



**Planning Commission
Wednesday, October 19, 2022
4:00 PM
Town Of Snowmass Village
Town Hall Council Chambers
130 Kearns Road**

**Microsoft Teams Meeting
Join On Your Computer Or Mobile App
Click Here To Join The Meeting
Or Call In (Audio Only)
+1 720-617-3310,,93325137# United States, Denver
Phone Conference Id: 933 251 37#**

Agenda

1. ROLL CALL

2. APPROVAL OF MEETING MINUTES

- 2.a. APPROVAL OF 9-21-22 MEETING MINUTES
[09.21.22 Planning Commission Minutes.doc](#)

3. ITEMS FOR DISCUSSION

- 3.a. REVIEW OF DRAFT PARKING AND TRAFFIC CODE REVISIONS
[Agenda Summary PC mtg 10-19-22 - FINAL.docx](#)
[A Off street parking standards & traffic codes - REDLINE.pdf](#)
[B 2018 COMPREHENSIVE PLAN & 2022 AMDTS - Topical for Code Amdts.docx](#)
[C Sec 16A-5-210, Text Amdts to LUDC.pdf](#)
[D 2022 Parking Standards Comparison of Resort Communities.xlsx](#)

- 3.b. REVIEW OF DRAFT SHORT-TERM RENTALS DOCUMENTS

[Agenda Summary PC mtg 10-19-22 - FINAL.docx](#)

[2022 Short-Term Rental Regulations.pdf](#)

[SHORT-TERM RENTAL PERMIT TYPES WEB 202209261420256648.pdf](#)

[Short-Term Rental Self-Compliance](#)

[Affidavit WEB 202209261420452397.pdf](#)

[Short-Term Rental Permit FAQs WEB 202209261425589490.pdf](#)

[STR Good Neighbor Guide.pdf](#)

[220906 PTRAB letter re STRs.pdf](#)

4. COMMUNITY DEVELOPMENT DIRECTOR UPDATES

5. ADJOURNMENT

TOWN OF SNOWMASS VILLAGE

PLANNING COMMISSION
MEETING MINUTES

September 21, 2022

Members Present:

Brian Marshack, Chairman
Matthew Dube, Vice Chairman
Stan Clauson
Doug Faurer
Elese Denis
Jim Gustafson

Staff Present:

Dave Shinneman
Sara Nester
Jim Wahlstrom

Members Absent:

Christy MacLear

Others Present:

Call to order: The meeting was called to order at 4:00 p.m. by Brian Marshack, Chairman.

Item 1: Approval of Meeting Minutes from August 18, 2022: The Minutes from the 8/18/22 meeting were brought up for approval. Stan Clauson made a motion to approve, second by Elese Denis and approved unanimously.

Item 2: Approval of Bylaws:

Brian Marshack, Chairman, gave all board members an opportunity to comment on additional changes, if needed.

Stan Clauson suggested that a change be made to the bylaws. On the top of page ten, instead of saying "continuances may be granted at the discretion of the commission" we would say "continuances may be granted by a majority vote of the commission." All board members agreed with this change.

Elese Denis suggested that a change be made on page eleven, Article 7, Procedure of Hearings, Section 1: Change "in their own behalf" to "on their own behalf."

Stan Clauson made a motion to approve the two changes that were mentioned, second by Matthew Dube and approved unanimously.

Item 3: Approval of Parking and Traffic Code:

45 Jim Wahlstrom, Senior Planner, showed the board members a power point
46 presentation to summarize the packet materials for the group. For any code
47 changes being proposed, the code states that the Planning Director, or the
48 Planning Commission, can initiate a code change. Last spring when the
49 Comprehensive Plan amendments were reviewed, the parking was at the top of
50 the list for code changes. Currently, we don't have any proposed red lines or
51 amendments. We would like to start the discussion with the group and make
52 some redlines for the group's review.

53
54 Jim went through his PowerPoint presentation and gave the group a refresher
55 on the discussions that were had last spring. Today, we are just focusing on
56 parking code standards.

57
58 During staff's research, it was found that the comprehensive matrix of our
59 study that the town of Snowmass Village is one of the few resort communities
60 on the Colorado western slope that has a requirement of parking spaces by
61 bedroom vs unit. Item two also shows that the town is one of the few that
62 offers a parking reduction program. If you have two or more uses, you can
63 reduce parking by more than 20%, or the applicant can propose an
64 accommodation with a shared parking plan, if needed an alternative parking
65 plan. This would involve several other criteria options, some of which require
66 a parking management plan. The other three subsections include
67 characteristics of required off street parking, which are technical details about
68 the parking lot design. The fourth is prohibited uses of parking spaces, and
69 the fifth is the actual site plan/drawing which shows the parking lot design.
70 The photos don't indicate what the recommendation is, although, the strategic
71 initiatives in the comp plan do indicate the equestrians to abate some of the
72 auto traffic demand in the town. We don't have the specific recommendation
73 regarding equestrians, so we wanted to get some of the Planning Commission's
74 thoughts on how to incorporate this into the code, or it could simply live within
75 the comp plan as a policy or goal.

76
77 Jim went through the list of recommendations and provided detail to the board
78 members.

79
80 Stan Clauson commented that he thinks that these are all good
81 recommendations for study. He isn't sure how they will result in potential code
82 changes. He is an advocate of parking maximums.

83
84 Jim asked Stan how parking maximums work in his experience.

85
86 Stan has seen parking maximums per bedroom or unit. It could also be done
87 by lots, but this could become more complicated.

88
89 Stan also commented on table 4-4 – minimum dimensions for parking design.
90 He has never seen anything so articulated in a code.

91 There was further discussion on Stan's comments amongst the board
92 members.

93
94 Brian Marshack, Chairman, turned this over to the commission to see how
95 they would like to proceed.

96
97 Matthew Dube, Vice Chairman, suggested going through the list item by item
98 to allow board members to comment on each topic.

99
100 Stan suggested that staff come up with a redlined version of their comments to
101 review as a group later.

102
103 Jim Gustafson agreed that Dave's idea would work if there were bullet points
104 added under each point. Parking has been an issue for decades and needs to
105 be addressed. Any parking that can be tucked in near the ski slopes would be
106 useful. He used the Timbers Club as an example; the code required more
107 parking than they wanted to do. They made a strong case that they really
108 didn't need that parking. A suggestion was made that they follow the code,
109 build the extra parking right adjacent to the ski slope and give a report after 2-
110 3 years of the performance of that parking space. If they could demonstrate
111 that they didn't need that parking, they were allowed to condo minimize the
112 parking.

113
114 Doug Faurer likes Dave's idea of staff making redlines and bringing it back to
115 the board as well. Doug brought up the short-term rental talk and the parking
116 issues with that. Should we work on this at the same time, or separately.

117
118 Jim commented that staff decided to keep STR out of this until the terms have
119 been finalized.

120
121 There was a lengthy discussion amongst staff and board members about
122 different types of parking options e.g., stacked, or elevator access parking in
123 the garage. The group also had a lengthy discussion about parking related to
124 short term rentals.

125
126 John Dresser, Town Attorney, commented that short term rental parking would
127 be within the conditions of their permit. The number of allowable parking
128 spaces will be clear within the permit terms and the owner will be responsible
129 to make sure this is followed.

130
131 This is not listed on the agenda, but Dave had promised the board members
132 that he would provide them with short term rental information that was
133 discussed at council. These comments came out after the packet was out, so
134 these were emailed to everyone. The Part-Time Residents Board submitted
135 comments to the council, and this is something that the Planning Commission
136 can do as well. Dave does not have the changes that were made at the Monday

night meeting yet, but he will provide them as soon as he gets them. This will be added to the agenda for a future meeting. He recommended that board members listen to the recording that is on the town's website to hear the detailed conversation.

Brian asked the committee if there is anything that they would like to bring to council

Elese commented that she isn't sure if the Planning Commission is in a place to get involved in the subject. Looking back to the Comprehensive Plan, when it mentions keeping Snowmass Village, the town that we know and love, we need to keep an eye on how short-term rentals move forward. There is uncertainty on what percentage of the village is currently being rented through short term rentals, and what this could look like in the future. This would change how the town looks and feels.

John commented that for decades, the town wanted more people to come in. It didn't matter if this was renters, or owners; we wanted a threshold, so businesses could stay and make do. Suddenly, it feels like we've met this threshold, and we're afraid of going too far.

Doug asked if there would be an additional meeting with property managers, and lodge managers to have a discussion.

Dave commented that if there is an ordinance, that there would have to be an adoption of the ordinance.

Doug commented that what he is reading is that staff will revise and solicit feedback from property managers in town. He asked if this is prior to the reading of the ordinance, or after the ordinance.

Dave said that he would talk to Clint and get back to Doug.

Gus commented that he is interested to hear Doug's opinion on this topic from the property management standpoint.

Matt commented that we started this conversation with how the Planning Commission could weigh into the short-term rental conversation. Our guiding document is the Comprehensive Plan, and I just referred to it a few minutes ago. The first policy talks about community sustainability and resiliency. One of the concerns with short term rentals if they proliferate beyond a certain point, they start to alter the character of neighborhoods, they alter the character of the town; they have an influence on the availability of workforce housing. These topics all dovetail into community sustainability. I think that the Planning Commission does have a basis for advising the council on these matters, and in addition, to the land use issues.

Doug commented that corporations are buying out houses and there is a snowball effect for neighbors throughout Aspen. He commented that he thinks that it is extremely important that we consider these issues, and support that there is a regulatory process. We also need to look at the potential impacts and potential limitations that could be imposed from the standpoint of the land use code.

Gus commented that we aren't at the point that Aspen is at, and this is a good opportunity to delve into it to avoid future issues.

Item 4: Proposed Timeline for Review of Town Transit Center:

Dave mentioned that we are in discussion with the applicant (the town) for the Transit Center to be submitted. The town has been talking to our department about timing. Some of their requests are for dates that come together, particularly over the holidays. We put together a proposal that would keep our meetings on Wednesdays, but it does add some off meeting dates. We would do the review in October and November, and we would come to Planning Commission on November 30, then December 7 and 14, thus staying away from Christmas week on the 21st. There is a chance that we won't need all these meetings.

The group agreed that they are okay with these meeting date changes.

Item 5: Community Development Director Updates:

- There was another variance submitted. This will come before the Planning Commission at some point in November.
- Dave is out of town the first two weeks of October. The next meeting will be on October 19.
- The building permit for 13B has not been issued yet. We are waiting on bonds to come in, which have not yet been received.

This meeting was adjourned at 5:32 P.M.

TO: TOSV Planning Commission

FROM: TOSV Community Development Department –
Jim Wahlstrom, Senior Planner

DATE: October 19, 2022

SUBJECT: Review of the proposed Parking and traffic code revisions.

A. BACKGROUND

Following the 2021 Review of the 2018 Comprehensive Plan, the Planning Commission directed staff to begin studies focusing on potential modifications to the Parking and relative Traffic codes. The affected goals, policies, and next steps related to parking and traffic are found in the most recent update of the Strategic Initiatives in the Comprehensive Plan (see Attachment B provided for reference).

At the initial meeting on September 21, 2022, the Planning Commission directed staff to prepare redlined draft changes to the code per the Comprehensive Plan Strategic Initiatives. The direction specifically included that the required parking rate for restricted employee units match the ones for free-market residential units. Staff has provided two redlined alternatives, a per bedroom rate and a per unit type standard for consideration. Other suggested code changes are noted in the parking and traffic codes for consistency with the Comprehensive Plan.

B. MUNICIPAL CODE AMENDMENT DISCUSSION

Attached are the current municipal code's Off-Street Parking Standards Section 16A-4-310 and the Preliminary Plan PUD submission requirements for traffic related items in Section 16A-5-340(c)2o with the suggested redlined changes or alternatives (Attachment A).

The Code provides the authority for the Planning Commission to initiate an amendment to the text of the development code in Section 16A-5-210 of the Land Use and Development Code (see Attachment C).

Provided again for reference is the attached color-shaded matrices (Attachment D) is the Community Development Department's comparative analysis of the off-street parking requirements and other characteristics for various uses within several resort communities on Colorado's western slope.

C. STAFF RECOMMENDATION

Staff recommends the Planning Commission review, discuss and then if desired, direct staff to begin the code amendment process and refer the proposed code language changes to affected Town Departments, districts, and other agencies prior to preparing or considering a resolution formally recommending proposed amendments to the Code.

Attachments:

ATTACHMENT A: The current municipal code's parking Section 16A-4-310 and the Preliminary Plan PUD submission requirements for traffic related items in Section 16A-5-340(c)2o with the recommended or alternative redlined changes.

ATTACHMENT B: The affected goals, policies, and next steps related to parking and traffic from the most recent update of the Strategic Initiatives in the Comprehensive Plan.

ATTACHMENT C: Section 16A-5-210 of the municipal code regarding text amendments to the development code.

ATTACHMENT D: Comparative analysis first of the off-street parking requirements for various uses within several resort communities on Colorado's western slope for reference purposes.

Amend the following Sections to incorporate the following changes:

CHAPTER 1 - General Provisions

ARTICLE II - Definitions and Usage

Sec. 1-21. - Definitions.

Minimum parking spaces means the minimum number of parking spaces which shall be required per bedroom or unit, dormitory sleeping area, hotel/lodge room, commercial space or other use, unless otherwise provided by this Code.

Maximum parking spaces means the maximum number of parking spaces which shall be capped for a particular zone district or use on a site as provided by this Code.

CHAPTER 16A – Land Use and Development Code

ARTICLE II – Definitions

Sec. 16A-2-20. - Definitions.

Minimum parking spaces means the minimum number of parking spaces that shall be required per bedroom or unit, dormitory sleeping area, hotel/lodge room, commercial space or other use, unless otherwise provided by this Code.

Maximum parking spaces means the maximum number of parking spaces which shall be capped for a particular zone district or use on a site as provided by this Code.

ARTICLE IV - Development Evaluation Standards

Division 3. - Site Design Standards

Sec. 16A-4-310. Off-street parking standards.

- (a) Applicability. The standards of this Section shall apply to all development, including development of new uses, expansion of existing uses and the change of use of land or structures. Responsibility for complying with these standards rests with the owner of the property.
 - (1) Uses established after effective date. For all uses established or placed into operation after the effective date of this Development Code (September 2, 1998), there shall be provided that number of off-street parking spaces as specified in this Section.
 - (2) Uses established prior to effective date. For land, structures or uses established or placed into operation prior to the effective date of this Development Code (September 2, 1998), the number of existing off-street parking spaces shall not be reduced below the minimum number of existing spaces required herein. If such land area, structure or use is enlarged or expanded, there shall be provided at least the additional number of off-street parking spaces that is required by this Section.

- (b) Minimum Parking Required. All uses shall be required to provide that number of parking spaces that complies with the standards set forth in Table 4-3, Minimum Off-Street Parking Requirements for Each Zone District, unless a reduction in that number is approved pursuant to Subsection (c), Reduction of Required Parking. Where any calculation of the number of required off-street parking spaces results in a fractional space being required, such fraction shall be rounded up to the next higher number of spaces.

Table 4-3
Minimum & Maximum Off-Street Parking
Requirements for Each Zone District with required inclusions

Zone District	Minimum Parking Required
SF-4, SF-6, SF-15, SF-30, SF-150, EST, DU	1 space per bedroom; minimum of 2 spaces <u>(applies to both free-market and restricted units); Or, minimum one (1) space for 1-bedroom units, two (2) spaces for 2 to 3-bedroom units; three (3) spaces for 4 to 5-bedroom units; four (4) spaces for 5 to 6-bedroom units; five (5) spaces for greater than 6-bedroom units.</u>
MF/PUD, MF	1 space per bedroom; 1 space per studio; 1.5 spaces per bedroom in a restricted unit <u>(applies to both free-market and restricted units); Or, minimum one (1) space for 1-bedroom units, two (2) spaces for 2 to 3-bedroom units; three (3) spaces for 4 to 5-bedroom units; four (4) spaces for 5 to 6-bedroom units; five (5) spaces for greater than 6-bedroom units.</u>
MU, MU-1, MU-2, MU/PUD, CC, CC/PUD	1 space per bedroom; 1 space per studio; 1.5 spaces per bedroom in a restricted unit <u>(applies to both free-market and restricted units); Or, minimum one (1) space for 1-bedroom units, two (2) spaces for 2 to 3-bedroom units; three (3) spaces for 4 to 5-bedroom units; four (4) spaces for 5 to 6-bedroom units; five spaces for greater than 6-bedroom units; 1 space per 300 sq. ft. of commercial space, except 1 space per 4 indoor seats for restaurants (outdoor seating where allowed shall be exempt)</u>
PUD, SPA-1, SPA-2	Set by adopted plan, except in SPA-2, no parking shall be required for previously subdivided lots
PUB and CON	Determined by special review
OS	Not applicable
Zone District	Minimum Inclusions with Required Parking
<u>MF/PUD, MF; MU, MU-1, MU-2, MU/PUD, CC, CC/PUD</u>	<u>1 shared vehicle or van shuttle for every 50 parking spaces; and 1 EV-charging station for every 25 parking spaces; and 1 E-bike, or 2 bicycles, for every 10 parking spaces</u>
Zone District	Maximum Parking Allowed
<u>SF-4, SF-6, SF-15, SF-30, SF-150, EST, DU</u>	<u>6 spaces on a lot, which may be stacked or tandemly arranged</u>
<u>MF/PUD, MF;</u>	<u>125% of the required minimum parking</u>

Created: 2021-07-02 10:09:49 [EST]

(Supp. No. 20__, Add.)

- (c) Reduction of Required Parking. Parking may be proposed to be reduced by one (1) or more of the following options:
- (1) Shared parking. Off-street parking facilities for separate uses may be provided collectively, if the total number of spaces provided is not less than the sum of the separate requirements of each such use. However, no parking space or portion thereof shall serve as the required space for more than a single use, unless the Town specifically authorizes a shared parking arrangement. In order to obtain approval of a shared parking arrangement, the applicant shall be required to show in a Parking Management Plan that the peak use period for the uses will not overlap with one another, that the uses are located on the same or adjoining sites, and that the total number of spaces that would be required for all uses has not been reduced by more than twenty percent (20%).
 - (2) Alternative parking plan. The Comprehensive Plan recommends that day skier parking be reduced west of the Woodbridge pedestrian bridge and be increased east of that bridge. In order to accomplish this recommendation, applicants proposing development that will be located west of the Woodbridge Bridge are encouraged to, but applicants proposing development that will be located east of said pedestrian bridge may propose to, develop fewer spaces on site than would be required by Table 4-3, both subject to the submission of a Parking Management Plan. For the number of required parking spaces to be reduced, the applicant shall comply with one (1) or a combination of the following options:
 - a. Create parking in desired location. The applicant may develop that parking which would have been required on site in a location that is consistent with the recommendations of Chapter 8, "Future Transportation Plan," of the Comprehensive Plan. The Town may place appropriate limitations on the approval of the development to ensure the off-site spaces are available for use by the public no later than the time the development receives its certificate of occupancy;
 - b. Offer options to automobile usage. The applicant may commit to offering transportation options to residents, visitors or guests of the development that will reduce or eliminate the need for parking on site. Such options may include provision of limousine or van services, payment for enhanced transit services by the Town or RFTA, purchase of transit passes for employees and similar approaches, shared vehicle(s), E-bikes, cycling, equestrian, and other transportation modes over and above the minimum standard; or
 - c. Provide compact size parking spaces. The applicant may propose, within a predominantly enclosed parking structure and in conjunction with at least one (1) of the other options, to include compact size parking spaces as part of the required parking, up to a maximum of fifteen percent (15%) of the total enclosed parking being provided. Said spaces will only be considered within portions of the structure sufficiently enclosed or screened to prevent fallen, plowed or windblown snow from accumulating within the compact size parking spaces. The appropriate number of compact spaces will be determined ~~at the sole discretion of the Town Council~~ based upon the nature of the proposed uses, public/private parking and access requirements, parking lot management, signage, location and grouping of the compact spaces, design, layout and vehicular circulation patterns within the proposed parking structure.
 - d. Tandem/stacked parking. The applicant may propose, in conjunction with at least two (2) of the other options, to include tandem/stacked parking spaces as part of their required parking. Tandem/stacked parking will only be considered in conjunction with the overall parking management plan and may only be allowed if there will be valets or other persons employed to assist in the parking of automobiles. A suitable form of guarantee must be provided, ensuring

that a valet or other persons will always be available when the parking lot is in operation. The appropriate number of tandem/stacked parking spaces will be determined ~~at the sole discretion of the Town Council~~ based upon:

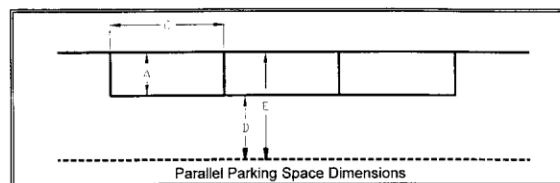
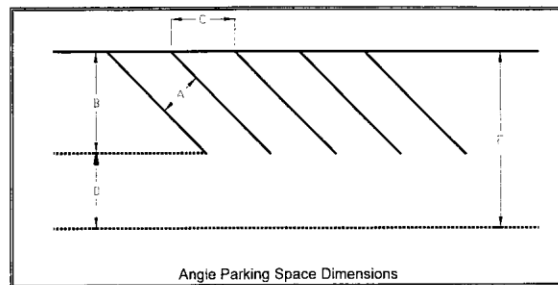
1. The operational nature and parking requirements of the residential project being served;
 2. The parking lot management plan; and
 3. The tandem/stacked parking location, design, layout and vehicular circulation patterns within the proposed parking lot or structure.
- e. Contribute cash-in-lieu. The applicant may make a one-time cash payment to the Town, in the amount of twenty-five thousand dollars (\$25,000.00) per space. Approval of the payment-in-lieu shall be at the option of the Town Council.
1. Payment due at building permit. The payment shall be due and payable at the time of the issuance of a building permit.
 2. Use of funds. All funds collected by the Building and Planning Department shall be deposited in a separate interest-bearing account. Monies in this account shall be used solely for the planning, design and construction of new public parking spaces in locations that are consistent with the recommendations of ~~Chapter 8, "Future Transportation Plan," the currently adopted~~ of the Comprehensive Plan Amendment.
 3. Refund. Any payment made for a project for which a building permit is not issued or is cancelled may be refunded if the current owner of the property submits a request for a refund to the Finance Director. All requests for refunds shall be accompanied by a copy of the receipt issued for payment of the fee.
 4. Review of fee schedule. In order to ensure that the payment-in-lieu schedule is fair and represents current cost levels, it shall be reviewed within two (2) years of its effective date, and every two (2) years thereafter. Any necessary amendments to this Section shall be initiated by the Town Council to address the results of the review.
- (d) Characteristics of Required Off-Street Parking.
- (1) Minimum dimensions. Each exterior off-street parking space shall consist of an unobstructed open area measuring at least nine (9) feet wide by nineteen (19) feet long with the exception that a required single-family detached parking space may be reduced in size to consist of an unobstructed open area measuring eight (8) feet wide by eighteen (18) feet long. Spaces within enclosed parking areas may be reduced to eight (8) feet six (6) inches in width and eighteen (18) feet in length. Compact parking spaces may be eight (8) feet wide by sixteen (16) or eighteen (18) feet long, as approved by the Town Council. All parking spaces shall have a minimum unobstructed vertical clearance of seven (7) feet six (6) inches in height.
 - (2) Surface treatment. Off-street parking spaces shall be paved with a durable all-weather surface or be covered with gravel, and shall be maintained in a usable condition at all times. Paved surfaces shall be striped to demarcate the parking spaces and shall be graded for proper drainage.
 - (3) Unobstructed access. Excepting parking for single-family and two-family residences (see paragraph (4) below), each parking space shall have unobstructed access to a street, driveway or aisle. Off-street parking lots shall be provided with entrances and exits that are located to provide safe and efficient means of vehicular access to such parking spaces, to minimize traffic congestion and hazards and to not interfere with roadway and roadside ditches and drainage.
 - (4) Parking for residences. Parking areas provided for single-family detached and two-family dwellings may consist of garage area, parking strip or apron, which allows for tandem and stacked parking.

- (5) Lighting. Lighting facilities, if provided, shall be arranged so that lights neither unreasonably disturb occupants of adjacent properties nor interfere with driver vision. Light sources shall be shielded from sight and shall be arranged to prevent direct light from spilling over onto adjacent residential uses. The maximum height of any light pole shall be twenty (20) feet. Poles of a lower height, that are more compatible in scale with pedestrians, are encouraged. [Overall compliance with the Town's lighting codes is required.](#)
- (e) Prohibited Uses of Parking Spaces. Required parking spaces shall be available for the parking of operable passenger vehicles of residents, guests, customers, patrons and employees of the use for which they are required. Prohibited uses of required parking spaces shall be as follows:
- (1) Vehicle sale or repair. Required off-street parking spaces shall not be used for the sale, repair, dismantling or service of any vehicle, equipment, materials or supplies, nor shall any such activity adjacent to an off-street parking space obstruct required access to off-street parking spaces.
 - (2) Storage. Required off-street parking spaces shall not be used for storage of earth-moving machines, trailers, motor homes or construction-related or similar heavy equipment.
- (f) Parking Lot Design.
- (1) Minimum dimensions. The minimum dimensions for parking spaces, rows and aisles, based on one-way movement, are listed in Table 4-4, Minimum Dimensions for Parking Design, and are depicted in the illustrations that follow. The letters shown in the columns in the table correspond to the letters depicted on the illustrations [or a site plan](#).

The minimum aisle width, based on two-way movement, shall be twenty-two (22) feet.

TABLE 4-4 MINIMUM DIMENSIONS FOR PARKING DESIGN					
9' x 19' PARKING SPACE					
Parking Angle (in degrees)	Stall Width "A"	Stall Depth "B"	Curb Length "C"	Aisle Width "D"	Total Depth "E"
0 (parallel)	9'	9.0'	23'	12'	21'
45	9'	20.5'	N/A	13'	33.5'
60	9'	21.5'	N/A	18'	39.5'
75	9'	21.0'	N/A	19'	40'
90	9'	19.0'	N/A	23'	42'
8' x 16' PARKING SPACE					
Parking Angle (in degrees)	Stall Width "A"	Stall Depth "B"	Curb Length "C"	Aisle Width "D"	Total Depth "E"
0 (parallel)	8'	8'	20'	12'	20'
45	8'	17'	N/A	13'	30'
60	8'	17.8'	N/A	18'	35.8'
75	8'	17.5'	N/A	19'	36.5'
90	8'	16'	N/A	23'	39'

8' x 18' PARKING SPACE					
Parking Angle (in degrees)	Stall Width "A"	Stall Depth "B"	Curb Length "C"	Aisle Width "D"	Total Depth "E"
0 (parallel)	8'	8'	22'	12'	20'
45	8'	18.4'	N/A	13'	31.4'
60	8'	19.6'	N/A	18'	37.6'
75	8'	19.4'	N/A	19'	38.4'
90	8'	18'	N/A	23'	41'



- (2) Setbacks and snow storage. Setbacks a minimum of eight (8) feet in width shall be required on each side of any parking lot, except in an area immediately adjoining the building which the parking serves. Where any parking lot directly adjoins a building, approved barriers shall be installed to prevent vehicles from striking the building. Parking lot setbacks and other portions of the lot not used for required parking may be used for purposes of snow storage. Adequate drainage shall be provided for the snow storage area, to ensure snow melt does not drain onto adjacent property. Snow shall not be stored within required parking spaces, except on an emergency basis for a period not to exceed forty-eight (48) hours.
- (3) Handicapped parking. Parking for any use requiring handicapped access shall be provided in accordance with the provisions of Chapter 18 of this Code.
 - a. Sign. All spaces reserved for physically handicapped persons shall have a raised standard identification sign. The identification sign shall be twelve (12) inches by eighteen (18) inches, with a height not to exceed seven (7) feet. The standard colors of the sign shall be white on blue.
 - b. Location. Parking spaces reserved for physically handicapped persons shall be located as close to the use's entrance as is reasonably possible.
- (4) Compact parking spaces. Compact parking spaces shall be grouped together when practicable, with each space identifiable by the location of a sign stating "Compact Cars Only." The dimensional area of the parking space shall be unobstructed.

(Ord. 4-1998 §1; Ord. 7-2000 §1; Ord. 7-2004 §1; Ord. 16-2010 §1; Ord. __, 2022 §1)

Created: 2021-07-02 10:09:49 [EST]

(Supp. No. 20, Add.)

Sec. 16A-4-320. - Landscaping, grading and other design standards.

(a) Landscaping Standards.

~~(4) Landscaping of parking areas. Standards for landscaping of parking areas are provided in Section 16A-4-310(f)(4), Parking Lot Landscaping.~~

ARTICLE V – Review Procedures

Division 3. - Planned Unit Development

Sec. 16A-5-320. - Sketch plan.

(c) Sketch Plan Review Procedure. The following procedures shall apply to an application for review of a sketch PUD plan. These procedures are illustrated in Figure 5-3, Sketch PUD Application Procedures.

(2) Submission of application. The applicant shall submit an application to the Planning Director that contains the following materials:

f. Summary. A sketch plan summary containing the following:

11. Parking, circulation and transit. The anticipated number of parking spaces, the proposed locations of these spaces and a statement of whether the project will comply with the underlying zone district standards or is requesting a variance reduction from those standards. Additionally, a conceptual plan setting forth on- and off-site circulation patterns and any transit facilities associated with the project.

Sec. 16A-5-340. - Preliminary plan.

(c) Preliminary Plan Review Procedure. The following procedure shall apply to an application for review of a preliminary PUD plan. This procedure is illustrated in Figure 5-4, Preliminary PUD Application Procedures.

(2) Submission of application. The applicant shall submit an application to the Planning Director that contains the following materials:

o. Transportation impact analysis. All development proposals shall analyze the impact of the proposal on the Town's transportation system, road capacities and parking facilities, including if the parking provisions exceed the minimum off-street parking standards up to the maximum parking amount allowed. The Planning Director may, however, waive this requirement for

proposed development that contains less than five (5) dwelling units, or less than two thousand (2,000) square feet of nonresidential space, and does not exceed the minimum off-street parking requirements, or an addition to a ski area if it is determined that the transportation impacts generated by the development are negligible and that requiring a detailed analysis is not warranted. If required, the applicant shall submit the following information in a manner that permits the Town to evaluate the impacts of the proposed development:

1. Daily traffic counts. All total daily traffic counts shall be actual machine counts and not based on factored peak hour sampling. All raw traffic count data, including average daily volumes and peak hour turning movements, shall be provided in the appendices of the report.
2. Trip generation rates. The applicant shall use the following vehicular trip generation rates to calculate the development's impact on the Town road network:

EXPAND

Single-family detached dwelling	8.0 trips/dwelling
Two-family dwelling	8.0 trips/dwelling
Multi-family dwelling	5.0 trips/dwelling
Hotel/lodge	4.0 trips/dwelling
Commercial	40.0 trips/1,000 net sq. ft.
Ski area	To be determined during PUD review
Uses Not Listed Above	To be determined by Planning Director

The Planning Director shall determine the trip generation rates for uses not listed above by consulting recognized professional publications, or studies completed for resort communities similar to the Town.

The Town Council may, upon request by the applicant, accept different trip generation rates than those listed above, considering whether any special transit features are planned for the development, or if there are unusual land use, occupancy or other features of the development.

3. Existing conditions. The report shall identify the exact limits of the study area, which should be determined based on engineering judgment and an understanding of existing traffic conditions at the site. Within the study area, the applicant shall describe existing roadways and intersections, including geometry and traffic control. The report shall describe existing traffic volumes and the existing level of service at intersections and roadway segments.

Daily and peak hour traffic counts shall be obtained by the applicant at locations determined by the Town.

4. Anticipated ridership. A determination of the anticipated public transportation ridership, using data supplied by the Town's Transportation Department for similar projects with the Town, and the potential cost to the Town for providing public transportation services to the development. The report shall also analyze the proposal's impact on the Town's transportation system and provide a description of shuttle stop improvements that may be necessary to safely and effectively provide service to the development.
5. Trip generation and design hour volumes. A summary table shall be provided listing each type of land use, the number of units or the amount of nonresidential square footage involved, the average trip generation for each use (total daily traffic and a.m. and p.m. peaks) and the resultant total trips generated.
6. Trip distribution. The direction of approach for site-generated traffic shall be presented in the report. The technical analysis steps, basic methods and assumptions used shall be clearly stated.
7. Trip assignments. Internal trips shall not exceed ten percent (10%) without analytical support to demonstrate how the larger figures were determined. Nongenerated passerby traffic reductions in generation volumes may be considered if applicable. The trip assignment shall include filling out a copy of the Trip Table (provided by the Planning Department) for links in the transportation network.
8. Existing and projected traffic volumes. The report shall include the following illustrations:
 - a) Peak hour traffic. Illustrations of current a.m. and p.m. peak hour site traffic (in and out), including turning movements.
 - b) Future peak hour traffic. Illustrations of future a.m. and p.m. peak hour site traffic (in and out), including turning movements for current conditions and future buildout of the project, with background traffic projected five (5) years into the future.
 - c) Other peak hours. Illustrations of other peak hours that may be critical to site traffic and the road system in the study area. Other peak hours will be mutually agreed upon by the Town and the applicant.
9. Capacity analysis. The report shall include a capacity analysis for all public street intersections impacted by the proposed development and for all private property access points to streets adjacent to the proposed development identified in the previously defined study area. The a.m., p.m. and any other possible peak periods shall be tested to determine which peak hours need to be analyzed. Capacity calculations (intersection and roadway segments) shall be based upon the techniques described in the "1985 Highway Capacity Manual," Transportation Research Board, Special Report 209. All capacity analysis work sheets shall be included in the appendices of the report.
10. Level of service. Level of service "C" or better on all but the ten (10) peak traffic days of the year has been determined to be the acceptable design standard for all intersection

and roadway segment operations. The applicant shall propose mitigation measures that are consistent with the Comprehensive Plan, including illustrations of each improvement showing the length, width and other pertinent geometric features for any operation in the transportation network that is caused to exceed a level of service "C" by the proposed development.

11. Traffic accidents. Traffic accident data for affected street corridors may be required for the study. The study period will normally be three (3) years. Such locations will be specified by the Town. Where this is necessary, estimates of increased or decreased accident potential shall be evaluated for the development, particularly if the proposed development might impact existing traffic safety problems in the study area. Safety improvements shall be proposed where necessary.

12. Conclusions. The report shall contain a clear and concise executive summary, describing the study's findings. If the analysis indicates unsatisfactory levels of service, a description of proposed improvements to remedy deficiencies shall be included in the executive summary.

t. Parking Management Plan. If the application proposes a reduction of the minimum off-street parking requirement, a Parking Management Plan shall be submitted pursuant to the provisions of Article IV Development Evaluation Standards, Division 3 Site Design Standards, in Sec. 16A-4-310. Off-street parking standards, of this Code.

2018 COMPREHENSIVE PLAN AND 2022 AMENDMENTS

RELATIVE TO PARKING GOALS, POLICIES & NEXT STEPS

Goal C. Promote Transportation Choice and Mobility

Policy C.1. Prioritize Walking, Biking and Safety Improvements

Next Step 10: Explore the feasibility of implementing an E-Bike Share that is supported by new development

Policy C.6. Manage Parking and Transit

Next Step 1: Consider implementing parking price increases at various locations and monitor results

Next Step 2: Continue to encourage the installation of EV charging stations throughout the Village

Next Step 3: Monitor vehicle occupancy trends to determine effectiveness of travel demand management

Next Step 4: Support a new car sharing program and encourage Transportation Network Companies to come to Snowmass Village

Next Step 5: Implement code standards that encourage new development to participate in and support the car sharing program when it becomes available

Policy C.7. Evaluate and Monitor Progress.

Next Step 1: Consider implementing a carpooling incentive program that will allow free parking at various locations in the Village

Next Step 2: Consider amending the Land Use and Development Code to require any development (except a single-family house) to provide a comprehensive Traffic Impact Analysis, beyond Level of Service (LOS), that addresses traffic generation and alternatives (transit usage, shared vehicle usage, trail connections, potential reduction in parking, E-bikes, cycling, equestrian, and other transportation modes, etc.) as part of the application review

Sec. 16A-5-210. - Amendments to text of Development Code.

(a) **Purpose.** The purpose of this Section is to provide the means by which the Town Council may, from time to time, amend, supplement or repeal the text of this Land Use and Development Code.

(b) **Initiation.** An amendment to the text of this Development Code may be initiated by resolution of the Town Council, by the Planning Commission, by the Planning Director, by any person who holds a recognized interest in land within the Town or by any citizen or business owner within the Town.

(c) **Procedure.** The following procedures shall apply to an application for an amendment to the text of this Development Code. These procedures are illustrated in Figure 5-2, Text or Map Amendment Procedures.

(1) *Pre-application conference.* Attendance at a pre-application conference is optional, but recommended, prior to submission of an application for an amendment to the text of this Development Code.

(2) *Submission of application.* The applicant shall submit an application to the Planning Director that contains those materials specified in [Section 16A-5-210\(d\)](#), Submission Contents.

(3) *Staff review.* Staff review of the application shall be accomplished, as specified in [Section 16A-5-50](#), Staff Review of Application.

(4) *Planning Commission review.* A complete copy of the application shall be forwarded to the Planning Commission, together with a copy of the staff review. The Planning Commission shall review the application, considering the standards of [Section 16A-5-210\(e\)](#), Review Standards, and shall make its recommendations to the Town Council.

(5) *Town Council first reading.* The Planning Commission's recommendations shall be forwarded to the Town Council at a regular meeting, together with a complete copy of the application and a copy of the staff's review. The Town Council shall consider all relevant materials and shall adopt an ordinance on first reading amending the Development Code as recommended or with modifications, or shall adopt a resolution denying the application, citing specific reasons therefor.

(6) *Public hearing.* Prior to second reading of such ordinance, the Town Council shall hold a public hearing. Public notice of the hearing shall be given by publication of notice, pursuant to [Section 16A-5-60\(b\)](#), Manner and Timing of Notice. The Town Council shall consider the application, any relevant support materials, the staff report, the Planning Commission's recommendation and the public testimony given at the public hearing. Following closure of the public hearing, the Town Council shall either adopt the ordinance, adopt the ordinance with modifications or deny the ordinance, considering the standards in [Section 16A-5-210\(e\)](#), Review Standards. If the Council shall make modifications to the ordinance prior to adoption it may, but need not, remand the application to the Planning Commission for further recommendations.

(d) **Submission Contents.** An application for amendment to the text of this Development Code shall contain the following materials:

(1) *Minimum contents.* The minimum contents for any application, as specified in [Section 16A-5-40\(b\)](#), Minimum Contents.

(2) Precise wording. The precise wording of the proposed amendment.

*(e) **Review Standards.** An application for an amendment to the text of the Development Code shall comply with the following standards:*

(1) Consistent with purposes. The proposed amendment shall be consistent with the purposes of this Development Code.

(2) Not conflict with other provisions. The proposed amendment shall not conflict with any other applicable provisions of this Development Code.

(3) Consistent with Comprehensive Plan. The proposed amendment shall be consistent with the Town of Snowmass Village Comprehensive Plan.

(4) Public health, safety and welfare. The proposed amendment shall preserve the public health, safety, general welfare and environment and contribute to the orderly development of the Town.

COMMUNITY:	SNOWMASS VILLAGE	ASPEN	PITKIN COUNTY	BRECKENRIDGE
STANDARDS:				
MINIMUM PARKING REQUIRED				
SFD, Estate, Duplex	1 space / bedroom; Minimum of 2 spaces	1 space / bedroom or 2 spaces per Unit	2 spaces per dwelling unit	1.1 per 1K sq. ft. within service area; 2 per Unit up to 3 bedrooms + 1 per bedroom beyond, outside of service area. 1.5 per Duplex Unit, outside service area.
Multi-Family	1 space / bedroom/studio;	1 space / unit; Maximum 1.25 space / unit	2 spaces per dwelling unit	1.1 per 1K sq. ft. within service area; 1 space per 1-Bedroom Unit; 1.5 spaces for > than 1-bedroom Unit, outside service area.
Restricted Unit / ADU	1.5 space / bedroom	1 space / unit; Maximum 1.25 space / unit	1 space per bedroom for a B&B	1.1 per 1K sq. ft. within service area; 1 space per 1-Bedroom Unit; 1.5 spaces for > than 1-bedroom Unit, outside service area.
Mixed Use / Community Commercial	1 space / bedroom/studio; 1 space / 300 SF, except 1 / 4 seats for restaurants	1 space per 1K net leasable area; Maximum 1.25 space per 1K sq. ft. of net space	1 space per 400 sq. ft. of nonresidential floor area	1.4 - 2.5 per 1K sq. ft. for retail / commercial depending on intensity of use within service area; 1 space per 400 sq. ft. GFA, outside service area; 1 space per 125 sq. ft. for restaurants (250 SF GFA for supermarket) outside service area.
PUD / SPA or Hotel / Lodge	Set by adopted plan or a Shared / Alternative Plan	0.5 space / Key; Max. 0.7 space / Key	1 space per 400 sq. ft. of nonresidential floor area; or Established through a PUD.	1.1 per 1K sq. ft. for hotels within service area; 1 space per guest room, outside service area.
Maximum limits	None	There are Maximum parking limits, not exceeding 125% of of the Maximum off-street parking limits.		

COMMUNITY:	SNOWMASS VILLAGE	ASPEN	PITKIN COUNTY	BREAKENRIDGE
REDCUCTION OF REQUIRED PARKING	A Shared and/or Alternative Parking Plan(s) is needed to propose.	Special Review required for waiving transportation, mobiility, and off-street parking requirements; adequate to serve the needs of the development, including the availability of street parking.		May be increased or decreased for Mixed Use development > 100K sq. ft., subject to written analysis and a master plan; Waivers of off-street parking requirements possible subject ot meeting certain criteria;
Shared Parking	Peak use periods for the uses shall not overlap; Uses on same or adjoining sites; Total spaces required not reduced by more than 20%.	The parking needs must be met, including any shared parking opportunities, among other criteria.		
Alternative Parking Plan	See below	See above & below		See above & below
Create parking in desired locations	Consistent with Comp Plan; Available for use by public.	There are Maximum parking limits		
Offer options to auto usage:	Limousine or van servies, enhaced transit services, transit passes, etc.	At minimum 1-2 TIA credits (equal to 1 Parking Unit) A Mobility Plan is required via separate regulations if parking provided via this method.		
Provide compact size spaces	Max. 15% of total enclosed parking + other parking option	Up to 25%, if developments provide more than 15 parking spots.		
Tandem / Stacked Parking	Sole discretion of Town Council + 2 other options (per above); Valet parking required	Stacked parking allowed for SFD or DU; Not required to have unobstructed access to street or alley; but shall not block emergency vehicles.		9 ft. x 18 ft. long for stacked vehicles.
Enforcement plan	Parking Management Plan required	Special Review required for waiving transportation, mobiility, or off-street parking requirements.		Written analysis and a master plan required, affecting > 100K sq. ft. of Mixed Use development.
Contribute Cash-in-lieu	\$25K per space	\$38K per space (in 2016 dollars)		
COMMUNITY:	SNOWMASS VILLAGE	ASPEN	PITKIN COUNTY	BREAKENRIDGE
MINIMUM DIMENSIONS				
Most Uses:	9 ft. x 19 ft. long	8.5 ft. x 18 ft. long	8.5 ft. x 18 ft. long; & unobstructed back out space of 24 ft.	9 ft. x 18 ft. long
Single-Family:	8 ft. x 18 ft., unobstructed			9 ft. x 18 ft. long
Enclosed parking areas:	8.5 ft. x 18 ft. long			9 ft. x 18 ft. long
Compact parking spaces:	8 ft. x 16 or 18 ft. long, per Town Council; Must be signed.	Up to 25%, if developments provide more than 15 parking spots.		

Vertical Clearance	7 ft - 6 inches	7 feet.		
GRADIENT / DRAINAGE	Proper drainage required	Maximum longitudinal slope of 12% Maximum cross slope of 5% Drainage shall not create flooding and water quality impacts.		Maximum 4% for parking lots; Maximum 8% for driveways; Graded for proper drainage.
SURFACE TREATMENT	Durable all-weather surface or gravel, maintained; Paved parking shall be striped & graded for drainage.	Paved with all-weather surface of be covered with gravel.		All parking areas and driveways shall be paved;
UNOBSTRUCTED ACCESS	Except for SFD and DU, each space shall have unobstructed access to a street, driveway, or aisle.	Allows for stacking of vehicles for SFD & Dwelling Units; Off-street parking to be provided with entrance and exits.		All off street parking stalls shall have legal, unobstructed access to a public street or alleyway.
PARKING FOR RESIDENCES	SFD & DU may include garage area, parking strip or apron.			All required off street parking spaces are available for use on a daily basis (also applies to all uses). In residential areas, required off street parking spaces may not be used by vehicles that do not fit entirely
LIGHTING	Shielded sources required, & to prevent spill over onto adjacent properties or residential uses; Max. 20 ft. tall poles; Pedestrian scale encouraged	Not disturb adjacent residential areas; Compliance with outdoor lighting regulations.		Lighting plan required parking lots > 10 spaces.
PROHIBITED USES OF PARKING:	Vehicle sale or repair; Storage of earth moving machines, trailers, motor homes or construction related or similar heavy equipment	Not to be used for non-suto related uses such as storage and trash containers; No sale, repair, dismantling or servicing of any vehicles, equipment, materials & supplies, & no obstruction to access the off-street parking.		Parking shall not be used for inoperable vehicles, for storage of vehicles, or parking of trucks, including those used to conduct business of use. No parking or stroage of trailers, boats, detached campers, snwomobiles, disabled or inoperable vehicles or other uses that render the spaces unusable to park allowed vehicles. No required off street parking spaces shall be used for the sale, repair, dismantling or servicing of any vehicle, equipment, materials or supplies.
SETBACKS & SNOW STORAGE:	8 ft. around each side of parking lot, except next to building it serves; Adequate drainage required; Snow storage not to exceed 48 hours.	Per Special Review; or adequate to serve the needs of the development, including the availability of street parking.		No closer than 5 ft. to public area or right-of-way, and 3 ft. to any property line. Upon an accumulated snow depth of 4 inches of uncompacted snow, all off street parking facilities shall be substantially cleared of snow within 24 hours.
ACCESSIBLE PARKING SPACES:	ID sign required; Located close to use's entrance.			

LANDSCAPING	Prior minimum standard removed.	Parking areas greater than 8 spaces, 1 tree with planter of 20 sq. ft. every 4 spaces		A minimum of twenty five (25) square feet per parking stall shall be utilized for landscaping purposes.
-------------	---------------------------------	---	--	---

STEAMBOAT SPRINGS	TELLURIDE	VAIL
SFD or Duplex at 2 spaces per Dwelling Unit.	Set by zone district: 1 space per unit or 1 space for dwellings with 2 bedrooms; 2 spaces for 2-3 bedrm units; 3 spaces for 4-5 bdrms; 4 spaces for 6-7 bdrms.	Within the Commercial Core: Dwelling unit with attached accommodation unit is 1.4 spaces per dwelling unit (or 0.1 space per 100 sq. ft. of gross residential area, with a maximum of 1 space per unit outside the core);
Multi-Family or Vacation Rental: < 2000 sq. ft. at 1.5 spaces per Unit; 2000-3000 sq. ft. at 2 space per Unit; > 3000 sq. ft. at 2.5 per Unit; or 1 bedroom at 1.5 spaces per Unit; 2-3 bedrooms at 2 spaces per Unit; & > 3 bedrooms at 1 per bedroom > 3 per Unit.	Set by zone district: 1 space per unit or 1 space for dwellings with 2 bedrooms; 2 spaces for 2-3 bedrm units; 3 spaces for 4-5 bdrms; 4 spaces for 6-7 bdrms.	See above
Per above.		See above
Retail / Service at 1 space per 300 sq. ft.; Restauant or Tavern at 1 space per 150 sq. ft.	Set by zone district: High-intensity use requires 1 space per 500 sq. ft.; Low-intensity use requires 1 space for every 1,000 sq. ft.; For Mixed-Use, depending on lot size between 3K & 10K sq. ft.: Single Family Dwelling Unit, 1 space. All other uses 2-3 spaces, except where commercial uses are present, then 3-4 spaces; Shall not be located on adjacent residential zone district.	Banks / Financial Offices: 1 space / 200 sq. ft. of net floor area; Eating & Drinking places: 1 space / 120 sq. ft. seating floor area;
Hotels: Underground parking at either 0.5 - 0.75 spaces per guestroom. B&Bs: 1 space per guestroom.	Set by zone district: Hotel / Lodging requires 1-2 spaces for every 3 units; 2 spaces for short-term rentals or 2 for every 3 units; Or, 4 space for Lots up to 3,000 sq. ft. or 5 spaces up to lots up to 6,000 sq. ft. for hotel/lodging uses only; Shall not be located on adjacent residential zone district.	Hotels / Lodges within the Commercial Core: 0.7 space / accommodation unit; (0.4 outside core)
Uses required to provide 24 or more parking spaces shall not provide surface parking that exceeds the required number of spaces by more than 25 percent.	Depending on lot size, when parking areas are enclosed the maximum site coverage ranges from 32-45%; but when not enclosed the site coverage ranges from 25-38%; The percentages of maximum coverage decrease when the lot size increases. The site coverage may increase from 3% to 10% meeting certain criteria depending on the zone district.	

STEAMBOAT SPRINGS	TELLURIDE	VAIL
A reduction in the minimum required off-street parking may be granted for parking facilities that serve multiple uses, based on certain criteria.	Where a single parking facility serves more than 1 use: 1 - 100 spaces - no reduction 101-200 spaces - 2.5 %; 201-300 - 5 %; 301-400 - 7.5%; 401-500 spaces - 10%, etc up to 20% for up to 900 spaces;	
Reductions for mixed use and shared parking facilities ranges from 0 to 20% based on ranges of parking lot sizes in 50-space increments. (e.g., a 50-space lot achieves no reduction, while a > 400 space lot allows for a maximum 20% reduction).		
As approved through a PUD.		
See below. Also, Off-site parking facilities may be approved by City Council in lieu of on-site parking spaces upon certain code criteria.		
A reduction in the minimum required off-street parking may be granted for parking facilities that serve uses that are located within 660 feet of a transit line and where pedestrian connections to a transit stop exist or will be provided (e.g., a 50-space lot achieves no reduction, while a > 200-space lots allows for a maximum 20% reduction).		
Off-street parking spaces for residential uses may be stacked if assigned to specific dwelling units in a manner that will ensure safe and efficient circulation and access.	Planning Director may approve a tandem arrangement of parking; however tandem space of 3 or deeper require Planning Commission approval.	
May be approved by the City Council with amount following a fee schedule set by the City Manager.	A parking attendant shall be designated and shall be on duty during hours of operation for an institution, commercial or assembly use, and continuously for accommodations or residential use	
	The Planning Director may approve an application for payment-in-lieu of parking for up to two (2) parking spaces required for commercial use or accommodations use.	
STEAMBOAT SPRINGS	TELLURIDE	VAIL
9 ft. x 18 ft. long	8 ft. x 18 ft. long with 7 ft. height clearance; Unobstructed with access to street or alley	
9 ft. x 18 ft. long	same as above	
9 ft. x 18 ft. long	same as above	

8 feet	7 feet	
Be graded and drained to dispose of all surface water accumulated within the parking area. 10 or more spaces shall provide stormwater quality management treatment facilities.		
Be paved with asphalt, concrete, or similar permanent surfacing so as to provide a durable and dust-free surface.		
	Unobstructed access to street or alley.	
Prevent a shortage of vehicular parking areas.		
Parking spaces, aisles, and turning areas shall be located entirely within lot lines and shall not encroach on any public right-of-way.		

TO: TOSV Planning Commission

FROM: TOSV Community Development Department –
Jim Wahlstrom, Senior Planner

DATE: October 19, 2022

SUBJECT: Review of Short-Term Rental draft documents

A. BACKGROUND

At the meeting of September 21, 2022, during a review of the Community Development Director Updates, the Planning Commission requested to review the latest Short-Term Rental draft regulations at the next available meeting. Attached are drafts of the following documents:

- Short-Term Rental Regulatory Framework;
- Short-Term Rental's Permit Types, requirements, submission items, fees, and violations;
- Short-Term Rental Self-Compliance Affidavit (for Permit Types 3 and 4 only);
- Short-Term Rental Permit FAQ's (including definitions of the Permit Types and permit application procedures, restrictions, and limitations);
- Short-Term Rental Good Neighbor Guidelines

These documents are scheduled with a first reading of an ordinance before the Town Council on October 17, 2022. The meeting can be viewed here: <https://www.tosv.com/193/Town-Meetings>

B. MUNICIPAL CODE AMENDMENT DISCUSSION

The Town plans to create a regulatory permit process for Short-Term Rentals under the Chapter 18's Building Regulations rather than proposing to amend the Land Use and Development Code. There are no municipal code review criteria under the LUDC to consider proposed Short-Term Rental operations within certain uses or structures already approved under the LUDC.

C. STAFF RECOMMENDATION

The Community Development Department Staff has no recommendation regarding the Town's proposed Short-Term Rental permitting procedures. Rather than proposing to amend the current uses previously permitted under the LUDC, the Town is proposing a permit process for these Short-Term Rental operations.

Other Attachments:

- Part-Time Resident Advisory Board letter dated September 6, 2022



Short-Term Rental Regulations

- 18.1 Purpose
- 18.2 Definitions
- 18.3 Permit Types
- 18.4 Business License, Permits, and Sales and Lodging Tax
- 18.5 Airbnb and VBRO
- 18.6 Permit Application Requirements
- 18.7 Maximum Occupancy
- 18.8 Minimum night stay
- 18.9 Major Violations and Fines
- 18.10 Minor Violations and Fines
- 18.11 Grievances, Hardships, or Appeals
- 18.12 Permit Rules
- 18.13 Home Inspection
- 18.14 Homeowner's Associations
- 18.15 Insurance
- 18.16 Designated Local Owner Representative
- 18.17 Complaints

18.1 Purpose. It is the goal of the Town of Snowmass Village to adopt regulations for Short-Term rentals to minimize disruptions to the public, health & safety, and welfare of the community by adopting a permit system and regulations in Ordinance No 6, Series 2022.

18.2 Definitions.

Short-Term rental (STR)-is a residential dwelling unit, or any room therein that is rented for less than 30 consecutive nights.

18.3 Permit Types.

Anyone who rents their property for less than 30 consecutive nights at a time will need a short-term rental permit.

Permit 1: Hotels (ONLY applies to Viewline, Limelight, Wildwood)- Hotel/lodge rooms and suites mean a building or portion thereof containing rooms, areas or separate spaces intended for temporary occupancy by guests typically by the day or week, each of which contains

sanitation facilities and may contain a small kitchen area. The hotel or lodge generally provides one (1) or more enhanced levels of service, such as:

- a. A level of staffing, amenities, service, or facilities above that customarily found in multi-family dwellings.
- b. Twenty-four-hour front lobby check-in with in-house housekeeping, concierge, room, and maintenance services; and
- c. Standardized fixtures and furnishings with central phone, cable, heating, air conditioning and hot water systems for all units. Accessory use facilities may include associated office space, central laundry or laundry facilities used by the occupants, meeting rooms and similar service/support facilities, none of which shall constitute independent commercial uses.

Permit 2: Multi-Family A- Dwelling, multi-family means a building containing two (2) or more dwelling units sharing vertical and/or horizontal party walls in which each dwelling unit is designated for and used as a dwelling exclusively by one (1) family and their guests. Multi-family dwelling units may be made available for short-term rental. A multi-family dwelling within a proposed development shall be classified as the following:

Multi-family-A means a multi-family dwelling or group of multi-family dwellings located within the same PUD, consisting of at least twenty-five (25) dwelling units and in which the owners of the dwelling units located there in have the opportunity to participate in a centralized:

1. Check-in facility
2. Property management program; and
3. Rental management/unit management program

Permit 3: Multi-Family B- This type of permit is required if you do not meet the requirement for a Multi-family-A.

Permit 4: Single-Family Homes & Duplexes- A single-family home or duplex is an independent residential structure that sits on its own land and is designed to be used as single dwelling unit or in the case of a duplex a double dwelling unit.

18.4 Business License, Permits, and Sales and Lodging Tax.

Permit 1: Hotels - Each hotel is required to obtain (1) business license to be obtained and one (1) Short-term rental permit for every room/unit. License and permits are to be renewed annually. Sales and lodging tax forms and payments are required to be filed monthly and may be paid with one (1) payment per hotel. You must also provide the number of occupied nights on the line provided on the lodging tax form.

Permit 2: Multi-Family A - Each Property Management company will be required to obtain one (1) business license for their parent company and one (1) Short-term rental permit for each property/unit that they manage. License and permits are to be renewed annually. Sales and lodging tax forms and payments are required to be filed monthly and may be paid with one (1) payment per complex. You must also provide the number of occupied nights on the line provided on the lodging tax form.

Permit 3: Multi-Family B - Each property owner will be required to obtain one (1) business license and one (1) Short-term rental permit for their property. Licenses and permits are to be renewed annually. Sales and lodging tax forms and payments are required to be filed monthly separately per unit. You must provide the number of occupies nights on the line provided on the lodging tax form.

Permit 4: Single-Family Homes & Duplexes - Each single-family home/duplex homeowner will be required to obtain one (1) business license and one (1) short-term rental permit for each property they are renting. License and permits are to be renewed annually. Sales and lodging tax forms and payments are required to be filed monthly per individual property. You must provide the number of occupied nights on the line provided on the lodging tax form.

Sales and lodging tax is due monthly, no later than the 20th of the following month. If you had no rental activity for that month you will still be required to submit a zero-tax form.

The sales and lodging tax that needs to be collected and remitted is:

The Town of Snowmass Village tax is 12.8 percent and includes the following:

- State tax: 2.9%
- Pitkin County tax: 3.6%
- Roaring Fork Transportation Authority tax: 0.4%
- Town of Snowmass Village sales tax: 3.5%
- Town of Snowmass Village Lodging tax: 2.4%

*The 3.5% sales tax and 2.4% lodging tax are remitted directly to the Town of Snowmass Village. The remaining 6.9% (state tax, county tax and transportation authority tax) is remitted directly to the [State of Colorado](#).

18.5 Airbnb and VBRO

Airbnb and VBRO will no longer be remitting sales and lodging tax on your behalf. If you rent using Airbnb and VBRO you will need to now collect your sales and lodging tax and remit to the Town of Snowmass village directly through MUNIREvs. It will be required that you report the number of occupied nights on the line provided on the lodging tax form. Sales and lodging tax will be reported monthly. It is mandatory that you list your Town of Snowmass Village Permit number on your advertising listings. This applies to permit types 3 & 4.

18.6 Permit Application Requirements.

Short-term Rental Permit Types:

Information Required:	Type 1	Type 2	Type 3	Type 4
Unit number/identifier	X	X	X	X
Physical address of the unit	X	X	X	X
Owner Name	X	X	X	X
Mailing address of the Owner	X	X	X	X
Phone number of the Owner	X	X	X	X
Email address of the Owner	X	X	X	X
Name of Designated Local Owner Representative	X	X	X	X
Phone number of Designated Local Owner Representative	X	X	X	X
Email address of Designated Local Owner Representative	X	X	X	X
Property Management company name		X	X	X
Property Management company mailing address		X	X	X
Property Management company email address		X	X	X
Property Management company phone number		X	X	X
How long has your unit been listed as an STR?			X	X
List of all places where this/these units are advertised	X	X	X	X
Identify the number of bedrooms in the unit		X	X	X
Identify the number of beds in the unit	X	X	X	X
Does your property restrict parking?		X	X	X
Identify the number of assigned parking spaces for the unit		X	X	X
Provide name of HOA			X	X
Identify the number of units used for long-term rental	X	X		
Identify the number of units that are non-rental		X		
If not approved, what will happen with your unit/house?			X	X
How many weeks do you intend to rent per year?			X	X
Read and Sign Affidavit			X	X
Sign and Upload Good Neighbor Guidelines			X	X
Business License Fee	X	X	X	X
Permit Fee Per Unit/House	X	X	X	X

18.7 Maximum Occupancy. This applies to Permit types 3 & 4.

The maximum occupancy for units with four (4) or more bedrooms is restricted to two (2) people per legal bedroom plus four (4). For units with three (3) or fewer bedrooms, the maximum occupancy would be restricted to two (2) people per legal bedroom plus two (2). Children five (5) and under will not be considered in this bedroom limit.

18.8 Minimum night stay. This applies to Permit 4 ONLY.

Single-family homes and duplexes have a minimum four (4) night stay.

18.9 Major Violations and Fines.

Major violations will consist of:

- Renting your property without an STR permit.
- 2nd conviction or a guilty plea of municipal code violation for noise ordinances or wildlife within a two-year period.
- Life safety violation including smoke and carbon monoxide detectors, or fire extinguishers.
- Providing false information.
- Failure to remit sales and lodging taxes.

1st major violation will result in loss of your STR permit and business license for two (2) years.

2nd major violation will result in loss of your STR permit and business license for five (5) years.

18.10 Minor Violations and Fines.

- Occupancy limits
- Parking violations
- Failure to list your Permit number on all advertising listings.
- **Recurrent delinquent sales tax filing and or remittance.**
- Any administration issues with the permitting.

1st minor violation will result in a \$1,000 fine.

2nd minor violation will result in a \$1,500 fine.

3rd minor violation will result in major violation and loss of your STR permit and business license for two (2) years.

18.11 Grievances, Hardships, or Appeals. All grievances, hardships, or appeals may be presented to the Town of Snowmass Village Town Manager or his/her designee for further consideration.

18.12 Permit Rules. Once your short-term rental permit is assigned it must be listed on all your advertising listings. Permits must be displayed in a prominent location inside your property for permit types 3 & 4.

Permits are non-transferrable. Changes will result in termination and revocation of a permit. The new permittee will be required to apply for a new permit.

18.13 Home Inspection. The Town of Snowmass Village has the right to inspect your home/unit subject to the Town's discretion.

18.14 Homeowner's Associations. You must verify that your property is not prohibited by any Homeowner's Association to be able to operate as a short-term rental. You must follow all regulations in place by your Homeowner's association regarding short-term rentals. Always follow the most restrictive regulations.

18.15 Insurance. Your home or unit must be insured for use as a short-term rental and carry liability insurance. A certificate of insurance showing that short-term rental use is included, and proof of general liability insurance shall be uploaded with your permit.

18.16 Designated Local Owner Representative. All permit holders must have a designated local owner representative that is available 24/7/365. They must be able to respond to all calls within sixty (60) minutes.

18.17 Complaints. To file a complaint about a short-term rental in your neighborhood you can call the designated Town of Snowmass Village representative or email at:

_____ or call the Snowmass Village Police
Department at their non-emergency number: **970-923-5330**. For an emergency, dial 911.

If you receive a complaint against your property, the Town of Snowmass Village designated representative will contact you regarding the complaints and discuss possible actions that can be taken to remedy the issues. See section **18.9 Violations and Fines** for more information.



SHORT-TERM RENTALS

PERMIT TYPES, REQUIREMENTS, FEES, AND VIOLATIONS

Permit Types:

- 1) Hotels
- 2) Multi-Family-A
- 3) Multi-Family-B
- 4) Single-Family Homes & Duplexes

*Note - Your business may require two or more different permit types.

*Airbnb and VBRO will no longer be remitting sales tax on your behalf.

Short-term Rental Permit Type 1: Hotels (applies ONLY to: Limelight, Viewline, and Wildwood)

Each Hotel is required to obtain one (1) business license and one (1) short-term rental permit for each room/unit that they manage. License and Permit are to be renewed annually.

Business License Fee: \$ 85.00 per hotel/lodge

Short-term rental Permit Fee: \$100 per hotel room

Sales and Lodging Tax forms and payments are required to be filed monthly and may be paid with one (1) payment. You must provide the number of occupied nights on the line provided on the Lodging Tax form.

A Designated Hotel Representative must be available 24/7/365.

The following information will be required in order to submit for a Short-term rental permit:

- Unit number/identifier
- Physical address of the hotel
- Owner Name
- Mailing address of the Owner
- Phone number of the Owner
- Email address of the Owner
- Name of Designated Hotel Representative
- Phone number of Designated Hotel Representative
- Email address Designated Hotel Representative
- List of all places where these units are advertised...once a TOSV permit number is assigned, the permit number must appear in all your listings
- Identify the number of beds in the unit
- Identify the number of units being used as long-term rentals

Short-term Rental Permit Type 2: Multi-family A

Examples (Crestwood, Timberline, Stonebridge and Viceroy)

Each Property management company will be required to obtain one (1) business license for their parent company and one (1) short term rental permit for each property/unit that they manage. License and Permit are to be renewed annually.

Business License Fee: \$85.00 per each parent company

Short-term rental Permit Fee: \$100 per unit

Sales and Lodging Tax forms and payments are required to be filed monthly and can be paid one (1) per complex. You must provide the number of occupied nights on the line provided on the Lodging Tax form. **Airbnb and VBRO will no longer be remitting sales tax on your behalf.**

Designated Local Owner Representative must be available 24/7/365 and be able to respond to all calls within 60 minutes.

The following information will be required in order to submit for a Short-term rental permit:

- Unit number/identifier
- Physical address of the unit
- Owner name

- Mailing address of the Owner
- Phone number of the Owner
- Email address of the Owner
- Name of Designated Local Owner Representative
- Phone number of Designated Local Owner Representative
- Email address of Designated Local Owner Representative
- Property Management company name
- Property Management company mailing address
- Property Management company email address
- Property Management company phone number
- List of all places where these units are advertised...once a TOSV permit number is assigned, the permit number must appear in all your listings. List company website address.
- Identify the number of bedrooms in the unit
- Identify the number of beds in the unit
- Does your property restrict parking? Yes or No
- Identify the number of assigned parking spaces for the unit
- Identify the number units used for long term rentals:
[Enter the exact number of units used for long term rentals.]
- Identify the number of units that are non-rental

Short-term Rental Permit Type 3: Multi-family B

Examples (Seasons 4 and Woodbridge)

Each property owner will be required to obtain one business license and one short term rental permit for their property. License and Permit are to be renewed annually.

Business License Fee: \$85.00 per owner

Short-term rental Permit Fee: \$100 per unit

Sales and Lodging Tax forms and payments are required to be filed monthly separately per unit. You must provide the number of occupied nights on the line provided on the Lodging Tax form. **Airbnb and VBRO will no longer be remitting sales tax on your behalf.**

The maximum occupancy for units with four (4) or more bedrooms is restricted to two (2) people per legal bedroom plus four (4). For units with three (3) or fewer

bedrooms, the maximum occupancy will be restricted to two (2) people per legal bedroom plus two (2). Children five (5) and under will not be considered in this bedroom limit.

Designated Local Owner Representative must be available 24/7/365 and be able to respond to all calls within 60 minutes.

The following information will be required in order to submit for a Short-term rental permit:

- Unit number/identifier
- Physical address of the unit (add Snowmass Village, CO 81615)
- Owner name
- Mailing address of the Owner
- Phone number of the Owner
- Email address of the Owner
- Name of Designated Local Owner Representative
- Phone number of Designated Local Owner Representative
- Email address of Designated Local Owner Representative
- Property Management company name
- Property Management company mailing address
- Property Management company email address
- Property Management company phone number
- How long has your unit been listed as an STR_____
- List of all places where these units are advertised...once a TOSV permit number is assigned, the permit number must appear in all your listings. List company or property website address.
- Identify the number of bedrooms in the unit
- Identify the number of beds in the unit
- Does your property restrict parking? Yes or No
- Identify the number of assigned parking spaces for the unit
- Who is your HOA?
- Read and sign the affidavit. The affidavit will need to be notarized.
- If your permit is not approved or revoked, will you sell, leave vacant, long-term rent, or maintain for personal use only?
- How many weeks do you intend to rent?
- Read and sign the affidavit. The affidavit will need to be notarized.
- Upload the signed good neighbor guidelines.

Short-term Rental Permit Type 4: Single-family homes & Duplexes

Each single-family/Duplex homeowner will be required to obtain one business license and one short-term rental permit for each property they are renting. License and Permit are to be renewed annually.

Business License Fee: \$85.00 per home

Short-term rental Permit Fee: \$200 per bedroom

Sales and Lodging Tax forms and payments are required to be filed monthly per each individual property. You must provide the number of occupied nights on the line provided on the Lodging Tax form.

Single-family home/duplexes have a minimum four (4) night stay.

The maximum occupancy for units with four (4) or more bedrooms is restricted to two (2) people per legal bedroom plus four (4). For units with three (3) or fewer bedrooms, the maximum occupancy would be restricted to two (2) people per legal bedroom plus two (2). Children five (5) and under will not be considered in this bedroom limit.

Designated Local Owner Representative must be available 24/7/365 and be able to respond to all calls within 60 minutes.

The following information will be required in order to submit for a Short-term rental permit:

- Physical address of the unit (add Snowmass Village, CO 81615.
- Owner name
- Mailing address of the Owner
- Phone number of the Owner
- Email address of the Owner
- Name of Designated Local Owner Representative
- Phone number of Designated Local Owner Representative
- Email address of Designated Local Owner Representative
- Property Management company name
- Property Management company mailing address
- Property Management company email address
- Property Management company phone number
- How long has your unit been listed as an STR_____

- List of all places where these units are advertised...once a TOSV permit number is assigned, the permit number must appear in all your listings. List company or property website address.
- Identify the number of bedrooms in the unit
- Identify the number of beds in the unit
- Does your property restrict parking? Yes or No
- Identify the number of assigned parking spaces for the unit
- Who is your HOA?
- Read and sign the affidavit. The affidavit will need to be notarized
- If your permit is not approved or revoked, will you sell, leave vacant, long-term rent, or maintain for personal use only?
- How many weeks do you intend to rent?
- Read and sign the affidavit. The affidavit will need to be notarized
- Upload the signed good neighbor guidelines

Violations (Note: Violations only apply to permit types 3 and 4):

If you rent your unit without a Town STR permit, or if you have another type of violation, you will be subject to the following fines and repercussions.

Violation Type: **Major**

- Renting your property without and STR permit.
- 2nd conviction or a guilty plea of municipal code violation for noise ordinances or wildlife within a two-year period.
- Life safety violation including smoke and carbon monoxide detectors, or fire extinguishers.
- Providing false information.
- Failure to remit sales and lodging taxes.

1st major violation will result in loss of your STR permit and business license for two (2) years.

2nd major violation will result in loss of your STR permit and business license for five (5) years.

Violation Type: **Minor**

- Occupancy limits
- Parking Violations
- Failure to list your Permit number on all advertising listings.
- Recurrent delinquent sales tax filing and or remittance.
- Any administration issues

1st minor violation will result in a \$1,000 fine.

2nd minor violation will result in a \$1,500 fine.

3rd minor violation will result in major violation and loss of your STR permit and Business license for 2 years.

**Any grievances, hardships, or appeals may be presented to the Town of Snowmass Village Town Manager or his/her designee for further consideration.*

Permit Fee Schedule:

<u>Permit Type:</u>	<u>Business License</u>	<u>Permit Fee</u>
Permit Type 1-Hotels	\$ 85.00	\$100 per hotel room
Permit Type 2-Multi-family A	\$ 85.00	\$100 per unit
Permit Type 3-Multi-family B	\$ 85.00	\$100 per unit
Permit Type 4-Single-family/Duplexes	\$ 85.00	\$200 per bedroom

Additional Regulations:

The Town of Snowmass Village may inspect your home/unit subject to the Town's discretion.

Once your STR permit is approved you must include your Town of Snowmass Village Permit number on all advertising listings.

Display a copy of your permit in a prominent location in the property for permit types 3 & 4.

Sales and Lodging tax is due monthly, no later than the 20th of the following month. If you had no rental activity for that month you will still be required to submit a zero-tax form.

The sales and lodging tax that needs to be collected and remitted is:

The Town of Snowmass Village tax is 12.8 percent and includes the following:

- State tax: 2.9%
- Pitkin County tax: 3.6%
- Roaring Fork Transportation Authority tax: 0.4%
- Town of Snowmass Village sales tax: 3.5%
- Town of Snowmass Village Lodging tax: 2.4%

*The 3.5% sales tax and 2.4% lodging tax are remitted directly to the Town of Snowmass Village. The remaining 6.9% (state tax, county tax and transportation authority tax) is remitted directly to the [State of Colorado](#).

If your property is subject to a HOA, you must verify that you are allowed to operate a STR and that you are in compliance with your HOA's requirements.



Short-Term Rental (STR)

Self-Compliance Affidavit

[Required only for Permit Types 3 & 4]

STR Property Address: _____

Owner's Name(s) or Name of Ownership: _____

Name and contact information for designated local owner representative that can be contacted 24/7/365. They must be able to answer all calls within 60 minutes:

Name of HOA if applicable _____

Occupancy Limits: The maximum occupancy for units with four (4) or more bedrooms is restricted to two (2) people per legal bedroom plus four (4). For units with three (3) or fewer bedrooms, the maximum occupancy is restricted to two (2) people per legal bedroom plus two (2). Children 5 and under are not considered in this bedroom limit.

Number of Legal Bedrooms and Beds in the unit: _____

Identify the Number of legal or assigned parking spaces available: _____

All Statements below must be initialed. Failure to initial any statement will delay your permit issuance.

_____ I agree to follow the occupancy limitations set forth by the Town of Snowmass Village in Ordinance No 6, Series 2022.

_____ My property is not prohibited by any HOA to be able to operate as a STR. I will follow all regulations in place by my HOA regarding STRs. I will always follow the most restrictive regulations. If you do not have a HOA, please put N/A.

_____ I agree to the four-night minimum on all Single-family homes/Duplexes set forth by the Town of Snowmass Village in Ordinance No 6, Series 2022.

_____ I understand I must include my Town of Snowmass Village STR permit number on all advertising listings. Failure to do so will result in a fine of \$1000 for the first offense, \$1500 for

the second offense, and loss of my STR permit and Business license for two (2) years for the third offense.

Please list how your unit will be advertised and include any website addresses:

_____ I attest that the unit has carbon monoxide and smoke detectors that are functioning properly and will be maintained. In accordance with Colorado State law, they have been installed per the manufacturer's recommendations or follow Town of Snowmass Village building code.

_____ I attest that my unit includes the appropriate number of fire extinguishers that are readily available for immediate use. All fire extinguishers are functioning properly and will be maintained. They have been installed per the manufacture's recommendations or follow the Town of Snowmass Village building code.

_____ I attest that my unit is insured for use as a short-term rental property and carries liability insurance. Please upload proof of insurance in MUNIREvs when applying for your permit.

_____ I understand any major or minor violations are subject to a fine or loss of my STR permit and Business license for up to 5 years. See the [STR regulations](#) for more details on the types of violations and their repercussions. Any grievances, hardships, or appeals may be presented to the Town of Snowmass Village Town Manager or his/her designee for further consideration.

_____ I give permission to the Town of Snowmass Village to inspect my unit subject to the Town's discretion.

_____ I have read the Town of Snowmass Village Ordinance No 6, Series 2022, Short-term rental regulations, and good neighbor guidelines. I will place the good neighbor guidelines in a prominent location in my property.

Owner Signature

Printed Name

Date

Owner Signature

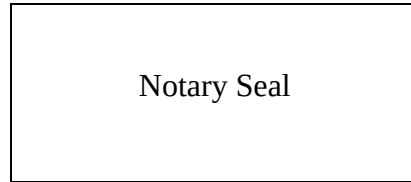
Printed Name

Date

Subscriber and affirmed before me in the county of _____,
State of _____, this _____ day of _____, 20____.

(Notary's official signature)

(Commission Expiration)





Short-Term Rental Permit FAQs:

1. What is a Short-term Rental (STR)?

A short-term rental is a residential dwelling unit, or any room therein that is rented for less than 30 consecutive nights.

2. Do I need a STR rental permit?

Yes, if you rent your property for less than 30 consecutive nights at a time you are required to obtain a STR permit. You will also need to obtain a Town of Snowmass Village [business license](#) if you don't already have one. If you rent your property without a permit, you will be in violation of the Town of Snowmass Village Ordinance No 6, Series 2022. Failure to have a current business license and valid STR permit is a major violation. See [question 10 for all violations](#). When applying for your STR permit if you already have a current business license then you only need to apply for the STR permit. When your business license expires you must renew your permit again at the same time as you renew your business license.

3. Can I rent my property as a STR if I am in a homeowner's association?

If your property is subject to a homeowner's association, you must verify that you are allowed to operate a STR and that you are in compliance with your HOA requirements, including the number of rental nights that you are allowed. Always follow which ever regulations are more restrictive. You must attest to this in a signed notarized affidavit that you are required to upload with your STR permit application.

4. What type of permit do I need to apply for?

There are 4 types of short-term rental permits. Please read the definitions below and select the permit type that applies to you.

Note: For more information, please refer to the Short-term Rentals Permit Types/Requirements/Fees/Violations document.

Short-term Rental Permit Type 1: Hotels (applies ONLY to: Limelight, Viewline, and Wildwood)

Hotel/lodge rooms and suites mean a building or portion thereof containing rooms, areas or separate spaces intended for temporary occupancy by guests

typically by the day or week, each of which contains sanitation facilities and may contain a small kitchen area. The hotel or lodge generally provides one (1) or more enhanced levels of service, such as:

- a. A level of staffing, amenities, service, or facilities above that customarily found in multi-family dwellings.
- b. Twenty-four-hour front lobby check-in with in-house housekeeping, concierge, room, and maintenance services; and
- c. Standardized fixtures and furnishings with central phone, cable, heating, air conditioning and hot water systems for all units. Accessory use facilities may include associated office space, central laundry or laundry facilities used by the occupants, meeting rooms and similar service/support facilities, none of which shall constitute independent commercial uses.

Each Hotel is required to obtain one (1) business license and a short-term rental permit for each room/unit that they manage. License and Permit are to be renewed annually.

Sales and Lodging Tax forms and payments are required to be filed monthly and may be paid with one (1) payment. You must provide the number of occupied nights on the line provided on the Lodging Tax form.

A Designated Hotel Representative must be available 24/7/365.

NOTE: Property management companies may be required to obtain more than one permit type based on which category the individual unit falls under. *For example, if a property manager managed a condo at the Crestwood and 4 units at Woodbridge. They would obtain one type 2 permit and four type 3 permits.*

Short-term Rental Permit Type 2: Multi-family A

Examples (Crestwood, Timberline, and Viceroy)

Dwelling, multi-family means a building containing two (2) or more dwelling units sharing vertical and/or horizontal party walls in which each dwelling unit is designated for and used as a dwelling exclusively by one (1) family and their guests. Multi-family dwelling units may be made available for short-term rental. A multi-family dwelling within a proposed development shall be classified as the following:

Multi-family-A means a multi-family dwelling or group of multi-family dwellings located within the same PUD, consisting of at least twenty-five (25) dwelling units and in which the owners of the dwelling units located there in have the opportunity to participate in a centralized:

- 1. Check-in facility
- 2. Property management program; and
- 3. Rental management/unit management program

(Provided that the applicant can establish to the Town's reasonable satisfaction that at least sixty-seven percent [67%] of the dwelling units within such dwellings can reasonably be expected to participate in said centralized management program). Does not include multi-family dwellings operated and maintained, in whole or in part, as a hotel/lodge.

Each Property management company or homeowner will be required to obtain one (1) business license for their parent company and one (1) short term rental permit for each property/unit that they manage. License and Permit are to be renewed annually.

Sales and Lodging Tax forms and payments are required to be filed monthly and can be paid one (1) per complex. You must provide the number of occupied nights on the line provided on the Lodging Tax form. **Airbnb and VBRO will no longer be remitting sales tax on your behalf.**

Designated Local Owner Representative must be available 24/7/365 and be able to respond to all calls within 60 minutes.

Short-term Rental Permit Type 3: Multi-family B

(Examples: Seasons Four & Woodbridge)

This type of permit is required if you do not meet the requirement for a Multi-family-A.

Each property owner will be required to obtain one business license and one short term rental permit for their property. License and Permit are to be renewed annually.

Sales and Lodging Tax forms and payments are required to be filed monthly separately per unit. You must provide the number of occupied nights on the line provided on the Lodging Tax form. **Airbnb and VBRO will no longer be remitting sales tax on your behalf.**

The maximum occupancy for units with four (4) or more bedrooms is restricted to two (2) people per legal bedroom plus four (4). For units with three (3) or fewer bedrooms, the maximum occupancy will be restricted to two (2) people per legal bedroom plus two (2). Children five (5) and under will not be considered in this bedroom limit.

Designated Local Owner Representative must be available 24/7/365 and be able to respond to all calls within 60 minutes.

*****Each homeowner will need to sign the self-compliance affidavit and have it notarized.***

Short-term Rental Permit Type 4: Single-family homes & Duplexes

A single-family home or duplex is an independent residential structure that sits on its own land and is designed to be used as single dwelling unit or in the case of a duplex a double dwelling unit.

Each single-family/Duplex homeowner will be required to obtain one business license and one short-term rental permit for each property they are renting. License and Permit are to be renewed annually.

Sales and Lodging Tax forms and payments are required to be filed monthly per property. You must provide the number of occupied nights on the line provided on the Lodging Tax form.

Single-family home/duplexes have a minimum four (4) night stay.

The maximum occupancy for units with four (4) or more bedrooms is restricted to two (2) people per legal bedroom plus four (4). For units with three (3) or fewer bedrooms, the maximum occupancy would be restricted to two (2) people per legal bedroom plus two (2). Children five (5) and under will not be considered in this bedroom limit.

Designated Local Owner Representative must be available 24/7/365 and be able to respond to all calls within 60 minutes.

*****Each homeowner will need to sign the self-compliance affidavit and have it notarized.***

***A four-night rental minimum will apply to all single-family homes and duplexes.**

***If you have any questions regarding what type of permit you should apply for email Jen Beach at jbeach@tosv.com**

5. Where do I apply for a Town of Snowmass Village business license and STR permit?

<https://snowmassvillage.munirevs.com/>

6. What are the steps to apply for a STR permit?

- Complete the online application to obtain a Town of Snowmass Village [business license](#). Pay the \$85.00 fee.
- Read the STR Ordinance No 6, Series 2022, read all the STR regulations, and read the good neighbor guidelines.
- Check with your HOA for any regulations.

- Apply for the STR permit in MUNIREvs.
- Complete the STR affidavit, sign, notarize and submit with your permit application. You must also upload your proof of insurance with your affidavit.
- Read and sign the STR good neighbor guidelines and place the guidelines in a prominent location in your property. Upload with your permit in MUNIREvs.
- Wait for an email approval from MUNIREvs and then log on and pay the permit fee.
- Obtain your Town of Snowmass Village STR permit number and display on all your listings. Display your permit in a prominent location on your property.

7. Will my home be inspected?

The Town of Snowmass Village has the right to inspect your property to make sure all the information on the permit and affidavit is accurate and the property meets the regulations. The Town of Snowmass Village may enter your unit at all reasonable times to inspect. No prior permission is needed for the authorized official to inspect your property.

8. What sales and lodging tax do I need to collect when renting my unit?

The Town of Snowmass Village tax is 12.8 percent and includes the following:

- State tax: 2.9%
- Pitkin County tax: 3.6%
- Roaring Fork Transportation Authority tax: 0.4%
- Town of Snowmass Village sales tax: 3.5%
- Town of Snowmass Village Lodging tax: 2.4%

*The 3.5% sales tax and 2.4% lodging tax are remitted directly to the Town of Snowmass Village. The remaining 6.9% (state tax, county tax and transportation authority tax) is remitted directly to the [State of Colorado](#).

9. When is the STR tax due?

All tax payments are due monthly, no later than the **20th** of the following month. If you had no rental activity for that month, you are still required to submit a zero-tax form.

Please remit your taxes online: <https://snowmassvillage.munirevs.com/>

10. What if I do not obtain a STR permit, or I have a different violation?

If you rent your unit without a Town STR permit, or if you have another type of violation, you will be subject to the following fines and repercussions.

Violation Type: **Major**

- Renting your property without an STR permit
- 2nd conviction or a guilty plea of municipal code violation for noise ordinances or wildlife within a two-year period.
- Life safety violation including smoke and carbon monoxide detectors, or fire extinguishers.
- Providing false information.
- Failure to remit sales and lodging taxes.

1st major violation will result in loss of your STR permit and Business license for 2 years.

2nd major violation will result in loss of your STR permit and Business license for 5 years.

Violation Type: **Minor**

- Occupancy limits
- Parking Violations
- Failure to list your Permit number on all advertising listings.
- Recurrent delinquent sales tax filing and or remittance.
- Any administrative issues with the permitting.

1st minor violation will result in a \$1000 fine.

2nd minor violation will result in a \$1500 fine.

3rd minor violation will result in a major violation and loss of your STR permit and Business license for 2 years.

11. What if I have any grievances, hardships, or appeals?

Any grievances, hardships, or appeals may be presented to the Town of Snowmass Village Town Manager or his/her designee for further consideration.

12. Do I still need a Town of Snowmass Village business license and STR permit if I only rent my property 2 weeks a year?

Yes.

13. If I am currently only using Airbnb and VBRO to rent will I need a business license and STR permit? What about my sales and lodging taxes?

Yes, you will need both a Town of Snowmass Village [business license](#) and STR permit. You will also need to collect and remit your own sales tax directly to the Town through MUNIREvs. It will be **required** on the lodging tax form to add the number of occupied nights per month. **Airbnb and VBRO will no longer remit taxes on your behalf.** It is **mandatory** to list your Town of Snowmass Village STR permit number on all your advertisements. This applies to all permit types.

14. Do I have to display my permit?

Yes. The STR permit must be displayed in a prominent location inside your property. This pertains to permits types 3-4. You can find your permit in the MUNIREvs business center by clicking your account name under “Manage Your Account(s)”. Your STR permit number **MUST** be displayed on all your advertising listings. This will be strictly enforced and failure to do so will result in a fine or loss of your permit and license. ([See Question #10 above](#))

15. Are there any restrictions or zones where a STR can be located?

There are no current Town regulations in place limiting the location of a STR. Please check with your homeowner’s association on their restrictions or limitations.

16. Is there a maximum occupancy limitation?

The maximum occupancy for units with four (4) or more bedrooms is restricted to two (2) people per legal bedroom plus four (4). For units with three (3) or fewer bedrooms, the maximum occupancy will be restricted to two (2) people per legal bedroom plus two (2). Children five (5) years old and under do not apply to these limitations.

17. Is there a minimum night stay?

Single-Family homes/Duplexes have a minimum four (4) night stay.

18. Can I change the name on the permit from one person to another in the same LLC or trust?

The permit contact information may not be changed after a permit is issued. Permits are non-transferable. Changes will result in termination and revocation of a permit. The new permittee will be required to apply for a new permit.

19. What if I do not have a designated local owner representative that can be contacted 24/7/365?

You will not be approved for a Town of Snowmass Village STR permit.

20. What if I decide not to rent my property/unit anymore and I need to close my account?

Email: Financial and Sales Tax Analyst (Jen Beach) at jbeach@tosv.com for all account closures.

21. How can I file a complaint about a short-term rental in my neighborhood?

Email or call the designated Town of Snowmass Village representative:
_____ or

Call the Town of Snowmass Village Police at their non-emergency number: **970-923-5330**.

22. What if there are complaints against my property?

The Town's designated representative will contact you regarding the complaints and discuss possible actions that can be taken to remedy the issues. ([See question 10 for more details](#))

23. Under what circumstances can the Town revoke my STR permit? See Ordinance No 6 Series,2022. ([See question 10](#))

- Renting without an STR license.
- 2nd conviction or a guilty plea of municipal code violation for noise ordinances or wildlife within a two-year period.
- Life safety violations including smoke detectors or carbon monoxide detectors.
- Being dishonest on the affidavit or permit application.
- Failure to remit and collect sales and lodging tax.
- Failure to list TOSV permit number on all advertisements.
- 3rd conviction of a minor violation.

*Any grievances, hardships, or appeals may be presented to the Town of Snowmass Village Town Manager or his/her designee for further consideration.

If you have any other questions regarding the Short-term rental process, please email Jen Beach at jbeach@tosv.com or call 970-923-3796.



Town of
SNOWMASS *Village*

Short-term Rental

GOOD NEIGHBOR GUIDE



Thank you for visiting our mountain town. We hope you enjoy your stay here! Mountain life can be different, so we have listed a few guidelines to help you during your stay with us.

24/7/365 DESIGNATED LOCAL OWNER REPRESENTATIVE:

If during your stay you have any concerns, call the 24/7/365 Designated Local Owner representative's number provided to you in your rental agreement and posted in the rental property. **In the event of an emergency, call 911.**

MAXIMUM CAPACITY:

This short-term rental unit has a maximum capacity of _____overnight guests.

RESPECT FOR NEIGHBORS:

- Be friendly, courteous and treat your neighbors like you want to be treated.
- Respect our neighbors and their property.
- Pick up after yourself and keep the property clean and free of trash.
- Be considerate of your neighbor's right to quiet time between the hours of 10:00 p.m. and 8:00 a.m.
- Park only in designated parking spaces and only park the number of vehicles allowed.
- The number of parking spots designated for this unit is: _____
- Drive slowly through our neighborhoods and watch for children playing, bicycles, and pedestrians.



Thank you for visiting our mountain town. We hope you enjoy your stay here! Mountain life can be different, so we have listed a few guidelines to help you during your stay with us.

PETS:

- If allowed in your rental promptly clean-up after your pets.
- Prevent excessive barking.
- Store pet food indoors and in a secure place.
- Follow all leash laws while hiking on our trails.
- Never leave your pet unattended outside.

RESPECT OUR ENVIRONMENT:

- Place all trash and recycling in designated containers or dumpsters. Do not leave any outside for the bears. The Town's wildlife ordinance requires that trash containers are not left out overnight and that dumpsters are properly closed and secure.
- Make sure all vehicles are locked and no food is stored in them.
- Dispose of cigarette butts properly.
- Save electricity by turning off indoor and outdoor lights when not in use.
- Reduce waste by using reusable bags when grocery shopping.
- Save fuel by taking the FREE Snowmass Village Shuttle to and from the slopes and around town.
- Do not pick wildflowers.



Thank you for visiting our mountain town. We hope you enjoy your stay here! Mountain life can be different, so we have listed a few guidelines to help you during your stay with us.

WILDLIFE:

- Respect our wildlife.
- Wildlife should never be chased, harassed, captured, or domesticated.
- It is illegal to feed wildlife.
- Respect all trail closures to protect sensitive wildlife areas.
- Do not leave trash out.
- Always lock home and car doors. Close all windows and lock screen doors.
- Keep pets on a leash when hiking.
- Please visit [**tosv.com/118/Wildlife**](https://tosv.com/118/Wildlife) to learn more about the types of wildlife in Snowmass Village and wildlife safety.
- Any wildlife issues or concerns can be reported to the Town of Snowmass Village Animal Services at: **970-923-5330**

FIRE RESTRICTIONS:

Wildfires are a serious risk here:

- Use only approved outdoor devices and do not leave ANY outdoor fires unattended.
- If there is a fire ban in Pitkin County the Designated Local Owner Representative shall post a notice in the unit and as the renter, you must follow all the restrictions.
- Always check the current restrictions before lighting a fire outdoors, smoking outdoors, using fireworks, or portable outdoor fireplaces.

Thank you for visiting our mountain town. We hope you enjoy your stay here! Mountain life can be different, so we have listed a few guidelines to help you during your stay with us.

ALL APPROVED GUESTS AND VISITORS ARE EXPECTED TO FOLLOW THESE GOOD NEIGHBOR GUIDELINES.

As the owner of a short-term rental, I acknowledge and agree with the good neighbor guidelines and will share it with my renters/guests. I will also display the guidelines in a prominent location in my property.

Owner Signature

Owner Printed Name

Date

September 6, 2022

Town Council,

Thank you for the opportunity to input into the ongoing discussions on the possibility of TOSV regulations for short-term rentals (STR.)

We appreciate the positive intent of what TOSV is seeking to achieve by considering restrictions on short term rentals. Excessive noise by inconsiderate visitors, driveways full of cars, and homes that aren't properly cared for detract from the quality of life in Snowmass Village.

The 7-member Part-Time Resident Advisory Board reviewed the draft STR regulations and with a 5-to-2 majority recommends against town council adopting the STR regulations as currently proposed.

Most of the board does support TOSV implementing a licensing process for short-term rental of homes. Issuing of such a license could include upfront TOSV inspection of the property to make sure it is suitable for short-term rental and that neighbors aren't adversely impacted. Prerequisite for a home being eligible for short-term rental might include:

- Appropriate insurance coverage
- Sufficient guest parking
- As needed, landscape screening of driveway and hot tubs, etc...
- Presence of fire safety equipment, external lights with shut-off timers, etc.
- Local property manager as a contact in case issues arise
- Notification to adjacent property owners, inclusive of contact information for owner of rental home

We are concerned though that aspects of the proposed STR regulations will create administrative challenges for owners and town staff and may in practice not achieve their intended objective.

- It is not clear to us who will investigate complaints about excessive occupancy or rental days, and how it can be fairly ascertained whether a breach of limit has occurred. E.g., Who can discern who is staying overnight vs. who is a day visitor? What days of occupancy are rental days, vs. owner days, vs. visits by friends & family of owners?

The board's majority view is that HOAs are better positioned than TOSV to develop restrictions on appropriate usage of a home in their neighborhood (max occupancy, # of days of rental). HOA-developed restrictions can be tailored to their respective community and will be in-line with the wishes of the property owners there.