



Town of Rangely

RDA Board Packet
August 21st, 2025 - 7:30am





Town of Rangely Conference Room
*****August 21st, 2025 @ 7:30 a.m.*****
Agenda

Keely Ellis, Chairman

Ron Granger, Vice Chairman
Karen Reed

Jeannie Caldwell
Ryan Huitt
Derek Nielsen

Ex-Officio

Rio Blanco County Commissioner – Doug Overton
School District Representative – Brad Casto
RJCD Board Representative – Lisa Jones
Rangely Special Districts – Alden Vanden Brink

1) Call to Order

2) Roll Call

3) Minutes of Meeting

a) Discussion and Action to approve the minutes of July 10th, 2025.

4) Changes to the Agenda

5) Public Input

6) Old Business

a. Discussion and action to approve to be the designated sponsoring entity for Rural Jump Start.

7) New Business

a) Discussion and action to accept the Resignation of Ron Granger to the RDA Board

b) Discussion and action to approve a grant request from Rangely Trading Post for \$7,500 for the purpose of updating and repairing electrical and plumbing.

c) Discussion and action to approve a grant request from Elizabeth Robinson Studio for \$7,500 for the purpose of upgrading rental building.

d) Discussion and action to approve the Financials for May/June 2025

e) Discussion and action to approve the check register for May/June 2025

f) Discussion and action to approve funding for RARE Grant Applicant

a. Prater's Plumbing - \$15,077.19

g) Update on Pitch Competition

h) Update on Certified Local Government (CLG)



8) Committee & Project Updates

- Main Street: Jeannie Caldwell
- Mountain Bike Trails: Keely Ellis, Jeannie Caldwell
- Housing:
- Airport: Jeannie Caldwell, Lisa Jones
- Outdoor Rec. – Tourism: Ryan Huitt,
- Investment Opportunity: Jeannie Caldwell, Karen Reed

9) Information

10) Adjourn



Town of Rangely Conference Room
*****July 10th, 2025 @ 7:30 a.m. *****
Agenda

Keely Ellis, Chairman

Ron Granger, Vice Chairman
Karen Reed
Emma Baker

Jeannie Caldwell
Ryan Huitt
Derek Nielsen

Ex-Officio
Rio Blanco County Commissioner – Doug Overton
School District Representative – Brad Casto
RJCD Board Representative – Lisa Jones
Rangely Special Districts – Alden Vanden Brink

- 1) **Call to Order** – 7:30am
- 2) **Roll Call** – Keely Ellis, Ron Granger, Jeannie Caldwell, Derek Nieslsen, Doug Overton, Brad Casto, Lisa Jones, and Alden Vanden Brink present. Karen Reed, Emma Baker, and Ryan Huitt were absent.
- 3) **Minutes of Meeting**
 - a) *Discussion and Action to approve the minutes of April 10th, 2025.* – Motion made by Ron Granger to approve the minutes of April 10th, 2025, second Jeannie Caldwell. Motion passed.
- 4) **Changes to the Agenda** – Added items to 7f (a) and (b)
- 5) **Public Input**
- 6) **Old Business**
 - a. *Discussion and action to approve to be the designated sponsoring entity for Rural Jump Start.* – Table to follow up with Callie
- 7) **New Business**
 - a) *Discussion and action to accept the Resignation of Emma Baker to the RDA Board* – Motion made by Alden Vanden Brink to accept the Resignation of Emma Baker to the RDA Board, second by Jeannie Caldwell. Motion passed.
 - b) *Discussion and action to approve the Financials for March/Apr 2025* – Motion made by Ron Granger to approve the Financials for March/Apr 2025, second by Derek Nielsen. Motion passed.
 - c) *Discussion and action to approve the check register for March/Apr 2025* – Motion made by Derek Nielsen to approve the check register for March/Apr 2025, second by Brad Casto. Motion passed.
 - d) *Discussion and action to approve a grant application to Colorado Department of Public Health and Environment (CDPHE) for abatement and redevelopment of asbestos in the amount of \$90,000 with a 20% match.* – Motion made by Alden Vanden Brink to approve a grant application to Colorado Department of Public Health and Environment (CDPHE) for abatement and redevelopment of asbestos in the amount of \$90,000 with a 20% match, second by Lisa Jones. Motion passed.
 - e) *Discussion and action to approve dates and documents for the Pitch Competition* – Change of application deadline to August 15th from July 25th. Motion made by Derek Nielsen to approve dates and documents for the Pitch Competition with application deadline changed, second by Alden Vanden Brink. Lisa Jones abstained. Motion passed.



f) *Discussion and action to approve funding for RARE Grant Applicants*

- a. *Rangely Collision - \$38,307.60 – Motion made by Ron Granger to approve funding for RARE grant applicant, Rangely Collision of \$38,307.60, second by Alden Vanden Brink. Brad Casto, Jeannie Caldwell and Keely Ellis abstained. Motion passed.*
- b. *Blue Mountain Inn - \$27,274.59 - Motion made by Alden Vanden Brink to approve funding for RARE grant applicant, Blue Mountain Inn of \$27,274.59, second by Lisa Jones. Brad Casto, Jeannie Caldwell and Keely Ellis abstained. Motion passed.*

8) **Committee & Project Updates**

- **Main Street:** Jeannie Caldwell, Allen Parker – *Received video back from the state. Waiting to see if there will be mini grants available due to state's budget.*
- **Mountain Bike Trails:** Keely Ellis, Jeannie Caldwell - None
- **Housing:** Allen Parker – *Working on Prop 123 funding Housing.*
- **Airport:** Jeannie Caldwell, Lisa Jones – *Will be re-submitting grant application to Jeff Hurd with an increased ask. Should know by fall.*
- **Outdoor Rec. – Tourism:** Ryan Huitt, Derek Nielsen, Alden Vanden Brink – *There will be a training for CNCC's challenge course. Recreation survey by Water Conservancy is out for another 2 months. Rally Colorado will be July 18-20.*
- **Investment Opportunity:** Jeannie Caldwell, Karen Reed - None

9) **Information**

10) **Adjourn** - 8:41am

August 8, 2025

Keely Ellis, Chair
RDA/RDC
Town of Rangely
Rangely, CO 81648

Dear Keely

Over the last nine years I have been a member of the RDA and the RDC Boards. I have had the privilege of working with some very dedicated and thoughtful people who care deeply for the Town of Rangely. I believe during this time a lot of good things have happened and been accomplished, and I am proud to have been a part of both boards.

However, after careful consideration, I have decided to resign from both of these boards. I believe it is time to have someone else with new ideas and new insights be a part of these boards. It has been a privilege to serve on both, and I look forward to seeing what will be accomplished in the future.

My resignation will take affect immediately.

Sincerely

Ron Granger

Rangely Development Agency (RDA)

Grant/Loan Application

Serving Small Business Owners Residing with the Urban Renewal Plan Area of Rangely, Colorado

SUMMARY OF GRANT/LOAN REQUEST

Grant / Loan Request Amount \$ 1,500.00

Date:

7-17-2027

1. PRELIMINARY INFORMATION

Business Name

Rangely Trading Post LLC

Phone

970 390-2101

Mobile ()

Contact Person

Graeme Johnston

Title

Owner

Email Address

graeme500@hotmail.com

Mailing Address

321 E. Main Street, Unit 1

Physical Address

321 E. Main Street, Unit 1

County

Rio Blanco

Federal ID or SS#

33-3265885

(Loan Only)

Business Account Bank

Bank Contact

Bank Address

2. BUSINESS INFORMATION

Type of Business:

- ☐ Sole Proprietor
☐ Corporation
☐ Sub S Corporation
☐ Partnership Other

☐

- ☐ Wholesale
☐ Service
☐ Manufacturer

X LLC

If corporation, list names of officers:

Graeme Johnston

Date business established

April 15, 2025

Fiscal year

2025

Is this an existing business?

Yes

☒ No

☐

Purchase of existing business?

Yes

☐ No

X NO

New business?

Yes

☐ No

☐

Business description: (products manufactured, services provided, etc.)

Selling of food, ice-cream, + shirts, souvenirs + drinks.

Percent of Ownership

Name	Address	Phone	% Owned	SS#
1) Graeme Johnston	2811 E. Main St. Rangely	970-390-2201	100%	522-515499
2)				
3)				
4)				

3. REASONS FOR NEED FOR RDA FUNDS

To bring electrical + plumbing in the building up to code. Will also allow the business to continue + grow.

4. OTHER LENDING COMMITMENTS/CONTACTS FOR THIS PROJECT - N/A

(Loan Only)

Please list below names of other banks or lending sources you have contacted regarding this project and indicate whether they are willing to commit to financing. Attach letters of commitment or interest if available.

Name	Phone #	Date of Contact	Willing to Commit
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

5. EMPLOYMENT

Number of FTE* employees at the time of application: 2 FTE + 10 PT (When open)

Average payroll (\$/month): \$1200.00 / month

New FTE jobs to be created as a result of this grant or loan: (Give #'s for each time period, not cumulative total)

a) 1st 6 months 2 b) 2nd 6 months 3 c) 2nd Year 4 Total over 2 Years
(should equal a thru c)

If this is a job retention project (i.e. company will go out of business if RDA funds are not received), number of current FTE employees to be retained: (Mark n/a if not applicable) Company will maintain full staff.

Number to be filled/retained by low/moderate income persons: All employees should fall within this area.

Plans for hiring and training new workers:

When shop reopens and employees are needed, hiring will begin to happen immediately. Training is an ongoing process.

*FTE, for the purposes of this program, is defined as a minimum of 35 hours per week, 50 weeks per year.

6. BUSINESS DEBT

List current debts of the business (including credit card debt) – indicate any loans to be paid by proposed funding with an asterisk (*)

Original Date	Lender	Original Amount	Current Balance Outstanding	Interest Rate	Term	Monthly Payment	Security
		\$	\$	%		\$	
		\$	\$	%		\$	
		\$	\$	%		\$	
		\$	\$	%		\$	
		\$	\$	%		\$	

7. USE OF ALL GRANT / LOAN PROCEEDS

	Amount	Anticipated Date of 1 st Draw
Purchase of business occupied building	\$ _____	_____
Building expansion or repair	_____	_____
Purchase of machinery and equipment	_____	_____
Purchase of inventory	_____	_____
Purchase of furniture and fixtures	_____	_____
Purchase of raw materials	_____	_____
Purchase of existing business	_____	_____
Working capital - operating expenses	_____	_____
Payroll	_____	_____
Other (explain)	_____	_____
TOTAL PROJECT AMOUNT	\$ _____	_____

8. SOURCE OF PROCEEDS (Loan Only)

Show all sources of financing for this project.

Bank loan (non-SBA)	\$ _____	Bank loan (SBA	_____
guarantee)		Mortgage (other than bank)	_____

Equipment finance (non-bank)		Borrower equity: cash	_____
Borrower equity: non-cash			_____
NLF Loan Request			_____

TOTAL			_____
			\$ _____

Note: Total of Section 7 should equal total of Section 8

9. OVERALL BORROWER EQUITY (Loan Only)

What amount will borrowers invest in business (is investment in cash, equipment, real estate, etc.)?

_____	\$	_____
_____	\$	_____
_____	\$	_____

10. SUMMARY OF BUSINESS ASSETS (Loan Only)

_____ Items	Fair Market Value	Lienholder: _____
Building and land	\$ _____	_____
	\$ _____	_____
Existing equipment	\$ _____	_____
	\$ _____	_____
New equipment	\$ _____	_____
	\$ _____	_____
Accounts receivable	\$ _____	_____
	\$ _____	_____
Finished inventory for sale	\$ _____	_____
	\$ _____	_____
Inventory in process	\$ _____	_____
	_____	_____
Raw materials	_____	_____
Personal guarantees		
Other		

What collateral are you willing to pledge to the RDA?

11. CREDIT REFERENCES (Loan Only)

Business, Personal if ownership in business is 20% or greater.

	Name	Phone	Contact Person	Assoc.	# Years Credit Rating
Banks					
Trades					
Credit Cards					

(Loan Only)

Does your business have any subsidiaries or affiliates (including owner leasing or arrangements)?

☐ Yes ☐ No

Does your business have any licensing agreements or royalty payments required for any of the business products?

☐ Yes ☐ No

If yes, please provide their names and the relationship with your company.

For subsidiaries or affiliates, provide a current balance sheet and operating statement for each as an attachment.

Have you or any officers of your company ever been involved in bankruptcy or insolvency proceedings?

☐ Yes ☒ No

If yes, please give details in an attached letter.

Are you or your business involved in any potential or pending lawsuits?

☐ Yes ☒ No

If yes, provide details in supporting documents.

AUTHORIZATION FOR CREDIT CHECK

I (we) certify that the information included in this application is true and complete to the best of my (our) knowledge. By my (our) signature(s), I (we) agree to comply with the requirements that the RDA Grant/Loan Fund in connection with the approval of my (our) grant / loan request. I (we) also grant permission to the RDA to obtain information from my (our) bank, creditors, credit bureau reporting agency or other necessary sources to evaluate this application as required and appropriate.

Company Name

Owner of 20% or greater

Date

Owner of 20% or greater

Date

- **A Loan Closing Fee up to 3% will be collected at loan closing.**

From: [Graeme Johnston](#)
To: [Jeannie Caldwell](#)
Subject: Fwd: Estimate 1015 from Northwest Plumbing & Heating LLC
Date: Monday, July 14, 2025 1:33:59 PM

Sent from my iPhone

Begin forwarded message:

From: Northwest Plumbing & Heating LLC
<quickbooks@notification.intuit.com>
Date: July 10, 2025 at 1:27:18 PM MDT
To: graeme500@hotmail.com
Subject: Estimate 1015 from Northwest Plumbing & Heating LLC



Your estimate is ready!

Total \$2,246.46

Dear Rangely Trading Post,

Please find your estimate details here. Feel free to contact us if you have any questions. We look forward to working with you.

Have a great day!
Northwest Plumbing & Heating LLC

[Review and approve](#)

Northwest Plumbing & Heating LLC

1220 Deserado Dr
Rangely, CO 81648

lyndon.northwestplumbing@gmail
+1 (970) 620-2914

If you receive an email that seems fraudulent, please check with the business owner before paying, or you can forward the email to security@intuit.com so we can look into it. Read more at security.intuit.com.



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PROPOSAL

**DUCEY'S
ELECTRIC, INC**
PO BOX 606 - RANGELY, CO 81648
PH: (970) 675-8368 - FAX: (970) 675-8050

PROPOSAL SUBMITTED TO GRAEME JOHNSTON	PHONE 970-390-2101	DATE 07/11/2025
STREET 321 E MAIN ST	JOB NAME/LOCATION TRADING POST ELECTRICAL	
CITY, STATE AND ZIP RANGELY, CO 81648	321 E MAIN UNIT #1/RANGELY, CO	
ATTN:	DATE OF PLANS	JOB NUMBER
		JOB PHONE

We hereby submit specifications and estimates for:

REF: 321 E MAIN ST UNIT #1 REMODEL

DUCEY'S ELECTRIC WILL INSTALL NEW CIRCUITS AND WIRING TO ACCOMMODATE TRADING POST REMODEL NEEDS. ALL WORK WILL INCLUDE MATERIAL, LABOR AND STATE ELECTRICAL PERMIT.

TOTAL ESTIMATED COST:

\$6,000.00

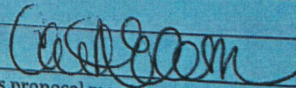
WE PROPOSE hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:
SIX THOUSAND AND 00/100-----

Payment to be made as follows:

100% DUE UPON COMPLETION.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized
Signature



Note: This proposal may be
withdrawn by us if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work.

Signature

PROPOSAL



**DUCEY'S
ELECTRIC, INC**

PO BOX 606 - RANGELY, CO 81648
PH:(970)675-8368 - FAX:(970)675-8050

PROPOSAL SUBMITTED TO GRAEME JOHNSTON		PHONE 970-390-2101	DATE 07/11/2025
STREET 321 E MAIN ST		JOB NAME/LOCATION TRADING POST ELECTRICAL	
CITY, STATE, AND ZIP RANGELY, CO 81648		321 E MAIN UNIT #1/RANGELY, CO	
ATTN:	DATE OF PLANS	JOB NUMBER	JOB PHONE

We hereby submit specifications and estimates for:

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TOTAL ESTIMATED COST:

\$6,000.00

WE PROPOSE hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

SIX THOUSAND AND 00/100

Payment to be made as follows:

100% DUE UPON COMPLETION.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alterations or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized
Signature

[Handwritten Signature]

Note: This proposal may be
withdrawn by us if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outline above.

Date of Acceptance: _____

Signature _____

Signature _____

Jeannie Caldwell

From: Phan Duong <kyphanduong@icloud.com>
Sent: Thursday, July 17, 2025 1:28 PM
To: Jeannie Caldwell
Subject: Trading Post (Greame Johnston)

To whom it may concern,

My name is Ky Phan Duong DBA Pinyon Tree Plaza LLC giving permission to Greame Johnston DBA Trading Post LLC. At location address 312 E. Main St. Unit 1 , Rangely , Co 81624 to make changes & install all trade fixtures, equipment required to operate its business at Lessee's sole expense as agreed on sign lease . Prior to my past conversation discussion with Matt Franks building inspector . All changes must be carried out by certified contractor , electrician, Plumber etc..... for anything Please do not hesitate to get hold of me at 970 620 5396 . Thank you in advance .

Kind regards

Phan Duong
Sent from my iPhone

BUSINESS IMPROVEMENT GRANTS/LOANS

RDA – Grant/Loan Programs – The program is designed to help local businesses with expansion, capital investment and in some cases consolidation of debt through the RDA and outside loan opportunities, such as the Northwest Loan Program. The business requesting support from any of these programs must reside within the Urban Renewal Boundary as established for the Rangely Development Agency. The annual budget for these grants and loans will be recommended by the Rangely Development Agency Board and approved by the Town Council. Should the target annual amount for all grants and loans be approximately \$100K, e.g, the RDA would soon require backfill from the General Fund with an annual budget allocation in order to maintain the program or until TIF projects and other income producing loans/projects begin to generate enough revenue to cover these expenditures. The program can be discontinued at any time based on a determination of funding availability and effectiveness. Abuse of any of the programs will be addressed within the agreements to be executed by the applicants and demonstration of need and ability to repay loans will be the best determination for award. Creation of new jobs and retention of existing employees will achieve a high ranking in the evaluation process for each applicant.

All Town assisted Grant/Loan programs will require the that they become a Chamber of Commerce member and that the applicant describe their voluntary contributions of time and resources to the community.

BUSINESS IMPROVEMENT GRANTS/LOANS

- **Grant – Business Improvement Grants up to \$5000.00 (no match)**
 - Detailed description of proposed project: (All applicants must attach a detailed project narrative and copies of any supporting documentation that will assist the grant committee in reviewing the proposed project.)
 - Instructions for Site Enhancement Grant Applications: Make sure to specifically describe how the proposed project will provide significant visual, capital or structural improvement to your business. Applicants should also include relevant information such as project budgets, construction proposals, photographs, site plans/sketches, and project schedules.
 - Instructions for Economic Development Applicants: Make sure to describe how your proposed project is directly linked to the addition of jobs or other economic development goals. Applicants must also include information such as current staffing levels, hiring plans, business plans, and project costs and schedules.
 - ***Applicants are required to review their proposed projects with the Town staff prior to application submission to gain a full understanding of any Town Codes that may be relevant to a particular project.***
 - **See Chart for Applicant Required Submittals**
 - One year business financial statement
 - One year business tax return *(If available)*
 - Statement of likelihood of continuing in business over the next 3 years.

Rangely Development Agency (RDA)

Grant/Loan Application

Serving Small Business Owners Residing with the Urban Renewal Plan Area of Rangely, Colorado

SUMMARY OF GRANT/LOAN REQUEST

Grant / Loan Request Amount \$ \$7500

Date: 8/14/25

1. PRELIMINARY INFORMATION

Business Name Elizabeth Robinson Studio

Phone () 970.274.1239 Mobile ()

Contact Person Beth Wiley

Title Owner

Email Address office@elizabethrobinson.com

Mailing Address PO Box 514 Rangely, CO 81648

Physical Address 514 E. Main St. Rangely

County RBC

Federal ID or SS#

(Loan Only)

Business Account Bank

Bank Contact

Bank Address

2. BUSINESS INFORMATION

Type of Business:

- | | |
|---|---------------------------------------|
| <input checked="" type="checkbox"/> Sole Proprietor | <input type="checkbox"/> Wholesale |
| <input type="checkbox"/> Corporation | <input type="checkbox"/> Service |
| <input type="checkbox"/> Sub S Corporation | <input type="checkbox"/> Manufacturer |
| <input type="checkbox"/> Partnership Other | |

If corporation, list names of officers:

Date business established 2002

Fiscal year

Is this an existing business? Yes ☒ No ☐

Purchase of existing business? Yes ☐ No ☐

New business? Yes ☐ No ☐

Business description: *(products manufactured, services provided, etc.)*

This is a commercial building for rent that has housed a wide range of "micro-businesses" since the mid-1940s. Aside from providing rental income, this building exists as part of the tangible history of Rangely's original 'boom' era and adds charm and interest to Main St., which compliments tourism efforts; I wish to preserve this as a sustainable asset for future owners and for the community.

Percent of Ownership

Name	Address	Phone	% Owned	SS#
1) Elizabeth Wiley			100%	
2)				
3)				
4)				

3. REASONS FOR NEED FOR RDA FUNDS

This building has housed studio / boutique retail establishments (International Building Code 2006-Business Group B) since the renovation in 2004-2006 / receipt of a CO .

When the most recent renter left, a new business approached me wanting to use the building for a beverage / snow cone shop. Upon checking with town officials to learn about any requirements relating to health dept processes, we learned this would trigger a 'change of use' process', which led to a code review, (attached) where we learned certain changes would need to be made to the structure to be compliant with ADA requirements. Other changes would also be needed for health department regulations.

The cost of these changes are prohibitive to both the building owner and the new business owner, and we are exploring funding options to make the change of use possible in order to house this new business. Creating the option for this building to be used for more diverse purposes in the future is also appealing.

4. OTHER LENDING COMMITMENTS/CONTACTS FOR THIS PROJECT

(Loan Only)

Please list below names of other banks or lending sources you have contacted regarding this project and indicate whether they are willing to commit to financing. Attach letters of commitment or interest if available.

Name	Phone #	Date of Contact	Willing to Commit
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
5. EMPLOYMENT			
Number of FTE* employees at the time of application:		The new business that will occupy the building will have 2 owner / employees staffing it upon opening.	
Average payroll (\$/month):		unknown	
New FTE jobs to be created as a result of this grant or loan: <i>(Give #'s for each time period, not cumulative total)</i>			
a) 1 st 6 months ____	b) 2 nd 6 months ____	c) 2 nd Year ____	Total over 2 Years <i>(should equal a thru c)</i>
If this is a job retention project (i.e. company will go out of business if RDA funds are not received), number of current FTE employees to be retained: <i>(Mark n/a if not applicable)</i>			
Number to be filled/retained by low/moderate income persons:			
Plans for hiring and training new workers:			

*FTE, for the purposes of this program, is defined as a minimum of 35 hours per week, 50 weeks per year.

6. BUSINESS DEBT

List current debts of the business (including credit card debt) – indicate any loans to be paid by proposed funding with an asterisk (*)

Original Date	Lender	Original Amount	Current Balance Outstanding	Interest Rate	Term	Monthly Payment	Security
	There is no current debt and the original purchase and renovation were paid in cash.	\$	\$	%		\$	
		\$	\$	%		\$	
		\$	\$	%		\$	
		\$	\$	%		\$	
		\$	\$	%		\$	

7. USE OF ALL GRANT / LOAN PROCEEDS

	Amount	Anticipated Date of 1 st Draw
Purchase of business occupied building	\$	
Building expansion or repair	\$7,500	8/25/25 est.
Purchase of machinery and equipment		
Purchase of inventory		
Purchase of furniture and fixtures		
Purchase of raw materials		
Purchase of existing business		
Working capital - operating expenses		
Payroll		
Other (explain)		
TOTAL PROJECT AMOUNT	\$	

8. SOURCE OF PROCEEDS (Loan Only)

Show all sources of financing for this project.

Bank loan (non-SBA)	\$	Bank loan (SBA	
guarantee)		Mortgage (other than bank)	
Equipment finance (non-bank)		Borrower equity: cash	
		Borrower equity: non-cash	
NLF Loan Request			
TOTAL			
Note: Total of Section 7 should equal total of Section 8			\$

9. OVERALL BORROWER EQUITY (Loan Only)

What amount will borrowers invest in business (is investment in cash, equipment, real estate, etc.)?

\$

\$

\$

10. SUMMARY OF BUSINESS ASSETS (Loan Only)

Items	Fair Market Value	Lienholder:
Building and land	\$	
	\$	
Existing equipment	\$	
	\$	
New equipment	\$	
	\$	
Accounts receivable	\$	
	\$	
Finished inventory for sale	\$	
	\$	
Inventory in process	\$	
Raw materials		
Personal guarantees		
Other		

What collateral are you willing to pledge to the RDA?

11. CREDIT REFERENCES (Loan Only)

Business. Personal if ownership in business is 20% or greater.

	Name	Phone	Contact Person	Assoc.	# Years Credit Rating
Banks					
Trades					
Credit Cards					

(Loan Only)

Does your business have any subsidiaries or affiliates (including owner leasing or arrangements)? ☐ Yes ☐ No

Does your business have any licensing agreements or royalty payments required for any of the business products? ☐ Yes ☐ No

If yes, please provide their names and the relationship with your company.

For subsidiaries or affiliates, provide a current balance sheet and operating statement for each as an attachment.

Have you or any officers of your company ever been involved in bankruptcy or insolvency proceedings? ☐ Yes ☒ No

If yes, please give details in an attached letter.

Are you or your business involved in any potential or pending lawsuits? ☐ Yes ☒ No

If yes, provide details in supporting documents.

AUTHORIZATION FOR CREDIT CHECK

I (we) certify that the information included in this application is true and complete to the best of my (our) knowledge. By my (our) signature(s), I (we) agree to comply with the requirements that the RDA Grant/Loan Fund in connection with the approval of my (our) grant / loan request. I (we) also grant permission to the RDA to obtain information from my (our) bank, creditors, credit bureau reporting agency or other necessary sources to evaluate this application as required and appropriate.

Company Name Elizabeth Robinson Studio

Owner of 20% or greater Elizabeth Wiley

Date 8/14/25

Owner of 20% or greater

Date

- **A Loan Closing Fee up to 3% will be collected at loan closing.**

Precision Paint And Drywall LLC

INVOICE

#003

Issued 8/14/2025

FROM

Precision Paint And Drywall LLC
+19706201998
painterone1@icloud.com

BILL TO

Elizabeth Wiley
office@elizabethrobinson.com

Description	QTY	Price, USD	Amount, USD
Repaint exterior exterior substrate is in need of repairs, primed and repainted. It will require scraping pressure washed to remove any loose and flaking paint primed and then painted this work will require 4 days	4	\$600.00	\$2,400.00
Total			\$2,400.00

NOTES & PAYMENTS INSTRUCTIONS

This estimate does not include materials and is for labor only



August 11, 2025

Code Review

Property Owner: Beth Wiley

Physical Address: 514 E. Main Street Rangely, CO 81648

Mailing Address: P.O. Box 514 Rangely, CO 81648

Rio Blanco County Assessor Parcel #1393-012-03-018

Phone: 970-274-1239

Email: office@elizabethrobinson.com

Building Owner: Beth Wiley

Physical Address: 514 E. Main Street Rangely, CO 81648

Mailing Address: P.O. Box 514 Rangely, CO 81648

Phone: 970-274-1239

Email: office@elizabethrobinson.com

Applicant Name: Marcy Sanchez

Physical Address: 514 E. Main Street Rangely, CO 81648

Mailing Address: Unknown

Phone: 970-589-1938

Email: marcy_sanchez129@yahoo.com

Code Reviewer: Phil Vaughan- Phil Vaughan Construction Management, Inc.

1038 County Road 323 Rifle, CO 81650

Phone: 970-625-5350

Cell: 970-379-0428

Email: phil@pvcmi.com

Existing Use: Pottery Studio. International Building Code 2006-Business Group B.

A renovation was conducted in 2004 and the Town of Rangely issued a Certificate of Occupancy on April 10, 2006 for Building Permit #24-8.

Proposed Use: Restaurant. International Building Code 2006-Business Group B.

Exception: IBC 2006- Section 303. Assembly Group A. Occupant loads less than 50 persons shall be classified as a Group B occupancy.

Occupancy Calculation: IBC Table 1004.1.1

Seating/ordering area: 182 sq. ft./ 15 net= 13 occupants. Assembly without fixed seats. Unconcentrated (tables and chairs).

Preparation area: 80 sq. ft. + Restroom 20 sq. ft.= 100 sq. ft./ 200 gross= 1 occupant. Kitchens, commercial.

Storage area: 142 sq. ft./ 300 gross= 1 occupant. Mercantile-storage, stock, shipping areas.

Total Proposed Occupancy: 15 occupants.

Egress Width: IBC Table 1005.1 and IEBC Section 705.3.1.

Without sprinkler system: 15×0.2 per occupant= 3.

The single emergency egress at the main entry door, 3'-0" wide x 6'-8" height minimum, South side of the building facing Main Street is adequate for egress.

Egress Travel: IBC 1014.3

Common path of egress shall not exceed 75 feet.

Square Footage: 490 sq. ft. Source: Rio Blanco County Assessor website.

Description of Work:

- a. Interior renovation. Type V Construction. Non-sprinklered. Please see attached the hand-drawn 7/15/25 Revised Floor Plan- 514 E Main provided to the Town of Rangely via email.

1. PVCMI Code Review

Action Items for parties are noted in red within this review.

Once additional submittal items have been received, I will review and will prepare a formal plan review.

Scope of Review:

Code review of the proposed project to confirm conformance with the following codes adopted by the Town of Rangely and the State of Colorado:

- a. International Building Code- 2006
- b. International Fire Code- 2006
- c. International Fuel Gas Code- 2006
- d. International Plumbing Code-2021
Adopted by the State of Colorado
- e. International Mechanical Code-2006

f. National Electrical Code-2023
Adopted by the State of Colorado

g. International Energy Conservation Code-2006
Note: We have not reviewed nor provided opinions regarding the IECC 2006 as the renovation is an Alteration and does not require an upgrade for the described work above.

h. ICC/ANSI A117.1 Accessibility Standard 2017

Excluded from review:

- a. Town of Rangely land use regulations
- b. Existing civil engineering conditions at the exterior of the building and property
- c. Existing structural conditions
- d. International Energy Conservation Code-2006 as noted above
- e. Colorado Department of Public Health & Environment Retail Food Licensing plan review

2. Code Review Comments and requested submittals

A. International Building Code 2006: Section 3406- Change of Occupancy

“3406.1 Conformance. No change shall be made in the use or occupancy of any building that would place the building in a different division of the same group of occupancy or in a different group of occupancies, unless such building is made to comply with the requirements of this code for such division or group of occupancy. Subject to the approval of the building official, the use or occupancy of existing buildings shall be permitted to be changed and the building is allowed to be occupied for purposes in other groups without conforming to all the requirements of this code for those groups, provided the new or proposed use is less hazardous, based on life and fire risk, than the existing use.”

B. Accessibility

International Building Code 2006: Section 3409- Accessibility for Existing Buildings

“3409.1 Scope. The provisions of Sections 3409.1 through 3409.9 apply to maintenance, change of occupancy, additions and alterations to existing buildings, including those identified as historic buildings.”

2010 ADA Standards for Accessible Design

These standards supersede the International Building Code 2006.

“The Department of Justice published revised regulations for Titles II and III of the Americans with Disabilities Act of 1990 ADA in the Federal Register on September 15, 2010. These regulations adopted revised, enforceable accessibility standards called the 2010 ADA Standards for Accessible Design 2010 Standards or Standards. The 2010 Standards set minimum

*requirements – both scoping and technical – for newly designed and constructed or altered State and local government facilities, **public accommodations**, and commercial facilities to be readily accessible to and usable by individuals with disabilities.”*

“(5)Noncomplying new construction and alterations.

(ii)

Newly constructed or altered facilities or elements covered by §§ 35.151(a) or (b) that were constructed or altered before March 15, 2012 and that do not comply with the 1991 Standards or with UFAS shall, on or after March 15, 2012, be made accessible in accordance with the 2010 Standards.”

Please find the weblink below to access these standards:

<https://www.ada.gov/law-and-regs/design-standards/2010-stds/>

<https://www.ada.gov/>

- i. **Action: Applicant-**Confirm the South main entry door threshold to verify that it meets the 0.5 inch maximum height as required by IBC 2006- Section 1008.1.6.
- ii. IBC 2006- Section 1008.1.8- Door Operations- *“shall not require tight grasping, tight pinching or twisting of the wrist to operate”*.
Action: Applicant-The photos provided note a cannon-ball style lockset at the South Main Entry door that will need to be replaced with a lever-style lockset at 34 inches minimum to 48 inches maximum above the finished floor.

iii. IBC 2006- Section 1008.1.8.3- Locks and latches.

a. South Main Entry door

Action: Applicant-2.2 *“A readily visible durable sign is posted on the egress side on or adjacent to the door stating: THIS DOOR TO REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED. The sign shall be in letters 1 inch high on a contrasting background.”*

b. IBC 2006- Section 1008.1.1 Size of Doors. **Action:**

Applicant-Confirm that the width of the “half door” between the Sitting/Ordering area and the Prep area is a minimum of 32 inches clear width. This half door appears to be an opening only via the photos that I received.

iv. IBC 2006- Section 1010.2- Ramps

Action: Applicant- Confirm

“Ramps used as part of a means of egress shall have a running slope not steeper than one unit vertical in 12 units horizontal (8%).”

v. IBC 2006- Section 1106- Parking and Passenger Loading Facilities

Table 1106.1- Accessible parking spaces.

Required minimum number of accessible spaces:1

Action: Applicant-Is there room on the property for an accessible parking space or can a space be designated on Main Street with signage and paint?

vi. IPC 2021- Table 403.1

Classification: Business.

Water Closet: 1 per 25 occupants. Total water closets:1

Lavatory: 1 per 40 occupants. Total lavatories: 1

IBC 2006 Section 3410.2.5- Accessibility requirements.

“All portions of the buildings proposed for change of occupancy shall conform to the accessibility provisions of Chapter 11.”

Action: Applicant- Redesign the existing restroom to meet accessibility requirements as per ICC/ANSI A117.1 Accessibility Standard 2017.

vii. Review ICC/ANSI A117.1 Accessibility Standard 2017 and 2010 ADA Standards for Accessible Design to address the step between the Prep Area and the Storage Area.

2010 ADA Standards for Accessible Design

Section 203.9 *“Employee Work Areas. Spaces and elements within employee work areas shall only be required to comply with 206.2.8, 207.1, and 215.3 and shall be designed and constructed so that individuals with disabilities can approach, enter, and exit the employee work area. Employee work areas, or portions of employee work areas, other than raised courtroom stations, that are less than 300 square feet (28 m²) and elevated 7 inches (180 mm) or more above the finish floor or ground where the elevation is essential to the function of the space shall not be required to comply with these requirements or to be on an accessible route.”*

C. Structural

Excluded from review.

If structural revisions are noted in the submitted drawings, I will review and comment.

IBC 2006- Section 3410.4.1- Structural analysis

Action: Applicant-

“The owner shall have a structural analysis of the existing building made to determine adequacy of structural systems for the proposed alteration, addition or change of occupancy. The existing building shall be capable of supporting the minimum load requirements of Chapter 16.”

D. Mechanical systems

Action: Applicant-

Prepare necessary mechanical system drawings to comply with International Mechanical Code 2006 and CDPHE Retail Food-licensing requirements.

E. Plumbing Drawings

Action: Applicant-

Prepare necessary plumbing drawings to comply with International Plumbing Code 2021 and CDPHE Retail Food-licensing requirements.

Important Note: Please note that the Colorado State Plumbing Inspector can require revised plumbing fixtures and accessible restrooms, etc. that may not be required by the CDPHE or the Town of Rangely. I recommend scheduling an on-site meeting/inspection with the Colorado State Plumbing Inspector early in the construction process to discuss their requirements.

F. Fire Protection

International Fire Code- 2006 does not indicate a need for a fire alarm system or a wet-pipe fire sprinkler system.

G. Electrical Drawings- see revision dates below

Action: Applicant-

Prepare necessary electrical drawings to comply with National Electrical Code 2023 and CDPHE Retail Food-licensing requirements.

H. Colorado Department of Public Health and Environment- Retail Food-Licensing

Action: Applicant-

Prepare and submit application. Please see the weblink below and the CDPHE application attached in pdf format.

<https://cdphe.colorado.gov/dehs/rf/licensing>

Action: Applicant-Call Rio Blanco County to confirm annual license issuance fees and other requirements:

Makala Sheridan BSN, RN

Director of Public Health & Environment

Rio Blanco County

970-878-9520

I. Town of Rangely Building Permit

Action: Applicant- Prepare and submit a Town of Rangely Building permit application

END OF CODE REVIEW COMMENTS

Improvements to 514 E. Main St, Grant Narrative

Elizabeth Wiley, Building Owner
PO Box 514, Rangely, CO 81648
office@elizabethrobinson.com
970.274.1239

Scope

We would like to explore with the RDA funding to support renovations to the historic, commercial building at 514 E. Main St. to facilitate a Change of Use from an International Building Code 2006-Business Group B designation to a food service establishment.

A new business, participating in the ROAR grant competition, is looking to open a beverage / snow cone shop with year-round customer seating, and there is a lack of available options to house a business of this small size on Main St.

We are requesting the full grant amount and will prioritize directing funds to renovations necessary for Change of Use and ADA requirements. If possible, we would like to explore directing any additional funds, or if a change of use does not prove feasible, toward exterior improvements: i.e. painting exterior, upgraded landscaping, new gravel on alley parking.

Budget

Estimates Attached: Muller Construction, Northwest Plumbing and Heating, Precision Paint and Drywall

Commercial lockset with lever handle	\$300
Convert threshold to ADA compliant ramp	\$500
Widen half door opening to prep area	\$250
Construct step and rail to back room	\$500
Expand bathroom per ADA requirements,	\$4000
Additional plumbing for sinks, drains, waterlines for food service (excluding commercial sinks)	\$1250
Plumbing Inspection	\$350
Handicap Parking Signage	\$500 (est by Jocelyn)
Exterior Paint – Labor	\$2400
Exterior Paint – Materials	?
Gravel / landscaping	unknown

History

514 E. Main St was constructed in the early to mid 1940s during Rangely's original incorporation and "oil boom." The community has reported various businesses in it over the years (per the "This Was Rangely" Facebook page) including a shoe repair shop owned by Guy Gerry in the 50-60s, Silhouette Beauty Shop, time unknown, a fur trapper's shop, late 50s, a barber shop called Smittys in the late 60s, A shoe repair shop owned by Ted and Phyllis Franklin in the 70s, who sold the building to Shirley Sinclair who operated a hair salon called the "Beauty Bar" in the 80s and 90s and subsequently sold the business to DeeDee Rouse. Someone even reported Keith Poole had a Pizza Shop there and someone else has said it used to be "Huber's Jewelry" selling silver and turquoise from New Mexico. It closed sometime between 1999-2003 and had been vacant and boarded up until purchased by me in 2004.

Recent History and personal investment: I purchased the building for **\$5,000 in 2004** and **invested approximately \$25,000** of personal funds, cash, for the renovation, which included sheet rocking, new electrical, drainage, new windows and doors, heaters, etc. I operated an art studio / retail location for about 15 years, and following that closing I rented to the thrift store, New To You, briefly, then Alison's Pantry, and most recently saddle maker who is a disabled veteran and cowboy. This summer I have invested approximately **\$1000** cash in cosmetic upgrades to the interior.

Here are some photos of before and after the original renovation:















Figure 1. Front of Building at 514 E. Main



Figure 2. View from Hwy 64 looking NE



Figure 3. View looking along west wall of building and property line



Figure 4. View looking North along east property line



Figure 5. Inside bldg looking south to Hwy 64



Figure 6. Front section, looking east



Figure 7. Front section looking N.



Figure 8. Wall heater in front section of bldg.



Figure 9. Middle section, SS table, East wall



Figure 10. Middle section, West wall.



Figure 11. Half Bath off middle section, looking S



Figure 12. Half Bath off middle section, looking N



Figure 13. Middle section looking SE to first section, Thermostat has 1 zone to control entire bldg.




Figure 14. Electrical panel on West wall of section labeled storage area

Failure to follow instructions may result in serious injury.

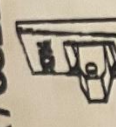
laboratorios automáticos que se han probado y aprobados por los laboratorios de Square D para asegurar la seguridad del usuario, deteriorar la confiabilidad del equipo y anular la garantía.

This equipment is tested by Underwriters Laboratories (UL) and meets or exceeds UL standards. Use of other than Square D circuit breakers may adversely affect safety, impair reliability and void the warranty.


QO LOAD CENTER COVER / CUBIERTA DEL C



ON



TRIPPED



OFF

On / Tripped / Dispositivo Abierto
Cerrado

Handle at mid-position or red **TRIPPED** indicator shows breaker is **TRIPPED**. To reset, move handle to **OFF** position, then to **ON** position.

Reset breakers only when circuits are installed.


Close unused circuit breaker openings with filler plates. Order the following:

QOFP - Closes one pole branch breaker opening.

QOMTFP - Closes large main breaker opening.


To disconnect all load conductors from the supply conductors, turn off circuit breaker handle(s) marked main or service disconnect.

QO LOAD CENTER COVER / CUBIERTA DEL C
CAT. NO. QOCC24US
SERIES SD1
TYPE 1 ENCLOSURE

 **Underwriters Laboratories Inc.**
LISTED
Electric Cabinet Front
Issue No. R-2160

Main Rating: A

Capacidad de la línea principal

SQUARE D COMPANY 

Made in U.S.A. 021652
Hecho en E.U.A. 02065-437-05

1	Lighting	GFI	2
3	Lighting	North	4
5	Lighting	Outlets outside	6
7	AC	Outside GFI	8
9	North Outlets	Kitchen	10
11	Bath lights	Garage	12
13	HEATERS	Kitchen	14
15			16
17			18
19			20
21			22

Figure 15. Elec. Panel key to circuits. Redone in 2002-2004

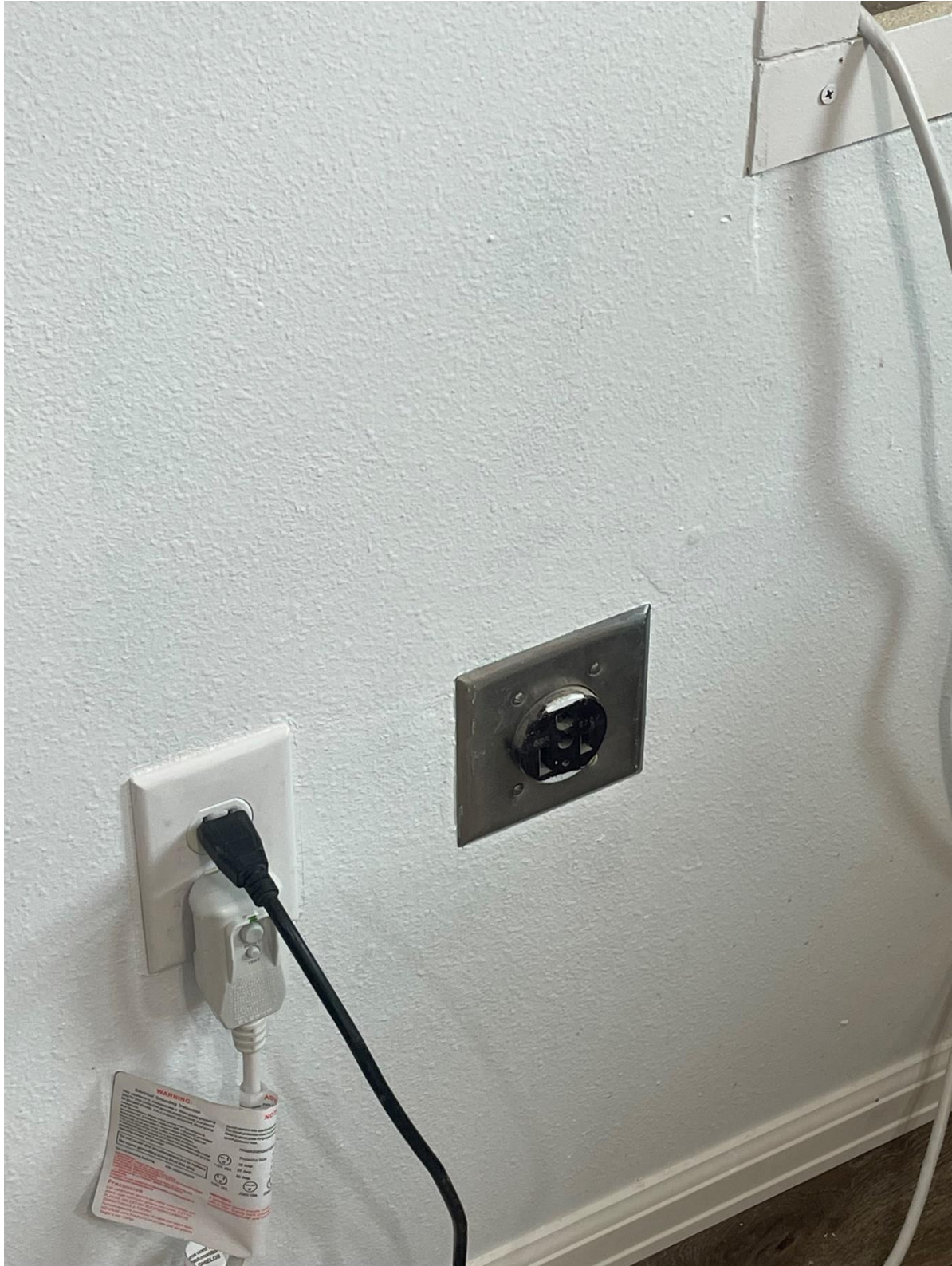


Figure 16. 220 V outlet on North wall, for former pottery kiln



Figure 17. Window AC unit, North wall storage area



Figure 18. N wall storage area looking NW



Figure 19. Second egress, east wall storage area



Figure 20. Standing in storage area looking south into prep area



Figure 21. South and West walls of storage area w elec. panel.



Figure 22. West wall storage area.

From: [Marcy Sanchez](#)
To: [Jocelyn Mullen](#)
Cc: office@elizabethrobinson.com
Subject: Re: Notice of Activity
Date: Tuesday, July 15, 2025 10:11:10 AM
Attachments: [image001.png](#)

Hi Jocelyn. You're welcome.

Attached is the updated floor plan and as for the restroom I was not planning on making it available to customers due to its location but I'm open to suggestions .

I'm available on Monday July 21st @ 1pm. If that time doesn't work for you let me know what time does and I can make it work.

Thank you.
Marcy Sanchez

Thanks for sending this. My questions so far:

1. Can you label or color code what is existing and what is proposed ?
2. Are you planning on having the bathroom available to customers ?

I am in Rangely today til 4:30, possibly Wednesday, and definitely next Monday. Can we plan a time when you can show me the space ?

Thanks,

Jocelyn Mullen, PE

Town Engineer and Planner

Recreation Development Coordinator

Town of Rangely

209 East Main Street, Rangely, CO 81648 |Email: jmullen@rangelyco.gov

Phone (970) 675-8476 | Fax (970) 675-8471 | Cell (970) 210-8366

Website: www.colorado.gov/townofrangely



From: Marcy Sanchez <marcy_sanchez129@yahoo.com>

Sent: Monday, July 14, 2025 11:12 AM

To: Jocelyn Mullen <jmullen@rangelyco.gov>; office elizabethrobinson.com <office@elizabethrobinson.com>

Subject: Re: Notice of Activity

Good morning. I'm attaching the floor plan I've drawn up for 514 E Main st. Rangely CO. Let me know if there is anything I may need to add or remove. I look forward to hearing from you.

Thank you.

Marcy Sanchez

Have a good weekend.

Marcy

[Sent from Yahoo Mail for iPhone](#)

On Thursday, July 10, 2025, 12:05 PM, Jocelyn Mullen
<jmullen@rangelyco.gov> wrote:

Thank you Beth. Your good attitudes will make this process much easier.

Thanks,

Jocelyn Mullen, PE

Town Engineer and Planner

Recreation Development Coordinator

Town of Rangely

209 East Main Street, Rangely, CO 81648 |Email:
jmullen@rangelyco.gov

Phone (970) 675-8476 | Fax (970) 675-8471 | Cell
(970) 210-8366

Website: www.colorado.gov/townofrangely



From: office elizabethrobinson.com
<office@elizabethrobinson.com>
Sent: Thursday, July 10, 2025 11:09 AM
To: Jocelyn Mullen <jmullen@rangelyco.gov>
Cc: marcy_sanchez129@yahoo.com
Subject: Re: Notice of Activity

Makes sense.

Hopefully everything will go smoothly. I know Marcy and I are both "by the book" types and want to make sure everything is correct.

Thanks for your help!

Beth

From: Jocelyn Mullen <jmullen@rangelyco.gov>
Sent: Thursday, July 10, 2025 9:04 AM
To: office elizabethrobinson.com
<office@elizabethrobinson.com>
Subject: Re: Notice of Activity

Elizabeth,

Change of use applies because the space was formerly a pottery studio, and the future use is a food service establishment. Code requirements are based on type of use. Even if electrical was redone and met code for a pottery studio, it may not for a food service establishment. That is what the review is for.

Thanks,

Jocelyn Mullen, PE

Town of Rangely

On Jul 9, 2025, at 5:17 PM, office elizabethrobinson.com
<office@elizabethrobinson.com> wrote:

Hi Jocelyn,

Thank you for the approval of the NOA. Just want to share that the building was fully renovated, including new electrical, in 2004 and a certificate of occupancy issued at the time, so hopefully any modifications necessary aren't too burdensome. The space was used as a dual workshop / retail space during the intervening time.

Could you please share with me what the change of use process involves?

Also, if you could please continue to keep me in the loop with any concerns or requirements that come up I would appreciate it.

We are looking forward to working with the Town on this project and appreciate your help and support! I know Marcy has educated herself on food service requirements and is eager to be compliant with all that is involved in that area.

Thanks!

Beth

From: Jocelyn Mullen
<jmullen@rangelyco.gov>
Sent: Wednesday, July 9, 2025 3:03 PM
To: marcy_sanchez129@yahoo.com

<marcy_sanchez129@yahoo.com>
Cc: office elizabethrobinson.com
<office@elizabethrobinson.com>; Matt
Franks (matt.franks@rbc.us)
<matt.franks@rbc.us>; Phil Vaughan
<phil@pvcmi.com>; Allen Parker
<aparker@rangelyco.gov>; Marybel Cox
<marybelc@rangelyco.gov>; Jeannie
Caldwell <jcaldwell@rangelyco.gov>
Subject: Notice of Activity

Hi Marcy,

I have approved your NOA, attached.

Please be aware that you must work through a change of use process for the building to use it as a snow cone and beverage shop, because it was a pottery studio in its past life. In addition to the sinks you want to install, the electrical service in the food area needs to be reviewed, and you will need to apply to the State Health Dept for food service permitting. A Rangely Business License will also be required. The Town wants to support you in this endeavor, but it is not a trivial transition, and will take time and resources from each of us.

I'd like to have a phone call with you to discuss this:

1. Before you hire Lyndon to install the sinks, please provide me with a floor plan of the space, how you intend to modify it, where the sinks will go, what other equipment you'll be installing and where, and where electrical outlets are now.
2. The Town will need to get our commercial building official, Phil Vaughan, involved. Once you send your floor plan, I'll reach out to Phil to schedule a site visit. Phil will be able to provide us with a list of items that will need to be addressed to meet State Health Dept food service

requirements.

We want you to know what you're getting into, and support you through the process.

Please call me at your convenience at the cell # below.

Thanks,

Jocelyn Mullen, PE

Town Engineer and Planner

Recreation Development Coordinator

Town of Rangely

209 East Main Street, Rangely, CO 81648

|Email: jmullen@rangelyco.gov

Phone (970) 675-8476 | Fax (970) 675-8471 | Cell (970) 210-8366

Website: www.colorado.gov/townofrangely

<image001.png>

Town of Rangely Development Application for Notice of Activity

For all types of activities requiring one or more approvals including but not limited to Zoning, Subdividing, Floodplain Development, Special/Conditional Use, Temporary Use, Site Plan Review, Signs as related or not to Clearance for Issuance of A Building Permit.

This form is used for notice of activity to determine what types if any development review is required for a development, rehabilitation, or remodeling of property. Fill out as completely as possible, however do not provide information if you are unclear as to its necessity. The administrators will let you know if any and/or to what extent additional information may be required. Please keep this form as a record of application.

Description (Describe project):

Date Applied: 7/7/2025

A plumber will be installing a 3 compartment stainless steel sink and a single stainless steel sink. Use back and/or attachments as necessary.

Property Information:

Owner Name: Elizabeth Wiley Email Address: marcy-sanchez129@yahoo.com
Physical Address: 514 E. main st. Phone #: 970-589-1938 marcy Sanchez
Existing Use: Vacant Future Use: Snow cone & beverage shop.
Contractor's Name: North west Plumbing & heating Contact: Lyndon Cordova
Contractor Address: (Mailing) _____
Phone#: (Home) _____ (Office) 970-620-2914 Email: _____

Instructions

- **A simple site plan** (8x11 [back of this form or other] drawing of sufficient detail {include dimensions and units} to determine next steps as necessary) shall be reviewed by a designated Town representative to discuss the activity. Based upon this review the representative will provide the applicant information as to what steps are necessary to proceed. Length of review depends on the complexity of the project (we will do things as quickly as we can). **An application will not be processed and no permit will be issued until this step is complete.**
- Payment of any fee is due before work may commence. Check with the office on the amount.
- **Information and/or site plan/map and proof to legally carry out the activity (ownership, etc.)** that the applicant intends to do, and develop, must be included with this application.

Agreement

Application for the activity in the description and property information above is for approval of development under one or more of the provisions of the Town of Rangely Land Use Code.

Applicant and/or Representative: M. D. Sanchez

Date: 7/7/25

Town Land Use Representative: Joey Miller

Date: 7/09/2025

Office Use Only

Submittal Documents Required

☐ Drawing (Signs, etc) ☐ Completed Land Development Checklist ☐ Map(s) ☒ Site Plan ☐ Written Plan ☐ Engineering

Describe: **Please provide a floor plan for food and beverage operations to determine additional requirements. A State plumbing permit will be required, as well as a Rangely Business License. State Health Dept review and permitting of food establishment required.**

Compliance Requirements

☐ Rezoning ☐ Subdividing ☐ Floodplain Development ☐ Special/Conditional Use ☐ Temporary Use ☐ Sign Permit ☐ Building Permit

From: office.elizabethrobinson.com
To: [Jocelyn Mullen](#)
Cc: marcy_sanchez129@yahoo.com
Subject: Notice of Activity for 514 E. Main
Date: Wednesday, July 9, 2025 8:58:49 AM

Dear Jocelyn,

Marcy Sanchez has submitted a Notice of Activity for work to be done on my building at 514 E. Main St., Rangely, CO. She has my authorization to do the work requested. Please reach out if you have any questions, concerns, or need more information.

Thank you,

Elizabeth Wiley
221 Hillcrest Circle
Rangely, CO 81648
970.274.1239
office@elizabethrobinson.com

PROPOSAL

Mullers Building Service 970-629-5205
PO Box 614
Rangely Co 81648

PROPOSAL NO.

SHEET NO.

DATE

8-13-25

PROPOSAL SUBMITTED TO:

NAME

Beth Willey

ADDRESS

PHONE NO.

970-274-1239

WORK TO BE PERFORMED AT:

ADDRESS

514 E Main

Rangely Co

DATE OF PLANS

ARCHITECT

We hereby propose to furnish the materials and perform the labor necessary for the completion of

Install 1 Commercial Lockset in Front door w Lever handle	300.00
Convert threshold to ADA Compliant - Short Ramp	500.00
Remove half door & widen opening - one side	250.00
Construct step & Rail for back room	500.00
Expand bath room - move toilet for ADA	5,000.00

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of Six Thousand

Five Hundred Fifty

Dollars (\$ 6550.00)

with payments to be made as follows.

Respectfully submitted

Mark Muller

Per

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Note — This proposal may be withdrawn by us if not accepted within _____ days.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature

Date

Signature

ESTIMATE

Northwest Plumbing & Heating
LLC
1220 Deserado Dr
Rangely, CO 81648

lyndon.northwestplumbing@gmail
+1 (970) 620-2914



Bill to
Elizabeth Wiley
Elizabeth Wiley
289 Crest Street
Rangely, CO 81648

Ship to
Elizabeth Wiley
Elizabeth Wiley
289 Crest Street
Rangely, CO 81648

Estimate details
Estimate no.: 1020
Estimate date: 08/13/2025

#	Product or service	Description	Qty	Rate	Amount
1.	Description	Main St. building. plumbing for commercial kitchen and relocation of plumbing for bathroom including drains and water lines. Access is not ideal making for much harder installation. One 3 bay sink, one toilet, one bathroom sink. removal and relocation of plumbing in bathroom wall.			
2.	Permit Cost	State Plumbing inspection	1	\$350.00	\$350.00
3.	Services	Price per fixture	3	\$1,100.00	\$3,300.00
4.	Services	Wall plumbing relocation i.e. venting.	1	\$750.00	\$750.00
5.	Materials & Parts	Materials and Parts Purchased	1	\$500.00	\$500.00
Subtotal					\$4,900.00
Sales tax					\$32.50
Total					\$4,932.50

Accepted date 08/14/2025

Accepted by

TOWN OF RANGELY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2025

ECONOMIC DEVELOPMENT FUND/RDA

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	REVENUES					
73-30-100	HOUSING REVENUE	6,375.00	31,575.00	69,300	37,725.00	45.56
73-30-200	INTEREST EARNED	45.73	143.09	200	56.91	71.55
73-30-320	MAIN ST REVENUES	5,000.00	5,375.00	1,500,000	1,494,625.00	.36
73-30-500	MISCELLANEOUS INCOME	1,316.20	6,185.01	550,000	543,814.99	1.12
	TOTAL REVENUES	12,736.93	43,278.10	2,119,500	2,076,221.90	2.04
	TOTAL FUND REVENUE	12,736.93	43,278.10	2,119,500	2,076,221.90	2.04

TOWN OF RANGELY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2025

ECONOMIC DEVELOPMENT FUND/RDA

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
73-40-220 PROF/TECH SERVICES	208.14	1,116.46	4,500	3,383.54	24.81
73-40-250 HOUSING MANAGEMENT EXPENSE	4,790.00	24,007.47	52,600	28,592.53	45.64
73-40-260 HOUSING MAINT/REPAIRS	.00	408.52	2,000	1,591.48	20.43
73-40-270 UTILITIES	.00	.00	100	100.00	.00
73-40-300 MARKETING	.00	.00	1,000	1,000.00	.00
73-40-301 GRANT EXPENSES	.00	.00	150,000	150,000.00	.00
TOTAL OPERATING EXPENSES	4,998.14	25,532.45	210,200	184,667.55	12.15
<u>CAPITAL IMPROVEMENTS</u>					
73-40-800 CAPITAL IMPROVEMENTS	.00	.00	1,800,000	1,800,000.00	.00
TOTAL CAPITAL IMPROVEMENTS	.00	.00	1,800,000	1,800,000.00	.00
TOTAL EXPENDITURES	4,998.14	25,532.45	2,010,200	1,984,667.55	1.27
TOTAL FUND EXPENDITURES	4,998.14	25,532.45	2,010,200	1,984,667.55	1.27
NET REVENUE OVER EXPENDITURES	7,738.79	17,745.65	109,300	91,554.35	16.24

TOWN OF RANGELY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2025

ECONOMIC DEVELOPMENT FUND/RDA

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>REVENUES</u>					
73-30-100	HOUSING REVENUE	5,350.00	36,925.00	69,300	32,375.00	53.28
73-30-200	INTEREST EARNED	40.82	183.91	200	16.09	91.96
73-30-320	MAIN ST REVENUES	.00	5,375.00	1,500,000	1,494,625.00	.36
73-30-500	MISCELLANEOUS INCOME	1,196.73	7,381.74	550,000	542,618.26	1.34
	TOTAL REVENUES	6,587.55	49,865.65	2,119,500	2,069,634.35	2.35
	TOTAL FUND REVENUE	6,587.55	49,865.65	2,119,500	2,069,634.35	2.35

TOWN OF RANGELY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2025

ECONOMIC DEVELOPMENT FUND/RDA

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
73-40-220 PROF/TECH SERVICES	220.39	1,336.85	4,500	3,163.15	29.71
73-40-250 HOUSING MANAGEMENT EXPENSE	4,805.00	28,812.47	52,600	23,787.53	54.78
73-40-260 HOUSING MAINT/REPAIRS	.00	408.52	2,000	1,591.48	20.43
73-40-270 UTILITIES	.00	.00	100	100.00	.00
73-40-300 MARKETING	.00	.00	1,000	1,000.00	.00
73-40-301 GRANT EXPENSES	.00	.00	150,000	150,000.00	.00
TOTAL OPERATING EXPENSES	5,025.39	30,557.84	210,200	179,642.16	14.54
<u>CAPITAL IMPROVEMENTS</u>					
73-40-800 CAPITAL IMPROVEMENTS	.00	.00	1,800,000	1,800,000.00	.00
TOTAL CAPITAL IMPROVEMENTS	.00	.00	1,800,000	1,800,000.00	.00
TOTAL EXPENDITURES	5,025.39	30,557.84	2,010,200	1,979,642.16	1.52
TOTAL FUND EXPENDITURES	5,025.39	30,557.84	2,010,200	1,979,642.16	1.52
NET REVENUE OVER EXPENDITURES	1,562.16	19,307.81	109,300	89,992.19	17.66

Report Criteria:
Report type: Invoice detail
Invoice Detail.GL account = "7340220","7340255","7340260","7340270","7340300","7340301","7340700","7340800","7340250"

GL Period	Payee	Invoice GL Account Title	Check Issue Date	Check Number	Invoice Number	Amount
05/25	ALL COPY PRODUCTS INC.	PROF/TECH SERVICES	05/15/2025	87235	39216463	15.55
06/25	ALL COPY PRODUCTS INC.	PROF/TECH SERVICES	06/17/2025	87392	39440427	15.55
Total ALL COPY PRODUCTS INC.:						31.10
05/25	CF INVESTORS PARTNERSHIP LLP	HOUSING MANAGEMENT EXPENSE	05/15/2025	87247	SAGE RENT 0	4,790.00
06/25	CF INVESTORS PARTNERSHIP LLP	HOUSING MANAGEMENT EXPENSE	06/13/2025	87345	LOWES - RAN	541.55-
06/25	CF INVESTORS PARTNERSHIP LLP	HOUSING MANAGEMENT EXPENSE	06/13/2025	87345	SAGE RENT 0	4,790.00
06/25	CF INVESTORS PARTNERSHIP LLP	HOUSING MANAGEMENT EXPENSE	06/13/2025	87345	TRUE VALUE	76.96-
Total CF INVESTORS PARTNERSHIP LLP:						8,961.49
06/25	LOWES	HOUSING MANAGEMENT EXPENSE	06/13/2025	87355	975295	541.55
Total LOWES:						541.55
06/25	RANGELY HARDWARE	HOUSING MANAGEMENT EXPENSE	06/13/2025	87371	501254	76.96
Total RANGELY HARDWARE:						76.96
Grand Totals:						9,611.10

Summary by General Ledger Account Number			
GL Account	Debit	Credit	Proof
73-21500	618.51	10,229.61-	9,611.10-
73-40-220	31.10	.00	31.10
73-40-250	10,198.51	618.51-	9,580.00
Grand Totals:	10,848.12	10,848.12-	.00

August 10, 2023 ***APPROVED CHECK REGISTER***

RDC BOARD