



Planning Commission
Wednesday, September 21, 2022
4:00 PM

Agenda

1. **ROLL CALL**
2. **APPROVAL OF MEETING MINUTES**
 - 2.a. APPROVAL OF 08-17-22 MEETING MINUTES
[08.17.22 Planning Commission Minutes.doc](#)
3. **ITEMS FOR DISCUSSION**
 - 3.a. APPROVAL OF BYLAWS
[Bylaw draft 11 16 20.docx](#)
 - 3.b. APPROVAL OF PARKING AND TRAFFIC CODE
[Agenda Summary PC mtg 9-21-22 - FINAL.docx](#)
[A 2018 COMPREHENSIVE PLAN AND 2022 AMDTS - Topical for Code Amdts.docx](#)
[B Sec 16A-5-210, Text Amdts to LUDC.pdf](#)
[C Sec. 16A 4 310. Off street parking standards, 2022.pdf](#)
[D 2022 Parking Standards Comparison of Resort Communities.xlsx](#)
4. **COMMUNITY DEVELOPMENT DIRECTOR UPDATES**
 - 4.a. PROPOSED TIMELINE FOR REVIEW OF TOWN TRANSIT CENTER
[Application timeline draft BMc 2.docx](#)
5. **ADJOURNMENT**

TOWN OF SNOWMASS VILLAGE

PLANNING COMMISSION
MEETING MINUTES

August 17, 2022

Members Present:

Brian Marshack, Chairman
Matthew Dube, Vice Chairman
Elsee Denis
Stan Clauson
Doug Faurer
Christy MacLear

Staff Present:

Dave Shinneman
Sara Nester

Members Absent:

Jim Gustafson (excused)

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 July 12, 2022: The Minutes from the 7/12/2022 meeting were brought up for approval. Christy MacLear made a motion to approve, second by Doug Faurer and approved unanimously.

Item 2: Approval of Meeting Minutes from July 13, 2022: The Minutes from the 7/13/2022 meeting minutes were brought up for approval. Christy MacLear made a motion to approve, second by Doug Faurer and approved unanimously.

Item 3: Bylaws: Dave Shinneman, Community Development Director, started the conversation by stating that we have provided the draft bylaws. They are not current, and staff recommends bringing them up to date. We wanted to bring them before the Planning Commission to see if they would like to adopt bylaws (additional rules and policies for the Planning Commission), or just to continue as we do now with the town code. The Municipal code does allow for meetings twice per month on the second Wednesday, and allowance for additional meetings called by the Planning Commission and Chair. The bylaws provide additional detail.

44 Doug Faurer commented that the bylaws are straight forward, and he doesn't
45 have any suggested changes. These are the bylaws that we have been working
46 off for quite some time.

47
48 Stan Clauson asked if there are certain things within the bylaws that need to
49 be pointed out that may be deficient or need to be improved.

50
51 Dave Shinneman responded that he would like to go through and make sure
52 that all the pronouns are current using his, her, they etc.

53
54 Doug asked if we could address the numbers of our commission being seven
55 rather than five. Over the years it has alternated between five and seven
56 members. He just wanted to make sure that this was addressed.

57
58 John Dresser, Town Attorney, commented that this is consistent with the latest
59 rule making/code making by the council.

60
61 Else Denis commented that adopting bylaws is a great addition with providing
62 further details on what their job is.

63
64 Christy MacLear had no comment.

65
66 John agreed that the pronouns should be modified so they are neutral. One of
67 them is the chairperson is referred to as a he, and we don't want that to
68 preclude.

69
70 Stan brought up a question about a continuation where a vote wasn't taken.
71 His understanding based on Roberts was that when a continuance was
72 granted, that a vote would be taken by the board. He is wondering if there
73 should be some type of reference to this.

74
75 John responded that it states that it may be granted by the discretion of the
76 commission. This almost implies that how do you know the discretion of the
77 commission unless you take a vote. There are many different situations in
78 Roberts where the chair has the right to grant such a continuance without a
79 vote. It's up to the commission.

80
81 Christy MacLear brought up a question – does he believe that his job needs to
82 consider regional planning as much as town planning. The reason she is
83 asking this is because she's looking at the composition of who is on the
84 council. As the valley gets denser, the relationship between decisions might
85 seem important. This may be something to consider for long-range planning
86 and the decisions made by the Planning Commission may be informed or
87 affected by other neighboring towns.

88
89 Dave asked a couple of clarifying questions.

Christy asked if we should include a person from a neighboring town on the council to have a broader view of our planning decisions.

John said that this would be a charter amendment. Of our boards and commissions that we have now, two specifically require that you are a full-time resident. The two boards are the Planning Commission and the Financial Advisory Board. There are other boards that are made up of representatives from all of the communities. John provided more detailed information on this.

Dave commented that when development applications are reviewed, the group does consider the Comprehensive Plan which does consider regional/world planning objectives and policies.

John commented that a charter amendment can be difficult to get passed.

Stan commented that it would be interesting if the county passed a tax for affordable housing. Would there need to be an IGA to follow this to determine how this tax may be used countywide.

John responded that this has been discussed for several years, an interjurisdictional Housing Authority for the valley from Glenwood on up. It had momentum several years ago. It was Dave Mylar who has done many multijurisdictional participation opportunities. They came and did a presentation to the council. County residents (including non-Snowmass Village residents that live in the County) can apply for Snowmass Village housing. The same goes for the County housing.

There was a lengthy conversation on this topic among commission members and staff.

Item 4: Community Development Director Updates:

Wood Road Construction

- Electric Pass Lodge (Building 11) – the siding is going on and the pool is going in.
- Building 12 – Big hole in the garage across from the old wedding lawn is under construction. They already have several units under contract.
- Building 13B (Viceroy Residences) – This is getting very close to having a building permit issued.
- Buildings 10AB (Connected with an underground garage) – We expect this to come in by the end of the month. There will be a SSDP and PUD which will only go to council for approval.

Dave thanked commission members for their efforts with the Town Park review. Commission members took a lot of time over four meetings to hear the

concerns of the public to be brought to council. The construction start date on Town Park is still to be decided.

Staff is starting to work on the parking regulations. We are going to put this on September 21 agenda to review the parking regulations. Housing has put in a request to look at parking requirements for affordable housing projects.

Stan requested an update from Dave on STR regulations. This was discussed in Monday night's meeting. There was a survey put out, and they are looking at a licensing and permitting process. This is yet to be brought forward to council for any type of code amendments. There have been discussions with Community Development about what type of inspections may be required. Dave went into detail about what has been recently discussed in council meetings about restrictions/requirements.

There was a request by Planning Commission members to request Council to allow Planning Commission members to review any short-term rental regulations. This will be placed on next month's agenda.

This meeting was adjourned at 5:06 p.m.

APPENDIX 1: RULES OF PROCEDURE FOR THE TOWN OF SNOWMASS VILLAGE PLANNING COMMISSION

Article I. General Provisions

Section 1: These rules are to supplement the provisions of the Land Use and Development Code of the Town of Snowmass Village as they relate to procedures of the Town of Snowmass Village Planning Commission, hereinafter referred to as "Commission."

Section 2: Any member of the Commission who has a personal or financial interest in a matter before the Commission shall neither vote thereon nor participate in any meeting or hearing on said matter.

Section 3: Nothing herein shall be construed to give or grant to the Commission the power or authority to alter or change the Land use and Development Code, including the official zoning map, which authority is reserved to the Town Council of Snowmass Village.

Section 4: The Town Attorney or their designee shall be consulted in cases where the powers and duties of the Commission are not clearly defined.

Section 5: The office of the Planning Commission shall be located at the office of the Town of Snowmass Village Community Development Department, 130 Upper Kearns Rd, PO Box 5010, Snowmass Village, Colorado 81615.

Section 6: Unless otherwise specified by these rules, Robert's Rules of Order shall constitute the rules of procedure to conduct any meeting.

Article II. Officers and Duties

Section 1: The officers shall be a Chairperson and a Vice Chairperson.

Section 2: The Commission shall elect annually from its members by a majority vote a Chairperson and Vice Chairperson to serve when the Chairperson is absent. The Chairperson and Vice Chairperson shall be elected at the conclusion of the last regular meeting of the Commission in January and shall hold office for one year, commencing on the 1st day of February or until a successor is designated. The Chairperson and Vice Chairperson may be elected to succeed themselves. The Town of Snowmass Village Community Development Department's Administrative Assistant or other clerk shall be designated as Secretary to the Commission and shall perform the duties outlined in these Rules of Procedure.

Section 3: The Chairperson shall supervise the affairs of the Commission. They shall preside at all meetings of the Commission, shall appoint such committees and subcommittees as may be

necessary to carry out the purposes of the Commission. The Chairperson shall be an ex-officio member of all committees and subcommittees so appointed.

Section 4: The Vice Chairperson, in the absence or disability of the Chairperson, shall perform all the duties and exercise all the powers of the Chairperson.

Section 5: The Secretary shall record and maintain permanent minutes of the Commission's proceedings, showing the vote of each member upon every question, or if absent or failing to vote, indicating that fact; shall keep records of its examinations and other official actions; shall summarize accurately the testimony of those appearing before the Commission or keep a verbatim transcript of all hearings; shall record the names of all persons appearing before the Commission; shall, subject to the Commission and Chairperson, conduct the correspondence of the Commission and have public notices of meetings or hearings posted as required by law; shall file said minutes and records in the public portal, which minutes and records shall be a public record; and shall be the custodian of the file of the Commission and keep all records.

Article III. Members

Section 1: Each member of the Commission shall be a resident of Town of Snowmass Village.

Section 2: If any Commission member is absent for three (3) consecutive regular meetings or any five (5) regular or special meetings in any twelve (12) month period, their position shall be declared vacant by the Chairperson who shall make a request to the Town Council to appoint a new member. Any person appointed to fill such vacancy shall serve the unexpired term of the person whose position has been declared vacant.

Article IV. Meetings

Section 1: Regular meetings shall be held in the Town of Snowmass Village Town Council Chambers (or alternatively through an on-line video conferencing program), 130 Upper Kearns Rd, Snowmass Village, at 4:00 p.m. on the first and third Wednesdays of each month, unless such day shall be a recognized holiday. In that event, the regular meeting shall be held at such other date as the Chairperson may designate. An alternative location may be designated for meetings by the chairperson at their discretion, or upon the request of three (3) or more members, provided 72 hours' notice is given each member and proper notice is provided as required by the Municipal Code.

Section 2: Regular meetings may be cancelled by the Chairperson when there are no cases pending. Notification must be given to members, however, not less than forty-eight (48) hours prior to the time set for such meetings.

Section 3: Special meetings may be called by the Chairperson at their discretion, or upon the request of three (3) or more members, provided 72 hours' notice is given each member.

Section 4: All meetings shall be open to the public.

Section 5: A quorum of the Commission shall consist of three (3) members for any regular or special meeting. A concurring vote of a majority of the members of the Commission present and casting votes on a question shall be required for any decision, determination, or official action by the Commission. In the event a quorum is not present, all applications, hearings, and other matters scheduled for that meeting pursuant to notice shall be continued and made a matter of record until the next regularly scheduled meeting of the Commission. All such matters so continued by action of the members present shall be placed on the agenda for the next regularly scheduled meeting of the Commission and public notice concerning the same shall be noted and posted along with all new items on the next agenda in accordance with the then current practice of noticing of the Commission's agenda. The action of continuance shall be automatic, and no vote of the members present shall be necessary to take the action of continuance.

Section 6: A quorum of the Commission shall be present at all public hearings and for the transaction of any business.

Article V. Order of Business

Section 1: All meetings of the Commission shall proceed as follows:

- (a) Roll call and declaration of quorum.
- (b) Approval of minutes of previous meeting.
- (c) Communications.
- (d) Statement of hearing procedures by Chairperson.
- (e) Call of cases on agenda and hearing of requests for continuance. Continued hearings shall be considered first before new cases are heard.

CONTINUANCES

Continuances may be granted at the discretion of the Commission in any case for good cause shown and to any interested party who has entered their appearance as follows:

- (1) New cases--first time on agenda: continuances may be granted upon request.
- (2) Continued cases: All cases which have previously appeared on the agenda of the Commission constitute continued cases. A request for a further continuance will be considered upon request by the party or their representative at the time the case is called, and upon showing that they will be unable to proceed with their evidence at the hearing.

FAILURE OF APPLICANT TO APPEAR

- (1) The Chairperson may entertain a motion from the Commission to dismiss the case for want of prosecution. In the absence of a motion by the Commission, the chair shall rule.
- (2) In cases which are dismissed for want of prosecution, the applicant will be furnished written notice by the Secretary of the Commission.
- (3) The applicant shall have seven (7) days from the date of notice of dismissal to apply for reinstatement of the case. In such cases, applicant must file a written request with the Secretary for reinstatement. Reinstatement shall be at the discretion of the Chairperson for good cause shown.
- (4) In all cases reinstated in the above-described manner, the case will be docketed and notice given the usual manner prescribed for new cases. All costs incurred by reinstatement shall be borne by the applicant.

- (f) New business.
- (g) Reports of committees.
- (h) Adjournment.

Article VI. Notices for Hearings

Section 1: Notice of public hearing shall be mailed, posted, and published in a newspaper of general circulation in the Town per the Land Use and Development code requirements. Notice of such hearing shall be posted on or as near as reasonably possible, to the property for which the application is sought and shall be mailed to the owner of such property and to the owners of real property lying within 300 feet of the exterior boundaries of such property by first class mail, with postage prepaid. The word "owner" as used in this section shall be construed to mean persons who are shown to

be the record owners of the property upon the records of the Pitkin County Assessor. The purchaser shall be considered the owner for the purposes hereof. Proof of compliance with this section shall be available from the Town Community Development Director, if requested, including the names and addresses of the persons to whom the notice was mailed and the date of mailing, a statement that the required mailing occurred and a sign was posted upon or near such property, and the publisher's affidavit of publication. Such proof shall become a part of the record of action taken by the Commission.

Article VII. Procedures of Hearings

- Section 1: At the hearing, the applicant may appear in their own behalf or may be represented by their counsel or agent.
- Section 2: All members of the public who wish to speak, shall be heard.
- Section 3: The Town Staff shall present the case to frame the issues for consideration by the Commission. Planning Commissioners may ask clarifying questions of staff.
- Section 4: The applicant or his representative may make an initial statement outlining the nature of his request and introduce evidence regarding their case. Following their presentation, the Planning Commissioners may ask clarifying questions of the applicant.
- Section 5: Members of the public are invited to speak either for or against the case.
- Section 6: The applicant and/or its representative may address matters presented by opposition to the application.
- Section 7: The Commission shall not be bound by the strict rules of evidence, but it may exclude irrelevant, immaterial, incompetent, or unduly repetitious testimony or evidence.

Article VIII. Decisions

- Section 1: Subject to the Land Use and Development Code regulations, final decisions or recommendations shall be made by resolution.
- Section 2: The Commission shall conduct its hearings and vote on all matters in public session at the meeting in which evidence is concluded, unless the Commission considers additional time for deliberation is necessary.
- Section 3: A concurring vote of a majority of the members of the Commission casting votes shall be necessary for any decision or determination or to recommend any application to the Town Council.

- Section 4: The Commission may deliberate or seek legal advice in executive session; however, all hearings and votes cast shall be made at a meeting that is open to the public.
- Section 5: Notice of the decision of the Commission shall be given to the applicant and other interested parties as soon as possible after the decision is reached.
- Section 6: Any action that requires Town Council approval will have the Planning Commission's Resolution included in the packet for Town Council's consideration.

Article IX. Records

- Section 1: A file of materials and decisions relating to each case shall be kept by the Community Development Department as part of the records of the Commission.
- Section 2: All records of the Commission shall be a public record.

Article X. Amendment of Rules

- Section 1: These rules may be amended by an affirmative majority vote of all members of the Commission.
- Section 2: The proposed amendment must be presented in writing at a regular or special meeting preceding the meeting at which the vote is taken.

The foregoing Rules of Procedure for the Town of Snowmass Village Planning Commission were adopted on September 21, 2022.

TO: TOSV Planning Commission

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

DATE: September 21, 2022

SUBJECT: Planning Commission review of the Parking and traffic code.

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 from the most recent update of the Strategic Initiatives related to parking and traffic in the Comprehensive Plan are referenced in Attachment A. .

B. MUNICIPAL CODE AMENDMENT DISCUSSION

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 B).

For reference purposes, attached is 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 (Attachment C).

The Community Development Department has undertaken a comparative analysis, first of the off-street parking requirements for various uses within several resort communities on Colorado's western slope. This was followed by a comparative analysis of other characteristics of parking standards within these communities. See the attached color-shaded matrices (Attachment D).

C. STAFF RECOMMENDATION

Staff recommends the Planning Commission review, discuss and then if desired, direct staff to prepare a resolution initiating and recommending proposed amendments to the Code. In order to begin the conversation staff has provided the following suggestions:

1. In lieu of an off-street parking requirement per each bedroom, it is recommended that a rate per type of unit (whether for free-market or restricted housing) be incorporated. For example, this could list a minimum one space for a one-bedroom / studio / hotel unit, minimum two spaces for a two to three-bedroom units, and an additional ½ space per bedroom for each unit with more than three bedrooms in a unit.

2. In combination with the above, consider a maximum number of parking spaces for various uses. For examples, cap a maximum amount of parking for a multi-family unit to four off-street parking spaces, and a single-family detached unit to five spaces which may be tandemly arranged and/or stacked within a garage and driveway apron.
3. Consider changing the transportation impact analysis standards to address traffic, transit ridership, and person trips generated against not only proposed unit types, numbers, and commercial square footage, but also on the number of parking spaces provided.
4. Allow the capability for tandem or stacked parking without the need for Town Board review and approval.
5. Require in the submission requirements for PUDs, a Parking Management Plan if there is a proposal for an Alternative Parking Plan or in combination with a Shared Parking Plan.
6. Include other alternative forms of transportation modes outlined in the Strategic Initiatives. The recommendation includes a minimum of one shared vehicle (whether electric or not) and one bicycle on any site for use by guests and/or the homeowners' association staff for every 10 spaces on a site.
7. Include a minimum standard for Electric Vehicle charging stations.
8. Staff recommends referring proposed code changes to affected referral agencies (Housing, Public Works, Transportation, Fire District, etc...) for input on proposed code language changes prior to final evaluation and action on a resolution.

Attachments:

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

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

ATTACHMENT C: 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.

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

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.

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 Off-Street Parking
Requirements for Each Zone District

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
MF/PUD, MF	1 space per bedroom; 1 space per studio; 1.5 spaces per bedroom in a restricted unit
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; 1 space per 300 sq. ft. of commercial space, except 1 space per 4 seats for restaurants
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

- (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 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%).

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- (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. 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; 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," of the Comprehensive Plan.

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.
- (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.

(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:

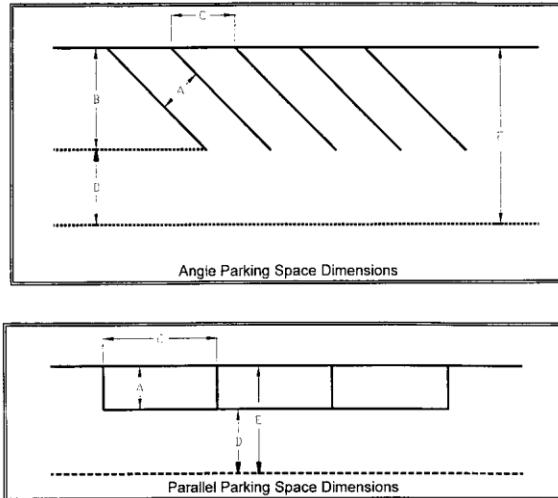
- (1) Vehicle sale or repair. Required off-street parking spaces shall not be used for the sale, repair, dismantling or service of any vehicle, equipment, materials or supplies, nor shall any such activity adjacent to an off-street parking space obstruct required access to off-street parking spaces.
- (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.

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)

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.
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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.; Restaurant 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.		

Planning Commission (proposed) Transit Center Schedule TOSV Fall 2022

Purpose: With the anticipation of revised plans from the applicant for the new Transit Center, Staff recommends the following draft schedule for review by the Planning Commission highlighted (intended for comment) prior to review by the Town Council.

1. Full proposed Architectural/Civil/Landscape Set received from Applicant (October 13th)
2. Initial DRT review of the proposal (October 27th)
3. Planning Commission initial review of proposal (November 30th)
4. Planning Commission continued review of proposal if needed (December 7th)
5. Planning Commission continued review of proposal if needed (December 14th)
6. Planning Commission continued or alternate date for review if needed (December 21st)
7. Town Council initial review of proposal recommendation from Planning Commission (January 9th)