



DEVELOPMENT GUIDELINES, REQUIREMENTS
AND APPLICATION PROCEDURES

March 13, 2023

**RIFLE GARFIELD COUNTY AIRPORT
DEVELOPMENT GUIDELINES, REQUIREMENTS AND
APPLICATION PROCEDURES
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PART I - INTRODUCTION

A. TITLE AND AUTHORITY

The title of these Guidelines shall be “The Rifle Garfield County Airport Development Guidelines, Requirements, and Application Procedures”.

The Rifle Garfield County Airport, hereafter referred to as Airport, Development Guidelines, Requirements, and Application Procedures, and the amendments thereto are authorized pursuant to the Colorado Revised Statutes (1973), 41-3-106 which specifically grants the Board of County Commissioners (BOCC) power to “provide rules and regulations governing the use of such airport and facilities.”

Additionally, Garfield County adopted the current a Land Use and Development Code (LUDC), on July 15, 2013, and has issued fifteen amendments to date. The following portions of the LUDC are pertinent to development at the Airport, and, as such, are included as reference only in these Guidelines.

ARTICLE 3: ZONING DIVISION 1. GENERAL PROVISIONS. 3-101. ESTABLISHMENT OF ZONE DISTRICTS. The following zone districts are established.

F. Public Airport (PA). The Public Airport Zone District is comprised of County land designated for uses supporting public use airport operations in Garfield County. Land use in the Public Airport Zone District shall be guided by the Airport Master Plan and the Airport Rules and Regulations, which include this Development Guide. These documents comprise the Primary Guidance Documents (PGDs) for the airport.

And

ARTICLE 3: ZONING DIVISION 1. GENERAL PROVISIONS. 3-102. ESTABLISHMENT OF OVERLAY ZONE DISTRICTS.

B. PURPOSE

These Guidelines have been established to implement BOCC policy directives, strategies, and priorities regarding facility development at the Rifle Garfield County Airport as follows:

- 1) Proved a safe airport as measured by compliance with applicable Federal, State and County standards that supports the health, welfare, and safety of Garfield County residence.
- 2) To maximize the use and efficiency of Airport and to assist Airport in becoming as self-sustaining as possible under the circumstances.
- 3) To maximize government and private investments in the airport by prioritizing current aviation demand and forecasted aeronautical needs.
- 4) To identify a minimum standard of consistency of design and construction in the airport zone district to ensure all new development and modifications of existing airport facilities adhere to all necessary and relevant airport design practices.
- 5) To contribute to the overall aesthetic quality of the airport facilities.

Note: These Guidelines are intended to apply to any project of improvement, reconstruction, major repair or remodel of any existing building, structure, paved surface, drainage system or other existing infrastructure at the Airport.

C. LEGAL STATUS

1. Interpretation

These Guidelines are based on interpretations of the current federal, state, or county laws or regulations, and are in addition to any other relevant laws, codes, orders, or regulations. Future amendments to these Guidelines may be necessary should changes occur to IBC, NFPA 409, LUDC, applicable FAA Advisory Circulars and Orders, or other regulations in the future. The provisions of these Guidelines are minimum requirements that do not preclude the imposition of more restrictive standards by agreement or by law.

2. Repeal

All Development Guidelines, Supplemental Site Planning Guidelines, Supplemental Regulations for specific locations and/or parcels, and Development Standards of the Airport effective prior to the date of adoption of these Guidelines, which are not incorporated herein, are hereby repealed. The repeal of any of the above-mentioned guidelines and standards does not revive any prior Guidelines .

3. Severability

If any section, clause, provision, or portion of these Guidelines is adjudged unconstitutional or invalid by the court of competent jurisdiction, the remainder of these Guidelines shall not be affected thereby.

4. Effective Date

These Guidelines were originally adopted on June 15th, 2004, and most recently revised on (Add revision date). These Guidelines shall remain in effect until amended.

5. Amendments and Variances

The BOCC reserves the right to amend these Guidelines or approve a variance to these Guidelines, at its discretion. Annually, in October, the Airport Director, Community Development, and the Colorado River Fire District will review this Airport Development Guide (ADG) and recommend revisions to the BOCC as required due to changes in code or regulations, to clarify intent, and/or to improve processes related to airport development.

6. Administration. These Guidelines will be administered, jointly by the Airport Director , and Community Development Director. No permanent development may occur at the Airport without the prior written approval of the BOCC.

D. VIOLATIONS

Any person, firm, or corporation violating any provision of a written approval agreement with the BOCC of these Guidelines shall be subject to all legal, equitable, statutory, and common law rights and remedies available to the BOCC including, but not limited to, actions for declaratory relief, injunctive relief, specific performance, and damages.

E. RESPONSIBILITY

The ultimate responsibility for land use decision-making at the Airport and the administration of these Guidelines lies with the BOCC. The BOCC shall have the right to amend these Guidelines; shall have the sole right to regulate all items not specifically covered in these Guidelines; may, at its discretion, approve a variance to any provision of these Guidelines; and remains the ultimate arbiter except where such authority is modified by statute or regulation. As delegated by the BOCC, the Airport Director, Community Development Director and CRFR Fire Marshal shall be responsible for resolving any ambiguity of these Guidelines or its application to a particular use or definition.

PART II – LAND DEVELOPMENT GUIDELINES

It is the goal of the BOCC to preserve the scenic quality of the Airport, for the benefit of its users and the continued high-quality development of its properties in a manner consistent with sound fiscal management, preservation of environmental quality, and adequate provision of necessary services and facilities. The following guidelines set forth general policies for the realization of this goal within the framework of the protection of public health, safety, and welfare.

A. FISCAL IMPACTS

It is the policy of the BOCC to ensure that development will not result in the reduction of the quality of services, public facilities, or programs provided to those located at the Airport.

B. ENVIRONMENTAL QUALITY

It is the direction of the BOCC to:

1. Encourage features in any development proposal, which will conserve energy resources and minimize the consumption of energy. To that end, it is the direction of the BOCC to encourage the orientation of structures to take advantage of the sun, to prevent structures or development from blocking direct sunlight to other structures, improvements, or uses; to encourage the use of barriers as a defense against the wind; to promote the use of landscaping to maximize cooling in summer and siting which conserves natural gas, electricity, and gasoline.
2. Preserve and protect its present water resources. To that end, it is the direction of the BOCC that no land use be initiated which would adversely affect the quantity, quality, or dependability of the BOCC's water resources; which would occur at the expense of established water-dependent activities; or which would result in increased salinization of water, loss of minimum stream flows, or entail future major expenditures on the part of the general public to reacquire or redistribute water resources.
3. Prevent the acceleration of the erosion of soil and rock to reduce or eliminate erosion-related problems such as stream sedimentation, dust, gulying, alteration of drainage patterns, exacerbation of flood hazards, loss of natural vegetation, visible scars, leaching of minerals, destruction of animal habitats, and increased maintenance cost for roads and other facilities.

4. Preserve the integrity of existing and natural drainage patterns so that the aggregate of future public and private development activities will not cause storm drainage and floodwater patterns to exceed the capacity of the natural or constructed drainage ways or subject other areas to an increased potential for damage due to flooding, erosion, or sedimentation.

C. ADEQUATE PROVISION OF NECESSARY SERVICES AND FACILITIES

It is the direction of the BOCC to encourage development that utilizes existing services and facilities without overburdening such facilities and services or resulting in the need to provide additional services and facilities. To that end, it is the direction of the BOCC to:

1. Encourage development proposals that maximize existing airport utilities and infrastructure.
2. Ensure that land is not committed to uses without adequate evidence that facilities to collect, treat, and dispose of anticipated types and quantities of wastewater are available or will be provided before commencement of such use and that such facilities will possess suitable capacity, quality of discharge, point of discharge, and dependability.
3. Ensure that land is not committed to uses without sufficient evidence that a water supply of adequate quality, pressure, and dependability is available to support the use intended and to provide protection from fire.

D. MAN-MADE AND NATURAL HAZARDS

It is the direction of the BOCC to encourage development that by virtue of location and design does not expose those located on its properties to avoidable natural and man-made hazards. To that end, it is the direction of the BOCC to:

1. Ensure that development does not impose a hazard to aircraft operations.
2. Ensure that development in proximity to Airport operations facilities and other facilities inherently hazardous as a result of operation or location is designed, constructed, and located in a manner compatible with the hazard.
3. Prevent development in floodplains, geologic hazard areas, or other natural hazard areas, which is incompatible with the hazard in terms of threats to public welfare, private property, and public property.

4. Ensure that developments are designed and located in such a way as to provide for adequate emergency service, fire protection, and law enforcement protection in a manner consistent with existing regulatory requirements.

PART III – DEFINITIONS

The in-depth definitions, as found in the Airport Rules and Regulations document, shall apply to this document. The following definitions are in addition to the Airport Rules and Regulations and shall apply to all portions of these Guidelines. In certain cases, more detailed or more specific definitions may be found within a section. In certain cases, the more specific definition shall control as determined, jointly by the Airport Director, and Community Development Director.

A. RULES OF CONSTRUCTION

1. The particular controls the general.
2. The word “used” shall include “arranged”, “designed”, “constructed”, “altered”, “converted”, “rented”, “leased”, or “intended to be used.”
3. The word “shall” is always mandatory and not a directory. The word “may” is permissive.
4. Words used in the present tense include the future unless the context clearly indicates the contrary.
5. Words in the singular number include the plural, and words used in the plural number include the singular unless the context clearly indicates the contrary.

B. DEFINITIONS

65 Ldn. The “A weighted,” day/night average sound level can be used to assess the amount of exposure to aircraft noise that can be expected at certain locations proximate to an airport. The 65 Ldn noise contour is recognized in these Guidelines as having enough potential noise impact on certain land uses to warrant noise level reduction (NLR) methods in the construction of these land uses.

360-DEGREE ARCHITECTURAL TREATMENT. Building materials, color schemes, and rooftop screening that is identical on all sides of a structure and enclose the loading docks and other service areas.

ABUTTING. Having a common airport Leasehold boundary line with an adjacent airport leasehold boundary line inside of the Airport boundary.

ACCESSORY USE OR STRUCTURE. A use or structure (exceeding 120 square feet) subordinate to the principal structure or use which serves a purpose customarily incidental to the principal use.

ACRE, GROSS. An area in any shape containing 43,560 square feet.

AIRCRAFT MAINTENANCE. The repair, adjustment, or inspection of Aircraft. Major Repairs include major alterations to the airframe, power plant, propeller, and accessories as defined in Part 43 of the Federal Aviation Regulations. Minor repairs include normal, routine inspection with attendant maintenance, repair, calibration, adjustment, or repair of Aircraft and accessories.

AIRPORT. – All land within the legal boundaries of the Rifle Garfield County Airport.

AIRPORT BOUNDARY. The imaginary line that follows the perimeter of the airport legal description.

AIRPORT LEGAL DESCRIPTION. Shall always be described as “Section:13 Township:6 Range:93 PART OF SECTIONS 13, 14 AND TOWNSHIP: 6 RANGE 92: PART OF SECTION 18, ALL BEING MORE PARTICULARLY DESCRIBED IN THE RIFLE GARFIELD COUNTY AIRPORT & AIRPORT LAND PARTNERS LIMITED LOT LINE ADJUSTMENT PLAT RECEPTION #866116 (RIFLE GARFIELD COUNTY AIRPORT) aka PUBLIC AIRPORT ZONE DISTRICT.

AIRPORT PARCEL NUMBER. - shall always be the Assessor’s Parcel number: 217713400205

AIRPORT INFLUENCE AREA (AIA). Airport Influence Area (AIA). The area in which current or future airport-related noise, overflight, safety, and/or airspace protection factors may significantly affect land uses or necessitate restrictions on those uses. The Airport Influence Area constitutes the referral area within which certain airport actions and land use actions are subject to PGD.

AIRPORT PROTECTION AREA (APA). An area within the Airport Influence Area (AIA) was established to prevent the encroachment of incompatible land uses near the vicinity of the Rifle Garfield County Airport.

AIR OPERATIONS AREA (“AOA”). The portion of the Airport for use by Aircraft and any adjacent areas that are not separated by adequate security systems, measures, or procedures – i.e., Aircraft movement area, Aircraft parking areas, loading aprons/ramps, and safety areas.

AIRPORT ENGINEER. On-call airport engineering firm hired by the Airport that assists with airport design and planning.

AIRPORT LAYOUT PLAN (ALP). An overarching development plan for the Airport, approved by the FAA and County that depicts general future development at the Airport. Proposed development must generally agree with what is depicted on the approved ALP.

ALTER. To change any of the supporting members of a building such as bearing walls, columns, beams, or girders.

ANTENNA. A metallic apparatus used for sending and/or receiving electromagnetic signals.

APPURTENANT RETAIL USES. Retail uses are located with office buildings that are intended to provide a service primarily for the occupants of a said office building, and which are not allowed exterior advertising. Such uses may include a sandwich shop, car rental agency, snack shop/restaurant, etc.

AREA. Any area within a building or outside and adjacent or in the vicinity of a building.

AREA, GROSS FLOOR. The sum of the gross horizontal areas of the several floors of a building or portion thereof, including the basement, if any, as measured from the interior faces of the exterior walls of such buildings.

BERM. A mound of earth is used for screening, the definition of space, noise attenuation, and decoration in landscaping.

BOCC. Board of County Commissioners of Garfield County, the entity with statutory responsibility for the operation, maintenance, and financial control of the Airport.

BUFFER. A strip of land is established to separate and protect one type of land use from another to screen from objectionable noise, smoke, or visual impact, or to provide for future public improvements or additional open space.

BUILDING. Any structure built for the shelter or enclosure of persons, animals, chattels, property, or substances of any kind (not including fences), having one or more floors and a roof, permanently affixed to the ground.

BUILDING ENVELOPE. The portion of a Leasehold within the Airport boundaries with applicable setback requirements where building construction will be permitted.

BUILDING, HEIGHT OF. The vertical distance from the average finished grade immediately adjacent to the structure to the highest point of the structure, including rooftop appurtenances.

BUILDING, MAIN. A building in which is conducted the principal permitted use of the Leasehold on which it is situated.

BUILDING RESTRICTION LINE (BRL). The line designated on the approved ALP that depicts how close development of a given height, generally 35 feet, can occur relative to the Airport's runway.

CANOPY. An accessory roof/shade-type structure that is permanently affixed to the ground and typically not enclosed. As accessory structures, these structures be exempt from the minimum distance requirements between structures. These structures must meet all other minimum requirements within the airport zoning district.

COMPATIBLE ARCHITECTURAL TREATMENT. Colors, materials, and general architecture which is used within a development or used in conjunction with an adjacent development to provide land use compatibility so the effect of building façade treatment and rooftop screening is compatible with the other use(s) as may be determined by the Airport Director.

CONCEPT PLAN. A written narrative provided to the Airport Director that states the name of the person or entity making the request, outlines the desired internally identified airport leasehold parcel to the location desired to be leased, proposed use (commercial or private), type and number of structures, anticipated construction costs and proposed development timeline.

DEFUELED AIRCRAFT. An aircraft that has never been fueled or whose fuel system has had flammable or combustible liquid removed to meet one of the following criteria: (1) Individual tanks/cells contain less than 1 percent of their volumetric capacity; (2) Aircraft is drained to remove fuel to the greatest extent possible utilizing sump drains and other accessible non-maintenance means. (NFPA 409, latest edition)

DEVELOPMENT PLAN. The timeline, budget, proposed land use, location, the maximum height of the structure(s), minimum building setbacks, and signage criteria as listed in Step 3 of the application process.

DISTRICT, ZONING. Public Airport (PA). The area comprised of County land designated for uses supporting public use airport operations in Garfield County. Land use in the Public Airport Zone District shall be guided by the Airport Master Plan, Airport Layout Plan, GA Commercial Minimum Standards, Airport Rules and Regulations, Garfield County Airport Development Guide, and airport primary management compliance documents.

EXPLOSIVE AND HIGHLY FLAMMABLE OR HAZARDOUS MATERIALS. Materials or liquids that, when ignited, exhibit large-scale, rapid, and spectacular expansion, outbreak, or other upheavals. Hazardous materials are as defined by State statute.

F.A.R. PART 77. Federal Aviation Regulations pertaining to height and obstruction criteria within prescribed distances from an airport as these Guidelines currently exist and may be amended from time to time. Part 77 Regulations may also affect lands located outside the boundaries of a defined Airport Influence Area.

FLOODPLAIN. The area adjoining any river, stream, watercourse, lake, or other body of standing water that is subject to inundation by a 100-year flood as defined by the floodplain administrator.

FLOOR AREA, GROSS. All areas located within the outside walls of a building, exclusive of the basement area, garage space, and porches.

FLOOR AREA RATIO. The ratio of building gross square footage to the gross square footage of a parcel. For example, 21,780 square feet of building on one acre of land (43,560 square feet) would equal a 1:2 floor area ratio.

GARAGE, PUBLIC. Any garage other than a private garage available to the public for the storage of vehicles, including boats, when such vehicles are parked or stored for remuneration, hire, or sale.

GENERAL AVIATION (GA). That portion of civil aviation that does not include scheduled or unscheduled air carriers or commercial space operations.

GEOLOGIC HAZARD. A geological phenomenon that is so adverse to past, current, or foreseeable construction or land use as to constitute a significant hazard to the public health and safety or to property. This term includes, but is not limited to, bedrock, landslide, rock fall, seismic effect, mudflow, ground subsidence, and unstable or potentially unstable slopes.

HANGAR BUILDING, CLUSTER. per NFPA 409 3.1.

HANGAR BUILDING, SINGLE. A building with one area for the storage and/or servicing of aircraft and any attached, adjoining, or contiguous structure, such as a lean-to, shop area, or parts storage area not separated per NFPA 409 3.3.17.

IMPROVEMENTS. All buildings, structures, facilities, and accommodations (including, but not limited to, pavement, fencing, signs, landscaping, walkways, vehicle parking areas, Aircraft ramps, and aprons) constructed, installed, or placed on, under, or above the Airport property. Plans and specifications for all improvements made by Lessees must be approved by the BOCC for conformity with Airport codes and standards.

INFRASTRUCTURE IMPROVEMENTS AGREEMENT (IIA). One or more security arrangements that establishes the negotiated terms and conditions between the BOCC and a lease to fund necessary public improvements in exchange for lease credit (partial or full).

LEASEHOLD. Any recognized subdivision within airport property with a legal description that addresses permission to develop and occupy the area. Leasehold Internal Parcel Identifiers are assigned by the Airport. Concept Plans shall identify the proposed Leasehold by the proposed Leasehold Internal Parcel Identifier. A leasehold is the ground lease associated with a privately owned facility on County-owned property.

LEASEHOLD BOUNDARY. The imaginary line that follows the perimeter of the Leasehold legal description located inside the Airport boundary. For the purposes of this Regulation, a leasehold boundary is equivalent to an “Imaginary Property Line” as described in the IBC.

LEASEHOLD INTERNAL PARCEL IDENTIFIER. An internal parcel identifier, assigned to all Leaseholds, that encompasses the Leasehold boundary. This internal parcel identifier shall be used as identification for taxation purposes.

LEASEHOLD BOUNDARY, FRONT. The boundary line separating a Leasehold from an apron, taxiway, or taxi lane upon which the principal hangar/building faces and has access to AOA.

LEASEHOLD DOUBLE FRONTAGE. A Leasehold having a frontage on two non-intersecting taxiways.

LEASEHOLD BOUNDARY, REAR. The Leasehold boundary opposite from the front boundary.

LEASEHOLD BOUNDARY, SIDE. Any Leasehold boundary line that is neither front nor rear.

LEASEHOLD WIDTH. The distance between side Leasehold boundary lines as measured from the sides of the Leasehold.

LEASEHOLD DEPTH. The distance between the front Leasehold boundary line and the rear Leasehold Boundary Line.

LOT. This term is synonymous with the Leasehold definition found in this Regulation and applies to references to “Lot” found in the International Building Code (IBC)/International Fire Code (IFC).

IMAGINARY PROPERTY LINE. This term is synonymous with the Leasehold Boundary, as defined in this Regulation, and applies to reference to the “Imaginary Property Line” found in the IBC, IFC.

MAINTENANCE, REPAIR, OVERHAUL (MRO) FACILITY. A facility utilized for the repair of aircraft including airframe, power plant, propeller, radios, instruments, and accessories, operated in accordance with pertinent FAA regulations.

MINERAL RESOURCE AREA. An area in which minerals are located in sufficient concentration in veins, deposits, bodies, beds, seams, fields, pools, or otherwise, as to be capable of economic recovery. The term includes but is not limited to any area in which there has been significant mining activity in the past, there is significant activity in the present, mining development is planned or in progress, or mineral rights are held by mineral patent or valid mining claim with the intention of mining.

NOISE LEVEL REDUCTION (NLR). Construction techniques utilized to reduce interior noise levels of structures to acceptable levels as determined by the BOCC.

NONCONFORMING STRUCTURE. A structure legally existing and/or used at the time of adoption of these Regulations, or any amendment thereto, which does not conform with the regulations of the zoning district in which it is located.

NONCONFORMING USE. A use legally existing and/or used at the time of adoption of these Regulations, or any amendment thereto, which does not conform with the use regulations of the zoning district in which it is located.

OFF-STREET PARKING. An individual Leasehold or portion of a Leasehold devoted to the off-street parking of motor vehicles including parking spaces, aisles, access drives, and landscaped areas.

OPEN SPACE. Land utilized for recreational, landscaping, and/or buffering purposes. Examples include parklands and landscaping treatments within non-residential developments.

OUTDOOR STORAGE. The storage of any material outside of the principal permitted (hangar or airport approved building or structure) on any Leasehold, which material is either wholly or partially visible.

PARCEL. Any part or position of land used for the identification of taxation purposes.

PRIMARY GUIDING DOCUMENTS (PGDs). PGDs include Airport Master Plan, Airport Layout Plan, Airport Rules and Regulations, General Aviation (GA) Commercial Minimum Standards, and (descriptions of each PGDs provided herein). In combination, PGDs (1) contribute to the airport's financial health; (2) foster orderly development of land and improvements; (3) promote the provision of quality aviation products, services, and facilities; (4) protect the health, safety, interest, and general welfare of the public;

(5) reduce the potential for conflict; and (6) provide a platform for resolution of complaints. In essence, PMCDs set the stage and establish parameters for the way an airport conducts business.

P.U.D. PLAN. The Preliminary Development Plan and/or The Final Development Plan controlling the Planned Unit Development.

PLANNED UNIT DEVELOPMENT (P.U.D.). An area of land controlled by one or more landowners to be developed under unified control or unified plan of development for a variety of commercial, educational, recreational, or industrial uses or any combination of the foregoing, the plan for which may not correspond in lot size, bulk or type of use, lot coverage.

PROFESSIONAL OFFICE. A place of business for any of the following: accountants, architects, attorneys, bookkeeping services, brokers (of stocks, bonds, real estate), building designers, medical and dental professionals, corporate offices, drafting services, financial institutions, development companies, engineers, surveyors and planners, insurance agencies, interior decorators and designers (no retail sales allowed on-premises), laboratories, landscape architects, pharmacies, notaries, typing, and secretarial services, and other similar businesses and professions. Some Federal restrictions apply to non-aeronautical professional office facilities.

PUBLIC IMPROVEMENTS. Improvements to certain public use taxiways, ramps, utilities, roadways, and drainage facilities required to support proposed Airport land development. Tenants and/or future Tenants may need public improvements to access undeveloped land. These improvements can be facilitated through Infrastructure Improvement Agreements (IIA) executed between the BOCC and a tenant or future tenant. IIA establishes the negotiated terms and conditions to fund necessary improvements in exchange for lease credit (partial or full) for public improvements.

PUBLIC ACCESS. A public right-of-way inside the Airport boundaries that provide the primary means of access to abutting Leaseholds.

PUBLIC UTILITY. Every firm, partnership, association, cooperative, company, corporation, and governmental agency, and the directors, trustees, or receivers thereof, whether elected or appointed, that is engaged in providing railroad, airline, bus, electrical, rural electrical, telephone, telegraph, communications, gas, gas pipeline carrier, water, sewer, pipeline, street transportation, sleeping car, express, or private car line facilities and services.

QUASI-PUBLIC USE. Charitable, educational, cultural, and/or religious organizations or uses which, as a primary function of their operation, provide significant benefits to the health, safety, and welfare of the citizens of Garfield County, as may be determined by the BOCC. Examples of such uses are religious organizations, private meeting halls, and private schools. Some Federal restrictions apply to non-aeronautical Quasi-public operators.

RECREATION, PRIVATE/COMMERCIAL. Uses, structures, and/or land utilized for the provision of recreational activities, and/or open space which may be developed, operated and/or maintained for profit by an entity other than a public entity, such as a swimming pool, tennis court/club, recreation center, etc. Some Federal restrictions apply to non-aeronautical Recreational use inside Airport boundaries.

RECREATION, PUBLIC. Uses, structures, and/or land utilized for the provision of recreational activities and/or open space which may be developed, operated, and/or maintained by a public entity. Some Federal restrictions apply to Public Recreational use inside Airport boundaries.

RIGHT-OF-WAY. An area or strip of land over which a right of passage has been recorded for use by vehicles, pedestrians, aircraft, and/or facilities of a public utility.

SETBACK. A distance from a leasehold line within which building is prohibited.

SETBACK AIRPORT BOUNDARY. The minimum required distance between a structure inside the airport boundary and the airport boundary property line.

SETBACK LEASEHOLD BOUNDARY. The minimum required distance between a structure and the nearest leasehold boundary inside the airport boundary.

SETBACK INTERNAL LEASEHOLD. The minimum required distance between structures contained within the leasehold's boundary lines.

SETBACK, BUILDING. The distance between the leasehold boundary line to the exterior face of a building; to the back of the curb of a parking area; or other improvements.

SETBACK, PARKING. The distance between the leasehold boundary line of a lot and any point on the exterior face of that portion of a building and an area for the parking of vehicles.

ZERO LOT LINE. A situation in which either two adjoining structures on adjacent but separate Leaseholds share a common wall or a structure is built up inside the leasehold boundaries with no easement or setback requirements. This condition is not permitted by these Regulations.

STRUCTURE. That which is built or constructed (IBC).

STRUCTURE, TEMPORARY. A structure which is not a permanent structure, or one that is constructed for a special purpose in contemplation of eventual removal. For the purpose of these Regulations, the term “temporary” shall mean a period of up to six (6) months.

TRANSMISSION LINES. Any electric transmission line and appurtenant facilities which emanate from a power plant or a substation and terminate at a substation, which are designed for or capable of the transmission of electricity at greater than 115 kilovolts.

USE. The purposes for which land or premises or a building thereon is designated, arranged, or intended, or for which it is or may be occupied.

USE BY SPECIAL REVIEW. Use that must have the approval of the BOCC before being allowed on the Airport.

USE, PRINCIPAL. The primary use located on a leased parcel.

PART IV – PERMITTED USES AND DEVELOPMENT REQUIREMENTS

A. PURPOSE

These criteria are established to avoid threats to the health, safety, welfare, and property, both public and private, from noise, flight characteristics, and crash hazards associated with General Aviation, including private, corporate, and non-scheduled commercial air traffic.

B. GENERAL REQUIREMENTS

1. No structure or tree shall be erected, altered, or allowed to grow, or shall be maintained in any portion of the Airport Influence Area that is in excess of any of the airport imaginary surfaces described in these Guidelines-, the Airport Master Plan, and/or the Airport Layout Plan.
 - a. For purposes of computation, the base level of the site in question shall be the highest point on which a structure is proposed according to USGS 1:24,000 quad. In cases where conflicts exist, the USGS datum shall apply, except in cases in which the developer submits detailed engineering data which would result in alteration of the USGS datum.
2. Notwithstanding any other provisions of these Guidelines, no use may be made of land within the Airport Zone District in such a manner as to create electrical interference with wireless communication aircraft, make it difficult for pilots to distinguish between Airport lights and others, and result in glare in the eyes of flyers using the Airport or personnel engaged in airfield operations, impair visibility in the vicinity of the Airport or otherwise endanger the landing, taking off, or maneuvering of aircraft.

C. PERMITTED USES

Within the Airport, only the following uses may be established, provided said uses are established in conformance with the basic policies of the County and are specifically and individually approved by the BOCC on a case by case, Leasehold by Leasehold basis for compliance with use and/or height limitation, noise or other safety hazards, and all other criteria set forth by the Airport Master Plan, the approved Airport Layout Plan, and these Guidelines.

Land inside the airport boundaries has been divided into separate development areas that are shown on the exhibit below:

- West Development Area – Approximately 13 acres available.
- Environmental Control Area – Approximately 8 acres, only for government approved use.
- Central Development Area – Parcel 1C- approximately 19,000 sq/ft and Parcel 3FL- approximately 20,000 sq/ft. available, conditional upon relocation of existing airport tenants and facilities.
- Taxiway B-4 Development Area – currently under various stages of development, no land currently available.
- East Area Phase – I approximately 14 acres available.
- East Area Phase – II approximately 8 acres available.
- East Area Phase – III approximately 24 acres available.
- Southeast Development Area – Approximately 10 acres, only available to private hangar operators.
- North Development Area – which consists of the area north of RW 8/26 is currently not available for development.

D. PROHIBITED USES

To establish limits for objectionable uses or uses that are detrimental to the general welfare of the occupants of the Airport:

1. No use shall be permitted on any Leasehold that injures the reputation of any Leasehold, as determined by the Airport Director, or is in violation of any laws of the United States or the State of Colorado.
2. Buildings are limited to uses that, in the opinion of the BOCC, produce no adverse effects which may be detrimental to the health, safety, or welfare of persons or which may be harmful to property.
3. Temporary Improvements

No temporary improvements or mobile home, office, or storage shall be installed or maintained on any Leasehold without the specific written approval of the Airport Director. All applications for approval of any temporary improvements will include provisions for its dismantling and/or removal from the Leasehold in question not later than five days after construction completion or the expiration of an airport-issued temporary permit.

4. Prohibited Uses

Uses not specified in Section C, “Permitted Uses” are prohibited unless the BOCC determines the use to be similar in nature to those specified. Such prohibited uses shall include but are not limited to churches, hospitals, multi-family residences, residential hotels, convalescent hospitals, single-family residences, schools, cemeteries, auto repair (minor/major), auto wrecking yards, etc.

E. NONCONFORMING USES

1. Amortization Period

- a. Uses: Uses that are not in conformance with the requirements of these Guidelines shall be discontinued no later than ten (10) years from the adoption hereof or at the end of the base term of an existing lease.
- b. Structures: Structures not in conformance with these Guidelines shall be brought into conformance within ten (10) years of the adoption hereof or at the end of the base term of an existing lease. Failing this, they shall be removed.

2. Marking and Lighting

Notwithstanding the preceding provision of these Guidelines, the owner of any nonconforming structure or tree shall be required to install, operate, and maintain thereon such markers and lights as shall be deemed necessary by the BOCC and/or FAA to indicate to the operators of aircraft in the vicinity of the Airport, the presence of such airport hazards. Such markers and lights shall be installed, operated, and maintained at the expense of the owner of such structure(s).

3. Existing Uses

No permit shall be granted that would allow the establishment or creation of an airport hazard or permit a nonconforming use, structure, or tree to be made or become higher, or become a greater hazard to air navigation than it was on the effective date of these Guidelines or any amendments thereto or than it is when the application for a permit is made.

F. USES NOT ITEMIZED

Upon petition or on its own initiative, the BOCC may add to the uses listed in Section C Permitted Uses at the Airport any other similar use, which conforms to the following special conditions:

- a. Such use conforms to the basic characteristics and purposes of the area to which it is to be added.
- b. If there are areas to which the use would be more or equally as appropriate, such use shall also be added to those areas.

G. USES WITHIN 65 Ldn CONTOUR

Any facility proposed for development within the 65 Ldn contour must be reviewed and approved by the BOCC in accordance with FAR Part 150.

PART V – DESIGN CRITERIA

It is the objective of the BOCC to set forth minimum standards of design criteria for the development and construction of improvements on Airport properties not otherwise addressed by supplemental regulations contained herein. To that end, the BOCC recommends adherence to the following guidelines so far as can be reasonably achieved to ensure the development of consistently high quality and to protect and enhance the investment of those located at the Airport. The design of any structure within the Airport boundary shall conform to the requirements contained in the International Building Code, the edition of which is currently adopted by Garfield County, and the Fire Code currently adopted. These Guidelines are designed and created with the support of the Airport staff, Garfield County Community Development, and the Colorado River Fire District, at the time a development plan is submitted, to clarify and guide potential Leaseholders through the multi-jurisdiction collection of definitions, expectations, code and requirements to construct facilities in the Airport Zone District.

A. GOALS

The following goals form the basis for these Guidelines:

1. Economical

To maximize the utility of airport scarce land resources. This includes the protection of leasehold values and the enhancement of private investment.

2. Environmental

Protection to minimize adverse impacts on the natural environment.

3. Functional

Maintenance of acceptable planning and engineering standards of facilities and sites, yet flexible to respond to changes in market demand.

4. Visual

Maintenance of variety, interest, and a high standard of architectural and landscape design.

5. Proved a safe airport as measured by compliance with applicable Federal, State and County standards that supports the health, welfare, and safety of Garfield County residence.

B. APPLICATION

The criteria set forth in this chapter shall apply to all Leaseholds located within the Airport boundaries and are in addition to any other jurisdictional requirements including, but not limited to, Garfield County Building Codes, Federal Aviation Administration Regulations, and the provisions of these Guidelines.

C. VARIANCE / EXEMPTION REQUESTS

The BOCC jointly delegates authority to the Airport Director, Community Development Director and the Colorado Fire District Fire Marshal to resolve any ambiguities in the Public Airport Zone District. Variances / Exemption requests involving airport specific development criteria shall be filed with the Airport Director, and Variance / exemption requests regarding the interpretation of the Building Code or Fire Code, it would go thru the normal appeals process lined out in the Building and Fire Codes.

D. GENERAL DESIGN REQUIREMENTS

1. Garfield County Codes

All construction, alteration, moving, demolition, repair, and use of any building, hangar, or other structure on a leasehold will be subject to the provisions of the appropriate International Building Code, including referenced fire codes, this Airport Development Guide, any other aeronautical specific requirement or regulation, except as modified by this Airport Development Guide.

2. Site Grading and Drainage

In order to establish compatible grading and drainage relationships between buildings, parking, and adjacent properties and to control drainage and erosion:

- a. A site plan indicating proposed grading and drainage shall be reviewed, modified as determined, and concurred with by the Airport Engineer before any construction is initiated. If required, a County grading permit shall also be obtained.
- b. Any grades, berms, channels, and swales should be an integral part of the grading and paved surface design.
- c. Paved area grades shall be appropriate for the specific use and shall not be less than one-half of one percent slope.

- d. Drainage facilities and structures shall be designed to accommodate all stormwater generated by the lot for a minimum five-year return period.

3. Erosion Prevention During Construction

Permanent and temporary erosion control measures for each Leasehold governed by this document will be designed, constructed, and maintained in conformance with the applicable Storm Drainage Design and Technical Criteria as determined by the Airport Engineer.

In order to prevent loss of soil by water and wind erosion and to prevent dust nuisance to adjacent development:

- a. Practical combinations of the following technical principles shall be used to provide effective erosion control.
 - (1) Expose the smallest practical area of cleared land during construction.
 - (2) Provisions shall be made to effectively accommodate the increased runoff caused by changed soil and surface conditions during and after development or construction.
 - (3) The permanent surfacing and landscaping should be installed as soon as practicable during construction activities. As identified in the lease.
 - (4) Temporary mulching should be used for imported fill subject to erosion during construction projects.
 - (5) Water down at frequent intervals in all areas creating excessive dust. As determined by Airport Director.

4. Leasehold Aesthetics

In order to create a compatible and continuous relationship between Leasehold landscape areas and the adjacent Leaseholds; to maintain a pleasant appearance in all areas not covered by building or parking, and to enhance the existing character of the Airport:

- a. A landscape and irrigation layout covering the area not occupied by building structures or pavement must be submitted to the Airport Director.
- b. Landscaping in accordance with the plans submitted must be installed before occupancy of the building. If seasonal conditions do not permit planting, interim erosion control must be approved in writing by the Airport Director.
- c. Plant materials must be approved by the Airport Director.

5. Pedestrian Circulation

In order to allow for the safe and convenient movement of pedestrians throughout the leasehold and improvements:

- a. Sidewalk – five (5) foot minimum width.
- b. Provide convenient pedestrian access from all parking areas to building entrances, if parking is provided.

6. Buffers and Fences

In order to provide security and a visual buffer of unsightly areas such as storage and parking areas:

- a. No fence or wall of any kind shall be constructed unless specifically approved by the Airport Director in writing.
- b. Objects such as water towers, storage tanks, processing equipment, cooling towers, communications towers, vents, and any other structures or equipment shall be architecturally compatible or effectively shielded from view from any street and shall be approved, in writing, by the BOCC before construction or erection of said structures or equipment.
- c. Screening fences and buffer areas shall be of a height at least equal to that of the material or equipment being stored.
- d. All Airport-approved fences and/or buffers shall be included in all development plans and building permit sets and shall be subject to additional County review and approval. Any proposed access or gates containing locking devices shall be approved by the Colorado River Fire District.

7. Exterior Lighting

In order to create a functional, pleasing, and coordinated relationship of lighting, signs, and plant material for aesthetics, security, and safety:

- a. A lighting plan describing the exterior illumination layout and fixture selection must be approved by the Airport Director in writing prior to construction.
- b. Lights shall not be placed to cause glare or excessive light spillage on neighboring Leaseholds or the air operations area.

- c. All parking lot and driveway lighting should provide relatively uniform illumination. Accent illumination is recommended at key points such as entrances, exits, loading zones, and drives.
- d. Concealed light sources are recommended.
- e. Security light sources shall be kept in operation all night.
- f. All exterior lighting fixtures shall direct light rays downward.

8. Storage Areas

In order to shield stored materials from public view:

- a. No articles, goods, materials, machinery, equipment, plants, animals, or similar items should be stored or kept in the open, or exposed to public view, within the area between the building setback line and line along the street.
- b. No outside storage or operations (other than aircraft related) of any kind shall be permitted on any Leasehold unless such activity is visually screened from the street in a manner approved by the Airport Director. No outside storage shall extend above the top of such screening.
- c. Any article, good, or material to be stored other than in an enclosed, covered building shall be enclosed either with an architectural screen fence at least six feet in height or landscaped planting or both as directed and approved by the Airport Director.
- d. No storage shed or peripheral buildings other than the main building on each Leasehold shall be permitted except during construction or as may be approved for special use.

9. Maintenance

In accordance with the Lease Agreement and in order to ensure that all facilities are maintained in a neat and orderly manner:

- a. Each Lessee shall maintain its buildings, landscaping, drives, parking lots, or other improvements located upon the Leasehold in good and sufficient repair and shall keep such premises painted, lawns cut, shrubbery trimmed, windows glazed, and otherwise maintain the Leasehold and improvements in an aesthetically pleasing and first-class manner as determined by the Airport Director.
- b. Any improvements, planting, driveway, or parking lot service which are damaged by the elements, by vehicles, fire, or any other cause shall be repaired as promptly as the extent of damage will permit.

- c. Buildings that are vacant for any reason shall be kept locked; windows shall be glazed in order to prevent entrance by vandals, and maintenance shall continue as if occupied.
- d. Leasehold grounds shall be maintained in a safe, clean, and neat condition free of rubbish and weeds. Lawns shall be kept in a mowed condition. Roads and pavements shall be kept true to line and grade and in good repair. Drainage gutters or basins shall be kept clean and free of any obstacles. Fences shall be maintained in good condition. Damage to plantings created by vandalism, automobile, or acts of nature shall be corrected within 30 days. Undeveloped areas for future use or expansion shall be maintained in a ground cover specified in the planting list and trimmed and mowed only as necessary to ensure a neat appearance. Irrigation of undeveloped areas is not required.

E. BUILDINGS/HANGARS

- 1. No building may penetrate any surface as defined in F.A.R. Part 77. Buildings outside the identified BRL for a 35-foot-tall structure can be constructed up to 35' tall. Requests for buildings taller than 35 feet will be handled on a case-by-case basis. A Form 7460-1 Notice of Proposed Construction shall be submitted to and approved by the FAA prior to submitting a Development Plan.
- 2. Exterior building materials must be compatible with adjacent buildings and shall not affect aircraft operations. As a general rule reflective glass and other materials will not be approved.
- 3. No building, or any use of a building, will be permitted on any Leasehold that adversely affects any other Leasehold, the Airport, or violates any law of the United States, the State of Colorado, or any standards set forth by the Airport.
- 4. Exterior lighting should be uniform, with accent illumination at entrances, exits, loading zones, etc., and direct light rays downward.
- 5. T-hangars shall be of sufficient size to provide an opening with a minimum clear horizontal width of 39'6" and a minimum clear vertical height of 11'0". A minimum inside clear dimension of 29'7" shall be provided from inside of the rear wall to the inside of the closed hangar door. Each T-hangar unit shall provide the full width of 39'6" to within 12" of the center of the unit and a minimum clear width of 18'6" from the center to the rear wall.
- 6. Box hangars shall be no smaller than 40' x 50' and shall have at least one large hangar door with a clear horizontal opening no less than 39'6" and a clear vertical opening no less than 12'0".
- 7. Arch or Fabric hangars are discouraged.

8. A minimum of 26-gauge steel shall be used for the exterior covering of walls, gable ends, and roofs of hangars.
9. Concrete used for foundations, footings, floors, and ramps shall have a minimum 28-day compressive strength of 3,500 psi.

F. SETBACKS

In order to provide sufficient space between buildings to ensure adequate light and privacy for Lessee(s), and to allow for functional uses and landscaping and to provide adequate space between buildings and streets to ensure privacy and sound control for Lessee and to create an acceptable setting:

1. Minimum Building Setback Requirements from:
 - a. Public Access: 30 feet minimum.
 - b. Airport Property Boundary: 30 feet or 25 feet with 2-hour Firewall Code.
 - c. Side and Rear Leasehold Boundary: 25 feet, or as specified by the Airport Development Guide.
 - d. Taxilane: See Aircraft Access Section 5.
 - e. Structures: located on the south side of vehicle access roads ~~streets~~ or aircraft aprons may be required to provide additional building setbacks, depending on structure height, to allow necessary snow and ice to melt from adjacent vehicle access roads ~~streets~~ and aprons.
2. Parking Area Setback Requirements from:
 - a. Public Vehicle Access Road: 10 feet landscaped and bermed if required.
 - b. Side and Rear Leasehold Boundary: 5 feet (not applicable if adjacent leaseholds have contiguous parking areas).
 - c. Taxilane Centerline: One half of the Taxilane Object Free Area (TLOFA)
 - d. Buildings: 5 feet (sidewalk or landscaped area required between parking and building).
3. The entire parking setback area adjacent to any ~~street~~ vehicle access roads shall be landscaped except that portion used for pedestrian access and access driveways.
4. Aboveground Site Utility Infrastructure (e.g., electrical transformers, meter panels, fire hydrants, etc.) Setback Requirements from:

- a. Side and Rear Leasehold Boundary: 5 feet (not applicable if adjacent leaseholds have contiguous parking areas).
 - b. Taxilane Centerline: One half of TLOFA.
5. Aircraft Access (Aviation Lease Area Parcels Only)

To allow for the efficient and safe operation of aircraft and to minimize conflicts of pedestrians and automobiles with aircraft operations:

- a. Hangar sides and rear shall be setback from the centerline of public use taxilanes at a minimum distance that accommodates the FAA design standards for the appropriate Taxilane Object Free Area (TLOFA) associated with the taxilane. For Airplane Design Group (ADG) I sized taxilanes, the TLOFA width is 79 feet (overall width, 39.5 feet from the taxilane centerline). For ADG II sized taxilanes, the TLOFA width is 110 feet. For ADG III taxilanes, the TLOFA width is 158 feet.
- b. Hangar fronts (the side of the hangar with a hangar door that accesses a public use taxilane) shall be setback from public use taxilanes to accommodate the TLOFA plus an additional distance to allow for parked vehicles and other equipment without impeding the TLOFA. This additional distance shall be greater than 20 feet or 50% of the hangar depth for hangars less than 80 feet deep or 60% of the hangar depth for hangars greater than 80 feet deep.
- c. Where two hangars on separate leaseholds access a common taxilane, the minimum setback distances from the common use taxilane shall be the same as those stipulated for a public use taxilane. Where a common access taxiway is possible, the Lessee will be required to provide (construct and lease) one-half of said access taxilane. Actual taxilane width and TLOFA shall conform to FAA Design Standards.
- d. Minimum setbacks for Above Ground Infrastructure (e.g., electrical transformers, meter panels, fire hydrants, etc.).
 - (1) Setback from Side Leasehold Boundary– ten (10) feet.
 - (2) Setback from Taxilane Centerline TLOFA.

G. FIRE PROTECTION REQUIREMENTS

All aircraft hangars shall be designed in accordance with the requirements of the county adopted International Building Code and International Fire Code. Reference to any NFPA 409, Standard on Aircraft Hangars, may be applicable only with prior discussion and approval of the Fire Marshall:

H. PARKING

In order to allow for safe and convenient movement of motor vehicles and to provide as much as practical for landscaping within parking areas to soften the visual impact, parking will be permitted only in paved designated parking areas, unless otherwise approved in writing by the BOCC, and will be constructed to meet the following criteria:

1. Number of exterior Parking Stalls: Shall be as required to park the automobiles of all users of any Building and consistent with requirements set forth by the Airport's Minimum Standards and these Regulations. A minimum number of parking spaces shall be calculated as follows unless additional spaces are deemed necessary by the BOCC to accommodate an intended use:

**GUIDELINES FOR OFF-STREET PARKING
BY LAND USE AND EQUIVALENCY UNIT**

LAND USE	EQUIVALENCY UNIT	RECOMMENDED SPACES
Hangar / Terminal (Commercial general public parking)	660 square feet of gross floor area	1
Hangar over 3,600 S.F. (Non-Commercial or Commercial no general public access)	3,600 S.F. of gross floor area	1
Hangar Cluster Southeast Development Area	n/a	Not Required. Vehicle parking shall either be accommodated entirely within hangar or utilize and existing airport public parking lot.

2. Minimum Parking Stall Dimensions: (See Table Below).

MINIMUM PARKING STALL DIMENSIONS

PARKING ANGLE	STALL WIDTH	STALL LENGTH	 AISLE WIDTH
90°	Full-Size Auto – 9’0”	Full-Size Auto – 19’0”	25’0” (2-way)
Parallel	Full-Size Auto – 15’0”	Full-Size Auto – 23’0”	20’0” (2-way)
45°	Full-Size Auto – 9’0”	Full-Size Auto – 20’0”	16’0” (1-way)
60°	Full-Size Auto – 9’0”	Full-Size Auto – 22’0”	15’0” (1-way)
Handicap Stall w/ Ramp	12’0”	Full-Size Auto – 22’0”	15’0” (1-way)

3. The stall width shall be measured perpendicular to the direction of the stall and the stall length measured perpendicular to the direction of the aisle. Where there is a common driveway aisle, the Lessee will be required to lease and construct one-half of the aisle.

4. Parking Ratios:

- a. All stalls shall be full-size spaces.
- b. Handicapped parking spaces shall be provided as follows:

NUMBER OF PARKING SPACES PROVIDED	NUMBER OF HANDICAPPED SPACES REQUIRED
1-24	1
25-74	2
75-99	3
100-199	4
200-299	5
300-399	6
400 and above	6 plus 1 for each 200 additional parking spaces provided

5. Buildings with general public access must have at least one ADA-acceptable stall.
6. Parking is not permitted in areas not designated for parking; no off-pavement parking is allowed.
7. A perimeter poured-in-place concrete curb may be required by the tenant's commercial use of property within parking lots to prevent vehicular intrusion. Curbs should be continuous.
8. An access driveway (20 feet wide minimum) shall be provided and maintained between each automobile parking area and the street and between parking areas.
9. All designated parking spaces must be properly marked and maintained to standards as determined by the Airport Director.
1. Non-Commercial structures under 3,600 sf without general public access are not required to have exterior parking.

I. UTILITIES

All utility improvements shall conform to the appropriate agency requirements. Lessee shall provide space or required utility easements and prepare appropriate grantor documents for BOCC signature. The Lessee is responsible for the maintenance of all utility lines to their facility, and for keeping all shutoffs accessible for immediate use. All utilities installed within a public right of way must be approved and permitted by Garfield County.

In order to provide for the construction and maintenance of necessary utilities serving developed areas, Lessee shall:

1. Provide utility easements as required.
2. Install all utility lines underground. No pipe, conduit, cable, line for water, gas, sewage, drainage, steam, electricity, or any other energy or service shall be installed or maintained upon any lot (outside of any building) above the surface of the ground, except for hoses, movable pipes used for irrigation or other purposes during construction, temporary utility connections necessary due to outages, or transformers.
3. Co-locate transformers with utility meters where possible and screen with vegetation.
4. A water meter shall be installed by Lessee for each Lessee at Lessee's expense.
5. A sewer connection, if required, shall be coordinated with the City of Rifle. Septic tanks or other individual treatment structures are not permitted.

6. Underground utilities associated with fire suppression systems shall be approved and inspected per NFPA 13 requirements by the Colorado River Fire District before and during construction.

J. LANDSCAPING

The non-building area of a Leasehold that is not paved shall be landscaped according to a landscaping plan approved by the Airport Director in writing. Lessee should maintain their Leasehold to reflect a professional appearance. Xeriscape or Zeroscape is preferred. The Lessee is responsible for landscape maintenance of entire leasehold.

K. FAA REQUIREMENTS:

1. Notice of Proposed Construction or Alteration

All information for the FAA Form 7460-1 shall be submitted to the Airport Engineer prior to acceptance of the development plan and FAA notice of acceptance prior to construction. The approved FAA 7460-1 form shall be submitted to the BOCC before final approval of the proposed lease. All AIA FAA 7460-1 shall be submitted by the Airport Engineer. Contact Airport Director for a fee estimate. All fees shall be paid to the Airport Director prior to submittal.

2. Non-Aeronautical Uses

FAA approval must be obtained for projects, which would not be considered "aeronautical use" in accordance with FAA Grant Assurances. The type of use will be determined during the Concept Plan phase of the project.

3. Possible Obstructions to the Navigable Airspace

Part 77 of the Federal Aviation Regulations establishes the maximum allowable heights of objects on or in the vicinity of airports. It does this by the definition of "imaginary surfaces" which, if penetrated by an object, would be considered an obstruction. Any planned development which would penetrate the Part 77 imaginary surfaces would most likely not have the backing of the FAA, and probable, the Airport would not pursue the project.

L. SIGNAGE

These criteria are provided in order to provide suitable graphics for business identification; communicate information in a straightforward and aesthetically pleasing manner; and establish a compatible relationship

between sign structures and the natural environment and the overall design character of a Leasehold. The signage portion of these guidelines is intended to achieve a compatible balance of good taste, adequate business identification, uniformity, and individual image, while at the same time improving the safety and efficiency of vehicular traffic. Only the general parameters are addressed. All permanent signage must be specifically approved by the County Community Development Department, either in conjunction with the Development Plan, or as the result of an individual request.

1. General

- a. All signs are subject to the Garfield County Sign Code.
- b. All existing signs are considered approved if they met the requirements of the Garfield County Sign Code in effect at the time of construction.
- c. The Airport Directory Sign will be designed, constructed, and maintained by the County. The Airport Director shall determine what shall be placed on, removed from, and in which order information shall appear on the directory sign.
- d. No signs shall be located closer than ten feet to any lot line.
- e. Wall signs shall not comprise more than five percent of the area of the building frontage upon which the sign is located. Wall signs shall be fixture signs; signs painted directly on the surface of the wall or projecting more than 15 inches shall not be permitted.
- f. A maximum of four signs per building frontage is allowed.
- g. No more than three directional signs, (or as approved by the Airport Director in cases of large lots) will be permitted on any lot at any time. Directional signs can be used to give directions to traffic or pedestrians or give special instructions.
- h. Identification signs are restricted to advertising only the Lessee located on the Leasehold.

2. Business Signs

- a. Fixed Base Operators (FBOs), by virtue of their airside activity, will be allowed to advertise the brand of fuel product they sell, as well as their business name on a freestanding sign. These signs may be double-faced with a maximum sign area of 150 square feet. Existing freestanding signs are approved as constructed. FBOs shall request in writing any changes or revisions to the freestanding signs, and the County Community Development Department will review and approve on an individual basis.
- b. Individual businesses including FBOs who deal primarily with transient aircraft and/or infrequent visitors to the Airport may have an identification sign on the sides of their buildings, Logotype signs will not exceed 120 square feet. Individual letters of the name-only signs shall not exceed four feet in height or 10% of the building height, whichever is less. Signs may be lit either internally or by external lights, but in no case will they interfere with aircraft operation and/or control.
- c. Decorative logos may be included in the entranceway décor and are not counted as a sign.
- d. Lessees who utilize an entrance other than the main entrance to a building may have a business identification sign, not to exceed six square feet either on or adjacent to their entrance door.

3. Parking Signs

Directional signs to parking areas will be in accordance with the Airport's Minimum Standards and consistent with these Regulations. Individual, visitor, and handicapped spaces may be identified by a standard sign, with the top not to exceed six feet above the ground. Wherever possible, No Parking Zones should be denoted by a yellow painted curb.

4. Address Signs

All address signs shall be posted so the numbers are visible by emergency vehicles from the street side access. Numbers should contrast with the background and be six to seven inches high.

5. Emergency Signs

Signage for emergency service vehicles and facilities will be determined by the Airport Director.

6. Temporary Signage

Temporary signage permits may be requested from the Airport Director. Temporary Sign permits expire six months from the date of issue. Applicants shall request such signage in writing and

provide a sketch of the sign, location map, and desired time frame. All Temporary sign permit approvals shall be in writing. Temporary signage permits cannot be renewed.

7. Project Identification Signs

Project identification signs may be installed during construction and up to 30 days following issuance of the certificate of occupancy. Signage is limited to the side of the construction office plus one free-standing sign not to exceed 4' x 8' and a maximum of six feet high. Signs may include leasing information, except for prices.

8. Miscellaneous Signs

Miscellaneous signage not included in these guidelines shall be approved by the Airport Director on an individual basis in writing.

9. Vacated Property

Signs pertaining to activities or occupants no longer using the property are to be removed within 30 days of vacating the property. After that time, the BOCC may remove the sign. The Airport may remove the sign(s) without Lessee's consent.

10. Prohibited Signs

The following signs are specifically prohibited:

- a. Neon signage, either on building walls, in windows, or located inside the building so that it can be seen from the public access road or apron.
- b. Moving or flashing signs or lights on buildings.
- c. Rooftop signs.
- d. Electronic message boards used for advertising.
- e. Painted directly on the surface of the wall.
- f. Any sign not considered by the Airport Director to be in good taste. i.e., hand drawn
- g. Any sign advertising a product (except FBO fuel), services, job openings, lease space, etc.

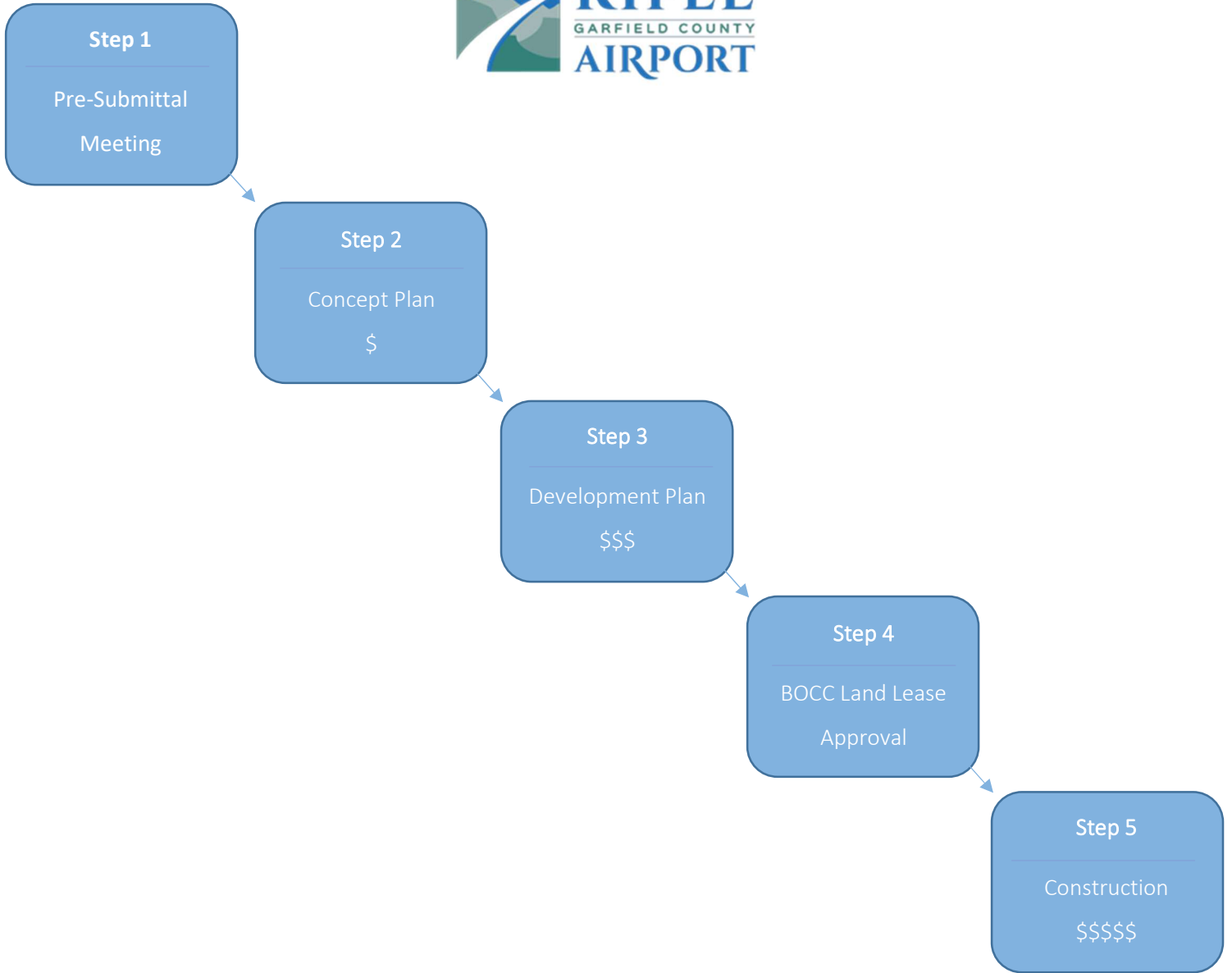
PART VI – APPLICATION PROCEDURES

A. PURPOSE

These guidelines and procedures are set forth to provide information to those seeking to develop leased parcels on Airport properties as well as define the requirements necessary to complete the application and approval process. In accordance with FAA regulations, the County shall make available to the public ground lease parcels without unjust discrimination to each applicant. Solicited, through a Request for Proposal, or unsolicited proposals will be evaluated by Airport staff. After receipt of the Conceptual Plan the Airport staff will review and qualify the proposal upon the following selection criteria:

1. The Concept Plan is in harmony with the Primary Guiding Documents.
2. The benefit to the aviation-related activities at the Airport provided by the proposed facilities and/or services.
3. Whether special conditions relating to the selected Leasehold exist.
4. The financial capability of the applicant to construct the proposed facilities, provide the proposed services, and meet the Conceptual Plan to be presented to the County.
5. The cumulative revenue to be generated for the County by the lease.
6. Applicants must direct all submittals to the Airport Director for consideration, review, modification (if any), and approval for placement on the BOCC agenda.

B. PROCEDURAL GUIDELINE STEPS



Step 1 Pre-Submittal Meeting (Required for unsolicited proposals)

Applicants are required to schedule a pre-submittal meeting with the Airport Director. This meeting allows the applicant an opportunity to present their idea and to discuss available internally identified lease parcels and their designated land use. This also gives the applicant valuable general comments on the feasibility of the idea and an opportunity to identify any potential issues associated with it.

Step 2 Concept Plan

Following pre-submittal discussions, the Concept Plan shall be submitted to the Airport Director for consideration, review, modification (if any), and approval for placement on the BOCC's public agenda at a regularly scheduled meeting. During this meeting, the applicant will be required to submit a completed RIL Development Application for a Concept Plan together with the appropriate application fee(s). Applicants must contact the Airport Director for current fee schedules.

This meeting will allow the BOCC an opportunity to review the Concept Plan and address any questions or concerns with the applicant and the Airport Director. The following items will be required prior to any consideration of the Concept Plan by the BOCC, seven (7) approved hard copies and one electronic copy of all submittals must be received, at the Airport Director's office, not later than noon on the Wednesday prior to the date of the scheduled BOCC meeting. (Alternatively, the airport administration can print the appropriate number of hard copies. Please contact the Airport Director for the current fee structure.) The applicant or their designated representative will be required to attend in person at the scheduled meeting of the BOCC to present the Concept Plan. The Concept Plan shall include the following:

1. Application
 - a. Written Narrative: Provide a brief introduction of yourself or company and your interest in operating at the County airport.
 - b. Completed RIL Development Application form, Attachment-A.
 - c. Completed Infrastructure Improvement Reimbursable request form for Concept Plan consideration, Attachment-B.
2. Plan drawings which include the following minimum information:
 - a. Title or name of the development above the term "Concept Plan".
 - b. Vicinity map, scale, north arrow, and date of preparation.

- c. Leasehold location and identifier.
 - d. Approximate Leasehold square feet.
 - e. Location and proposed use(s) of building areas to include ranges of dimensions and square footage.
 - f. Location and dimensions of required building and landscaping setbacks as described within these Regulations.
 - g. Parking area(s), verifiable based upon these Regulations.
 - h. Topographic map depicting existing and proposed contours.
 - i. Utilities drawing depicting existing and proposed locations.
 - j. A scale of, preferably larger than, 1"= 100' for the concept plan.
3. The Airport Director will notify Colorado River Fire District that a Concept Plan has been submitted to the Airport Director for consideration by the BOCC.

Step 3 Development Plan

The function of the Development Plan is to define the proposed land use and its location, maximum height of the structure(s), minimum building setbacks, and signage criteria. The Development Plan also proposes and approves the function, right(s)-of-way, and widths of access roads within and adjacent to the project area. This outlines the plan and the location, type, and extent of access on to the Airport.

Prior to the commencement of site grading, all grading and erosion control plans will be submitted to the Airport Engineer for review and approval, or any construction within a public right-of-way the applicant must submit construction plans to the Airport Engineer for review and approval. Airport Director will request a quote on behalf of the client for review for grading and erosion control plans. Fees will be paid to the Airport Director prior to the commencement of the plan review.

Concurrent with consideration of the Development Plan, the applicant must enter into a Lease Agreement with the BOCC for the proposed development of the leasehold(s). If the Lease is a Sublease with an existing airport tenant, then the BOCC Consent to sublease is required. These approvals may occur at the same Board meeting. Under no circumstances shall construction occur prior to entering into an approved Lease Agreement and the issuance of a county building permit.

Prior to considering any Development Plan, a "Public Hearing" will be scheduled during a regular or special meeting of the BOCC notification of the time and place of the hearing will be published at least one time in the BOCC designated publication(s) so that interested members of the public and adjoining/nearby Leasehold and airport tenants may attend. The applicant or their designated representative will be required to attend the scheduled meeting of the BOCC to present the Development Plan.

The Development Plan process is the mechanism that grants any final approval or rights to items discussed in these Regulations. **Completed Development Plan submittal packets must be received ten (10) days prior to the desired BOCC approval date so that approval can be added to the next BOCC meeting agenda.**

1. Development Plan Submittal Requirements: To be considered complete and to be accepted by the BOCC, the Development Plan submittal must include all the items listed below or waiver requests for required items listed herein. The BOCC will not accept incomplete submittals. All of the items should be organized into individual packets with the associated sections as listed below:

Application:

- a. Updated Letter of Intent: This updated letter fully describes the official request of the applicant to lease airport property on the terms of the attached lease document, anticipated construction schedules, and/or phasing plans.
- b. Updated RIL Development Application Form.
- c. Letters of approval from all appropriate utility providers (i.e., water and sewer, gas, electric ...): Based upon written notification to the provider(s) from the applicant of their intent to develop a parcel which includes:
 - (1) Proof that the provider has the ability to serve the full development according to requirements outlined by the applicant, or
 - (2) Proof of inclusion with another tenant.
 - (3) Letter for the City of Rifle must include water shed permit, plumbing review, tap fees for water, and sewer and city review of the type of use (commercial or private).

- d. Letter from Colorado River Fire Protection District: This letter states the impacts to the district caused by the development and the district's capabilities of servicing the development.
- e. Letter from Community Development stating that the development plans have been reviewed and comply with the County's adopted codes and/or these Regulations, as applicable.

Plan Drawings

- a. Phase I Drainage Conceptual Report: The Phase I Drainage Report covers the site area only and shows the impact on regional facilities. For guidance in preparing the report, consult the Airport Engineer through the Airport Director.

NOTE: Please note that all Leaseholds located within areas served by a detention pond will be subject to a pro-rata fee for construction and maintenance of the detention facility. Any proposed development contributing to a regional facility not yet constructed may be required to provide temporary on-site detention.

- b. Folded Prints of Development Plan: See "Plan Map Requirements" below. Half-size plans no smaller than 11"x17" prints shall be folded.
- c. Waiver Request Letter: This letter that requests a waiver to the submittal process should include each item for which a waiver is requested and a detailed justification of the request. This is a separate letter and should not be substituted for or combined with the Letter of Intent.
- d. Review Fees: Checks should be made payable to the Garfield County Treasurer for the total amount of the required fees. Contact the Airport Director for current fee schedules. A fee to the Airport Engineer for review of construction documents may be assessed based on the complexity of the project. The Airport Director can submit a request with the Airport Engineer for a review fee quote.
- e. Preliminary Construction Budgets prepared by qualified professionals, cost estimators, or contractors retained by the applicant.
- f. Statement of Financial Condition of the applicant or a letter of credit sufficient to meet preliminary budgets, dated within the previous 30 days of application (marked "CONFIDENTIAL"):

- g. Resume(s) of the principal(s) and key employees of the applicant to include directors and officers, if a corporation:
 - h. Additional public improvement requests, if any, with proposed Improvement Agreements. If it's determined that public improvements are required to support a proposed development, the developer will be required to enter an agreement with BOCC committing to the construction of the said improvement.
 - i. Code analysis review summary completed by a licensed architect summarizing the applicable building and fire codes, required for all development. To be included in development plan packet submitted to Community Development.
 - j. Submitted FAA Form 7460-1, as required.
 - k. Construction drawings are required after development plan approval and prior to any construction commencing.
2. Plan Map Requirements: The Development Plans shall be prepared on full-size drawings no smaller than 22" x 34", minimum-sized sheets, preferably larger than 1" = 100' scale, and shall contain the following completed drawings:
- a. Cover - Project name, date of the drawing, appropriate scale (1" = 2,000' preferred), vicinity map with the north arrow facing the top of the page, and an emphasis on the airport property boundary limits.
 - b. Site Plan: Building outline, setbacks, parking areas, and ratios, curb cuts, land and building use with square footage, distances between structures, maximum building heights, existing and proposed right(s)-of-way widths for all existing/proposed internal and external roadways, existing and proposed airport access roads and their proposed points of access to adjacent and/or external roadways, and utility locations.
 - c. Landscape Plan: Location, maximum dimensions, and detailed descriptions of fences, walls, planters, screens, building, or other materials used, plant materials and any other landscaping features as well as grassed areas (include type), planting schedule, lighting and signage, proposed criteria for signage types, locations and maximum dimensions, if known, of all proposed signs, building finish along with a landscape maintenance requirement. Streetscape guidelines must be used within any public right-of-way.

- d. Grading Plan: Existing contours (dashed) to one hundred feet (100') outside property line; proposed contours (solid) tied to existing; finish floor elevations; building heights, conceptual drainage, and any required storm detention facilities.
- e. Erosion Control Plan: Must be compatible with the current Garfield County Drainage Design and Technical Criteria as approved by the Airport Engineer. Airport Director will request a fee estimate from Airport Engineer. All fees must be paid to the Airport Director prior to the commencement of the Airport Engineer's review.
- f. Signage Plan: Including size, color, materials, and construction details.
- g. Elevations: Building elevations depicting exterior façade on all sides.
- h. Owner(s) of Record signature block.

Public improvements must be designated and constructed to the Garfield County Storm Drainage Design and Technical Criteria and the Garfield County Roadway Design and Construction Standards. Reviewed and approved by Airport Engineer. Any taxi lane or taxiway construction must be contrasted in accordance with current FAA design standards and reviewed and approved by the Airport Engineer. Airport Director will request a fee estimate from the Airport Engineer. All fees must be paid to the Airport Director prior to the commencement of the Airport Engineer's review.

- 3. Permit Drawing Requirements: The permit drawings shall be prepared on full-size drawings no smaller than 22" x 34" minimum-sized drawings. All plans will be subject to review by the following agencies:
 - a. Rifle Garfield County Airport
 - b. The Airport Engineer
 - c. Garfield County Community Development
 - d. City of Rifle Public Works
 - e. Colorado River Fire District

Step 4: BOCC Approval

The BOCC may impose any condition or requirement deemed necessary to protect the health, safety, and welfare of the public; prevent a nuisance or hazard to property and ensure proper completion of the project. The BOCC shall approve, with or without conditions, approve contingent upon minor

revision(s), deny the application, or defer action on the application to a future meeting pending completion of major revision(s) required for approval of the Development Plan.

1. Following approval of the Land lease and Operating Agreement the applicant shall deliver the following documents to the County Community Development Department:
 - a. Commercial or Multi-family Building Permit Application Checklist.
 - ~~b.~~ The applicant shall follow specific Airport “Instructions for Completing Garfield County Building Permit Application, Attachment-D.

Step 5 Construction

1. Submit application, construction drawings, and signed plan map set to the Colorado River Fire Protection District for review.
2. Submit application, construction drawings and signed plan map set to the Community Development Department for building permit review and approval.
3. Prior to the start of construction, the Applicant shall submit to the Airport Director 1 original and 2 copies of the approved FAA form 7460-1, as required.
4. Prior to the start of construction, a Grading Permit or a Building Permit is to be issued by the Garfield County Building Department.
5. Prior to the start of construction, the Applicant will arrange a pre-construction meeting with the Airport Director and contractor to review Airport safety requirements, operational restrictions, and coordination procedures.
6. Prior to the start of construction, the applicant must submit a Payment Bond and a Performance Bond, or other acceptable surety to be approved by the BOCC, in sums equal to 100% of the applicant’s construction contract. The bonding company shall furnish adequate copies of its Power of Attorney in conjunction with the executed bonds.
7. Within thirty (30) days of project completion, the applicant shall submit reproducible hard (same size as construction drawing) and CAD and pdf electronic copies of as-built drawings of all improvements, including underground utilities either constructed or found in place. Vertical and horizontal locations shall be referenced to the Airport benchmark and station/offset system. In addition, one hard copy of as-built drawings is to be signed by a Colorado Registered Professional Engineer or Registered Land Surveyor.

C. CHECKLIST FOR APPLICANTS

Pre-Submittal Meeting

- Schedule Pre-Submittal Meeting to discuss proposed development idea with Airport Director.

Concept Plan

- Submit a draft concept plan to the Airport Director for review.
- Submit copies by noon the Wednesday prior to the scheduled BOCC meeting to include the following:
 - Written Letter of Intent describing the proposed development to include:
 - Name of the person or entity making the request
 - Leasehold Internal Parcel Identifier requesting to be leased
 - Proposed Use (Commercial / Private)
 - Number of structures
 - Type of structures(s), approximate size(s) of unit(s), and the approximate maximum height of the building(s) in feet
 - Proposed timetable for the development plan
 - Anticipated construction expense with supporting documentation
 - Plan Drawings to include:
 - Title or name of the development above the term "Concept Plan"
 - Vicinity map, scale, north arrow, and date of preparation
 - Lease lot location and lease location and leasehold identifier
 - Approximate lease parcel square feet
 - Location and proposed use(s) of building areas to include ranges of dimensions and square footage
 - Location and dimensions of the airport required building and landscaping setbacks as described within these guidelines
 - Parking area(s), verifiable based upon building square footage
 - Topographic map depicting existing and proposed contours
 - Utilities drawing depicting existing and proposed locations

- A scale of, preferably larger than, 1" = 100' for concept plan and 1" = 100' for development plan
- Summary of the standard lease policy and requests for lease conditions
- Notify Colorado River Fire District of submission of a Concept Plan (Airport Director)

Development Plan

- Schedule placement on Garfield County BOCC Agenda (Public Hearing)
- Proposed Lease Agreement with BOCC and/or obtain Consent to Sublease
- Submit completed Development Plan Packet not later than ten (10) days prior to the desired date for BOCC approval. This allows for adequate time to get the approval request added to the next BOCC meeting agenda. The Development Plan packet shall include:
 - Letter of Intent
 - Letters from appropriate utility Providers
 - Letter from Colorado River Fire District on capabilities to service the development
 - Phase I Drainage Conceptual Report
 - Folded Plan Maps, if any, to fit into an 11" x 17" envelope of Development Plan in accordance with criteria set forth in these guidelines to include:
 - Cover
 - Site Plan
 - Landscape Plan (including exterior lighting, signage, and building finishes)
 - Grading and Erosion Control Plan
 - Signage Plan
 - Elevations and Lot Corners
 - Owner(s) of Record Signature Block
 - Signature Block for Authority Chairman on Mylar
- Waiver Request Letter
- Proof of Payment for Applicable Review Fees
- Construction Budget
- Current Statement of Financial Condition of Applicant or a letter of credit (marked "CONFIDENTIAL")
- Resume(s) of the principal(s) and Key Employees of Applicant to include directors and officers, if a corporation

- A minimum of three references
- Public improvements requests, if any
- Code Analysis Review Summary, completed by licensed architect, required for all developments. Submitted to and coordinated with Community Development.
- Completed FAA Form 7460-1, "Notice of Proposed Construction or Alteration," if applicable

Post-Approval Requirements

- Following approval of the Development Plan and Land Lease the application shall submit to Garfield County Community Development Department for a building permit for construction inside the Airport Zone District that complies with IBC, IFC, Airport Development Guide, and FAA-approved Airport Layout Plan
- Completed Commercial or Multi-Family Building Permit Application Checklist by following the Airport "Instructions for Completing Garfield County Building Permit Application, Attachment-D"
- Pay Building Permit fees and Traffic Impact fees prior to obtaining building permit from Garfield County

Design Review Fee

- A project design review shall be conducted by the Airport Engineer and will be constructed in accordance with Garfield County Development Guidelines. Request a Project Design Review estimate from the Airport Director. All design review fees will be paid in advance to the Airport Director prior to the commencement of any project review.

Construction

- Payment of Improvement Construction Fee, if applicable, within thirty (30) days of Certificate of Occupancy
- Obtain recommendations for approval from Fire District
- Obtain Building Permit from Garfield County
- Schedule Pre-Construction Meeting with Airport Director and Contractor to review Airport safety requirements, operational restrictions, and coordination procedures

- Within thirty (30) days of project completion, submit as-built drawings of all improvements to Garfield County Community Development and the Airport Administration office