. T. & S.F. railroad right of way; thence South 19°53'30" West, 71.10 feet; thence South 33°39' West, 115.92 feet to a point on the East bank of Oak Creek the point of beginning; thence South 77°59'15" West along the East bank of Oak Creek, 160 feet, more or less; thence South 57°12' West along the East bank of said Oak Creek a distance of 233.65 feet, more or less, to a point on the East bank of Oak Creek; thence East 170 feet, more or less; thence North 16°31' East 60 feet to a point on the South line of the NW1/4 NW1/4 of Section 16, Township 19 South, Range 69 West of the 6th P.M.; thence North 46°38' East 86.35 feet, more or less; thence North 33°39' East 51.56 feet to the point of beginning.
Except any portion thereof lying within the tract of land conveyed to Edwin Lobach Jr. by Deed recorded March 6, 1902 in Book 119 at Page 266.

Parcel C:

Also, a tract of land in the SW1/4 NW1/4 Section 16, Township 19 South, Range 69 West of the 6th P.M., described as follows:
Commencing at the Southwest corner of said SW1/4 NW1/4, thence North 39 rods and 9 links (649.44 feet) along the West line of said SW1/4 NW1/4; thence North 28° East along the East line of lands deeded to Edwin Lobach by Stephen Frazier recorded in Book C, Page 179, 32 rods and 10 links (534.6 feet) to the point of beginning for this tract; thence South 69°40'00" East 264 feet along the lands deeded to Edwin Lobach by Stephen and Anna Frazier; thence North 14°48'00" East 30 feet; thence North 69°02'00" West along the Southwesterly line of land deeded to Edwin Lobach Jr. by Deed recorded March 6, 1902 in Book 119 at Page 266 a distance of 256.4 feet; thence Southwesterly 30 feet, more or less, to the point of beginning.

County of Fremont
State of Colorado

Ex. 18.16.1.6.2

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