

TOWN OF GREEN MOUNTAIN FALLS
Board of Trustees Regular Meeting
Town Hall – 10615 Green Mountain Falls Road
In-Person or Zoom
Tuesday, June 7, 2022 – 7:00 P.M.
Work Session Starting at 6:00 P.M.

MEETING MINUTES

Board Members Present

Mayor Todd Dixon
Mayor Pro Tem Sunde King
Trustee Nick Donzello (Zoom)
Trustee Katharine Guthrie
Trustee Sean Ives

Town Manager

Becky Frank

Town Clerk/Treasurer/Planner

Nate Scott

Administrative Assistant

Vacant Position

Board Members Absent

Town Attorney

Not present

Public Works Department

Not present

Marshal's Department

Sean Goings

Planning Department

Vacant Position

1. Call to Order/Roll Call/Pledge of Allegiance

Mayor Dixon called the meeting to order at 7:00 p.m.

2. Additions, Deletions, or Correction to the Agenda

Mayor Dixon announces that town staff has consulted with legal about Item 14, and moves to approve the agenda minus Item 14. Trustee Donzello seconds. Motion passes unanimously.

3. Persons Present not on the Agenda

- a. Kathy Snow – 10963 Cottage St – passes out copies of Boulder County short term rental policies and ordinance. Shares comments and concerns about short term rentals and summarizes some of Boulder County's policies.

4. Consent Agenda

- a. Accounts Payable from May 15, 2022, to June 3, 2022
Trustee King comments that this should be retitled from "Accounts Payable" to something else. Provides the definition of Accounts Payable, which is not what is on the agenda.
- b. Minutes from May 17, 2022, Board of Trustees meeting
Trustee King has one change to the minutes. On Item #4 "full dispersals" should be changed to "full disbursements". TC Scott advises he will review the recording. NOTE: on June 8, Trustee King emailed TC Scott and said it was really "full disbursals". Minutes have been changed and posted as such.

Trustee Ives moves to approve the consent agenda as modified. Trustee Guthrie seconds. Motion passes unanimously.

5. Pikes Peak Area Council of Governments: Member Outreach Presentation

Andrew Gunning, Executive Director of the PPACG, presents the slideshow included in the packet. Trustee Guthrie asks how the Commission on Aging deals with serving across county lines.

No Board action.

6. Resolution 2022-08: Opt out of the Colorado Family and Medical Leave Insurance Act (FAMLI)

TM Frank gives summary about this act and what opting out means. Trustee Guthrie asks if any current employees had any feedback. TCTP Scott advises that the notice had been sent out to employees with no feedback.

Trustee King moves to approve the opt-out resolution. Trustee Guthrie seconds. Motion passes unanimously.

7. Resolution 2022-09: Naming appointments to PPACG, PPRTA, and PPRBD Boards and Committees

TCTP Scott summarizes the document. Discussion about whether Tyler Stevens is still actually on the El Paso County Community Development Board, what are the vacancies available and where Trustee Donzello can help.

Trustee Ives moves to approve the resolution as presented. Trustee Guthrie seconds. Motion passes unanimously.

8. Intergovernmental Agreement: 5th Amended IGA regarding Pikes Peak Rural Transportation Authority

TCTP Scott gives brief summary of the changes: language for the extension of the .55% sales tax for the new PPRTA ballot measure and the addition of Town of Calhan as a new member.

Trustee Guthrie moves to approve this amended IGA as presented. Trustee Ives seconds. Motion passes unanimously.

9. Termination Letter: Interstate Parking Contract

TM Frank gives a summary of the letter, asks if there are any modifications needed. Mayor Dixon says that during the work session the board discussed modifying the letter slightly. Trustee King comments that at the work session there were 11 comments and another 11 email replies, all against paid parking. Trustee King further asks how it passed in the first place – are we not hearing the voices in favor? Trustee Guthrie comments that there were people in favor of “parking management” but not necessarily the end result of paid parking as the solution.

TCTP Scott asks for clarification on the motion to approve. Mayor Dixon says that the part of the last sentence “...and revisit a parking program in the Town at a later date” will be stricken.

Trustee Guthrie moves to approve the termination letter as amended. Trustee Ives seconds. Motion passes unanimously.

10. Recommendation: Parks, Recreation, and Trails Committee – GOCO Grant Application for Parks Master Plan

TM Frank gives a summary of the GOCO grant application process. Explains there was a work session with the PRT Committee on May 25. First step is to present a concept to GOCO, which would then invite applications. There are no fund match requirements for the Town.

Trustee Guthrie comments as ex-officio to PRT, that the PRT made sure they understood the grant and what could be expected from a master plan process.

Trustee Guthrie moves to approve the submission of the concept paper. Trustee Donzello seconds. Motion passes unanimously.

11. Recommendation: Parks, Recreation, and Trails Committee – Olathe/Ute Pass Triangle Garden Work

TM Frank gives a summary of this plan. Members of community approached the PRT with an “adopt the park” idea for this area. Town cost requirements are minimal, and TM Frank thinks the max cost to the Town of \$400 is doable. Public Works needs to fix the culvert below this area before the work can commence. This has been delayed by the need for cleanup after the recent storm.

Trustee Guthrie clarifies top soil needs and confirms that the cost to the Town will not exceed \$400.

Trustee Guthrie moves to approve the Triangle Garden Proposal. And mentions the language about “point of contact for the Chamber of Commerce” is unnecessary. Trustee Donzello seconds the motion. Motion passes unanimously.

12. Recommendation: Parks, Recreation, and Trails Committee – Friends of Ute Pass Trails Maintenance Proposal for June 18.

TM Frank explains that at the May 25 PRT meeting, there was discussion that the scheduled trail day could happen even without the contract between the Town and FoUPT being finalized. Volunteer waivers take care of liability for the work. Only consideration is whether or not Town would incur any additional expense.

Mayor Dixon comments that the work should be done sooner rather than later, as this would help mitigation work.

Mayor Dixon moves to approve the Thomas trail maintenance work on July 18 as a zero additional cost and with liabilities covered by FoUPT. Seconded by Trustee Donzello. Motion passes unanimously.

13. Intergovernmental Agreement: El Paso Teller Opioid Regional Abatement Council

TM Frank reminds that this item was tabled at the last meeting. The town is invited to participate in the first few meetings and there is an opportunity to participate on the voting board. The IGA allows the region as a whole to collect these settlement funds, with allocations decided at future Abatement Council meetings.

Trustee King moves to approve the IGA as presented. Trustee Guthrie seconds. Motion passes unanimously.

14. Discussion: Short Term Rental Policy – stricken from agenda

15. Appointment of Planning Commissioners

TCTP Scott gives summary of the memo, which will be included in the minutes as it didn’t make the packet. Also, a summary of the way the applicants were presented within the previous two planning commission meetings. Mayor Dixon invites any of the involved to comment on how the process went. Lisa Bonwell describes her background as it relates to her reasons for applying. Ann Esch comments on her interest and experience in volunteering for the Town of GMF. Lamar Mathews comments about Rocco Blasi’s experience and qualifications and summarizes the vote process. Mayor Dixon comments that process improvements regarding appointments will be forthcoming.

Trustee Guthrie moves to appoint Lisa Bonwell and Ann Esch to the Planning Commission with Rocco Blasi as an alternate. Trustee King seconds. Guthrie, King, Dixon, vote yes. Ives and Donzello vote no.

Trustee Donzello comments that the process for appointments needs to be clarified for future appointments.

16. Reports

a. Trustee Reports

Mayor Dixon reports: lake is being refilled, will be drained again at end of season. Public Works is out with the lift cleaning up trees. Road work delayed for a bit until storm damage is cleaned up. Summarizes his risk assessment summary and asks trustees to review before the next meeting.

b. Committee Reports:

- FMAC – TCTP Scott gives a summary of the COSWAP commencement of work as well as the CUSP plan. David Douglas and Mayor Dixon will be presenting fire mitigation info at the Green Box Mayor's forum and the FMAC is working on plans for their areas of focus.
- Planning Commission: TCTP Scott gives a summary the Land Use Code rewrite: has applied for an extension for the grant, which would push the deadline to Dec. 31, 2022. Dates for public hearings will be clarified in the next couple of meetings.
- c. Staff Reports – no prepared reports.
 - TM Frank reminds that the 2nd usual meeting of the month will be affected by Mayor Dixon and Trustee Guthrie attending the CML conference. The next meeting should be scheduled for June 28.

17. Correspondence – TM Frank reminds board that there is space for the Board to march in the Bronc Day parade and that State Rep. Terri Carver usually marches as well.

18. Adjourn

Meeting adjourned at 8:20 p.m.



Nathan Scott, Town Clerk/Treasurer

Todd G Dixon

Todd Dixon, Mayor

ORDINANCE NO. 2020-01

AN ORDINANCE BY THE BOARD OF COUNTY COMMISSIONERS FOR THE COUNTY OF BOULDER FOR THE
LICENSING OF SHORT-TERM DWELLING RENTALS AND VACATION RENTALS WITHIN THE
UNINCORPORATED AREA OF BOULDER COUNTY

RECITALS

- A. Boards of County Commissioners are empowered by C.R.S. § 30-15-401(1)(s) to "license and regulate" the short-term rental of residential Dwelling Units and to "fix the fees, terms, and manner for issuing and revoking licenses"; and
- B. The use of residential Dwelling Units as short-term rentals has grown drastically in the past decade; and
- C. The short-term rental of residential Dwelling Units can benefit communities by offering supplemental income to property owners, supporting the local economy through tourism and agri-tourism, creating local job opportunities, and fostering community between the short-term rental hosts and renters; and
- D. Studies and reports have concluded that short-term rental of residential property creates adverse impacts to the health, safety, and welfare of communities, including an increase in housing costs and depletion of residential housing opportunities for persons seeking full-time accommodations; and
- E. Boulder County has received numerous comments expressing concern about how the short-term rental of Dwelling Units might impact housing stock and the residential and rural character of Boulder County; and
- F. Boulder County "prioritizes preserving housing units for Boulder County residents and workers and their families and limits visitor- and tourism serving uses such as short-term rentals. The county evaluates applications for tourism serving uses based on safety for visitors and county residents in addition to compatibility with neighborhood character" as outlined in the Boulder County Comprehensive Plan Section 3.06; and
- G. This Ordinance intends to: (1) facilitate safe short-term rental of residential Dwelling Units in a way that balances the benefits and burdens on the local community; (2) preserve existing housing stock and protect housing affordability; (3) track, manage, and enforce violations of this Ordinance; and (4) protect the health, safety, and welfare of the public; and
- H. Cities and towns within the county may consent to have this ordinance apply within their boundaries, as provided in C.R.S §30-15-401(8).

BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS FOR THE COUNTY OF BOULDER AS
FOLLOWS:

Section 1: Definitions

- A. The definitions found in the Boulder County Land Use Code will apply to this Ordinance, except the following words, terms, and phrases will have the following meanings:
 - 1. Director: The Director of the Boulder County Community Planning & Permitting Department, or the Director's designee.
 - 2. License: A Short-Term Rental License or Vacation Rental License issued pursuant to this Ordinance.
 - 3. Licensee: The person or legal entity who is issued the License.
 - 4. Licensed Premises: The parcel or lot on which the Short-Term Rental or Vacation Rental is located.

5. Major Offense: Any violations of this Ordinance that endanger the health, safety, or welfare of the public, as determined by the Director.
6. Minor Offense: Any violations of this Ordinance that are procedural or do not endanger the health, safety, or welfare of the public, as determined by the Director.
7. On-Site: Contiguous parcels or lots under the same ownership and control as the Licensed Premises.
8. Primary Residence: The Dwelling Unit in which a person resides for more than six (6) months out of each calendar year. A Dwelling Unit is presumed to not be a Primary Residence if (1) the entire unit is offered and available for rent for more than twenty days in any month; (2) the person's spouse or domestic partner has a different Primary Residence; or (3) the person's driver's license, voter registration or any dependent's school registration shows a different residence address. These presumptions are rebuttable, but each must be rebutted by credible evidence from the party claiming that the dwelling is a Primary Residence.
9. Short-Term Rental: Includes Primary Dwelling Short-Term Rentals and Secondary Dwelling Short-Term Rentals, as defined in the Boulder County Land Use Code.
10. Sleeping Room: Any rooms or areas within the Licensed Dwelling Unit that are intended to be used as a sleeping place for guests.
11. Vacation Rental: Defined in the Boulder County Land Use Code.

Section 2: License Required

- A. Local License Required. It is a violation of this Ordinance to operate a Short-Term Rental or Vacation Rental within the unincorporated area of Boulder County, Colorado, or any municipality which consents to the application of this ordinance within its jurisdiction, without a current Short-Term Rental License or Vacation Rental License.
- B. A property which is deed-restricted as affordable housing is not eligible for a License.
- C. Only one License of any type (Short-Term Rental License or Vacation Rental License) may be issued to each person and any legal entities associated with that person, including trusts, corporations, estates, or associations.

Section 3: Licenses

- A. Short-Term Rental License and Vacation Rental License: The Director is authorized to issue a Short-Term Rental License or a Vacation Rental License under the terms and conditions of this Ordinance. Licensees remain subject to all other federal, state, or local law requirements including the Boulder County Land Use Code.

Section 4: Licensing Procedure

- A. An application for a License must include:
1. Application Form. Applicant must designate all agents, exhibit all property owner and Local Manager signatures, and have all necessary information completed.
 2. Proof of Insurance. Applicant must demonstrate that the proposed Licensed Premises is covered by appropriate insurance in the form of a property owner (HO-3) policy, dwelling fire (HO-5), or unit owner's policy (HO-6), which covers a rental exposure, with adequate liability and property insurance limits that must at a minimum insure liability at \$500,000.
 3. Proof of Primary Residence, if applicable. The applicant must demonstrate that the Dwelling Unit is the property owner's Primary Residence by presenting a Colorado state-

issued driver's license or Colorado state-issued identification card and at least one of the following documents:

- a. Voter Registration;
 - b. Motor Vehicle Registration;
 - c. Income Tax Return with address listed; or
 - d. Any other legal documentation deemed sufficient by the Director, which is pertinent to establishing the property owner's Primary Residence.
4. Proof of Ownership. Applicant must demonstrate ownership of the Licensed Premises by including a copy of the current deed.
 5. Parking Plan. Applicant must demonstrate compliance with the applicable Boulder County Land Use Code and Boulder County Multimodal Transportation Standards for On-Site parking.
 6. Floor Plan. The floor plan must show locations within the Dwelling Unit of all smoke detectors, fire extinguishers, and carbon monoxide detectors, as well as locations of Sleeping Rooms and egress, as required under Section 5 of this Ordinance and the applicable Building Code.
 7. Proof of Land Use Approvals. For Secondary Dwelling Short-Term Rentals and Vacation Rentals, documentation demonstrating that the applicant has obtained the required approvals under the Boulder County Land Use Code.
 8. List of Adjacent Owners. Names, physical addresses, mailing addresses, and additional contact information (if known) for owners of all immediately adjacent parcels.
 9. Payment. Payment of all applicable License fees.
 10. Property Taxes. For Vacation Rentals and Secondary Dwelling Short-Term Rentals, proof that property taxes have been paid to date.
 11. Sales Tax License. All Licensees will be required to remit all applicable taxes for the Licensed Premises, including state and local sales and use taxes. Applicant must provide one of the following:
 - a. An individual sales tax license number issued to the Licensee or Local Manager from the State of Colorado Department of Revenue; OR
 - b. Proof that the only platforms used to advertise and book the Licensed Premises remit taxes on behalf of the Licensee. Licensees may not advertise or book on web platforms that do not remit taxes on behalf of the Licensee without an individual sales tax license number.
- B. The applicant's failure to timely provide any requested information may be grounds for denial of the application.
 - C. The Director may refer the application to additional agencies or departments. On properties over which a Boulder County conservation easement has been granted, the Director will refer the application to the easement holder.
 - D. Notice. For Short-Term Rental Licenses for Primary Dwelling Short-Term Rentals, Boulder County will provide notification by U.S. Mail, first-class postage or email to all owners of immediately adjacent parcels when the License is issued by the Director.

Section 5: Licensing Requirements

- A. Before issuing a License, the Director must determine that the applicant has met following requirements:
 1. Land Use Approval. The applicant complied with all Boulder County Land Use Code requirements, as applicable.

2. Building Inspection. The Chief Building Official or the Chief Building Official's designee determined the following from an inspection:
- a. For all Licensed Premises:
 - i. The Dwelling Unit to be rented contains:
 - (1) Operable fire extinguishers in each Sleeping Room and in the kitchen, or an Automatic Residential Fire Sprinkler System.
 - (2) Operable smoke detectors:
 - a. In each Sleeping Room;
 - b. Outside each guest sleeping area in the immediate vicinity of the Sleeping Rooms; and
 - c. On each additional story of the Dwelling Unit including basements and habitable attics.
 - (3) A UL 2075 compliant carbon monoxide detector installed outside of each separate guest sleeping area in the immediate vicinity of the Sleeping Rooms in the Dwelling Unit.
 - ii. The Dwelling Unit is served by water supplies that are in conformance with the regulations and requirements of the Boulder County Public Health Department, Colorado Department of Public Health and Environment, and the Colorado Division of Water Resources.
 - iii. Sleeping Rooms must be legally existing.
 - (1) Sleeping Rooms built prior to 1976 must have code conforming Emergency Escape and Rescue Openings.
 - iv. The Dwelling Unit has no observable structural defects;
 - v. Any plumbing, electrical, and heating and cooling systems in the Dwelling Unit are in a good state of repair; and
 - vi. Nothing on the Licensed Premises or in the Dwelling Unit pose a significant risk to the health, safety, or welfare of the occupants or surrounding properties.
 - b. For Vacation Rentals:
 - i. No unapproved uses, unpermitted uses, or unpermitted work exist on the Licensed Premises.

3. Wildfire Mitigation within Wildfire Zone 1. The Wildfire Mitigation Team or the Wildfire Mitigation Team's designee has verified the following:

- a. For Short-Term Rental Licenses:
 - i. The Wildfire Mitigation Team completed a Wildfire Partners Assessment for the Licensed Premises; and
 - ii. Upon the first renewal, the Licensed Premises is Wildfire Partners Certified.
- b. For Vacation Rental Licenses:
 - i. The Licensed Premises is Wildfire Partners Certified.

4. Parking and Access. The County Engineer or the County Engineer's designee has determined that the proposed Licensed Premises has satisfactory vehicular access and On-site parking facilities pursuant to the Boulder County Multimodal Transportation Standards and the Boulder County Land Use Code. The County Engineer or the County Engineer's designee has further determined that the applicant has suitably mitigated any traffic hazards associated with the proposed use.

5. Sewage Disposal. The Public Health Director or the Public Health Director's designee has determined that the proposed Licensed Premises has all required on-site wastewater

treatment system permits or is otherwise adequately served by public sewer. Existing systems do not need to be repaired or replaced unless required by Boulder County Public Health.

6. Building Lot. Verification that the Licensed Premises is a legal building lot under the Boulder County Land Use Code.

Section 6: Licensee Operating Standards and Requirements

A. All Licenses:

1. Occupancy Limit. Two adults per Sleeping Room with a maximum of eight individuals, or the occupancy limit of the permitted and approved on-site wastewater treatment system, whichever is fewer.
2. Guest Information. In the rented Dwelling Unit, the Licensee must provide the following documents to all guests:
 - i. Septic Safety information sheet provided by the county, if applicable;
 - ii. Wildlife Safety information sheet provided by the county, if applicable;
 - iii. Wildfire Safety information sheet provided by the county, if applicable;
 - iv. Local Fire restrictions, if applicable, and evacuation routes in the event of a fire or emergency;
 - v. Floor plan posted in a conspicuous location with fire exit routes for the Dwelling Unit;
 - vi. Good Neighbor Guidelines provided by the county;
 - vii. A map clearly delineating guest parking and the Licensed Premises boundaries;
 - viii. Contact information for the Local Manager and Licensee;
 - ix. Trash and recycling schedule and information;
 - x. An indoor radon gas testing report including the indoor radon gas testing results issued by a certified Radon Measurement Provider for the Licensed Premises. Indoor radon gas testing results shall be less than 5 years old and must be performed by a National Radon Proficiency Program (NRPP) or National Radon Safety Board (NRSB) certified Radon Measurement Provider. The Licensed Premises shall be retested for indoor radon gas every 5 years, and the most recent indoor radon gas testing report including the indoor radon gas testing results must be provided to guests.
 - xi. For Vacation Rentals: A HERS Certificate or Energy Audit must be completed for the Dwelling Unit by 2022 and thereafter, a copy must be provided to guests.
3. Outdoor Fires. In Wildfire Zone 1, renters cannot have any outdoor fires except for gas grills and gas fire tables. To the extent the Licensed Premises has existing outdoor fire pits, fire rings, fireplaces, charcoal grills, or other outdoor fire structures, the Licensee must cover those structures and place a "do not use" sign on the cover while the Licensed Premises is being rented.
4. Local Manager. Every Licensed Premises must have a local manager available to manage the Licensed Premises during any period when the Licensed Premises are occupied as a Short-Term Rental or Vacation Rental. The manager must be able to respond to a renter or complainant within one (1) hour in person. The manager may be the owner if the owner meets the above criteria. The local manager's name and contact information must be on file with the Director. The Licensee must report any change in the local manager to the Director as soon as practicable.

5. Signs. The Licensed Premises must comply with the signage requirements in Article 13 of the Boulder County Land Use Code.
6. Provide Copy of License to Neighbors. The Licensee must provide a copy of the License to immediately adjacent neighbors or other individuals, if requested. Further, the Licensee must post a copy of the License in a prominent location within the Dwelling Unit for guests to see.
7. Advertisement. All advertisements and listings of the Licensed Premises must include:
- i. The local License number;
 - ii. The approved occupancy limit; and
 - iii. The minimum night stay, if applicable.
8. Compliance with anti-discrimination laws. No Licensee may discriminate against any guest or potential guest, because of race, color, sex, gender identity, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, or source of income.

Section 7: Inspection

- A. By signing and submitting a License application, the owner of the Short-Term Rental or Vacation Rental certifies that the Licensee has received permission from the property owner to allow inspections as may be required under this Ordinance. The owner authorizes the Director to enter upon and inspect the Licensed Premises. This section will not limit any inspection authorized under other provision of law or regulation. The Director will inspect the Short-Term Rental or Vacation Rental for compliance with the requirements of this Ordinance and any applicable conditions of approval prior to the initial License and at each renewal. The owner further authorizes inspections in response to complaints of violations as further specified in Section 12.

Section 8: Decision and Appeal

- A. Decision. Once the Director has completed a review of the application, the Director must either issue a License or issue a denial letter that specifies the reasons for denial.
- B. Appeal. Within ten days of any decision by the Director, the applicant or the Licensee may provide a written response by submitting a letter to the Director clearly stating its position. In response, the Director may make a final decision, request additional information, or conduct additional investigation prior to issuing a final decision. A final decision is appealable under Colorado Rule of Civil Procedure 106(a)(4). A Licensee may continue to operate during the pendency of an appeal. The Director may grant extensions of deadlines under this Article for good cause shown.

Section 9: Changes to an Issued License

- A. A Licensee must submit any proposal to change an issued License under this Ordinance to the Director. The proposal may be subject to the requirements under Section 4, up to and including re-application.

Section 10: Term of License or Permit; Renewal

- A. Term of License. Short-Term Rental Licenses and Vacation Rental Licenses will be valid for a period of two years (the License Period). A License will expire on the expiration date if the Licensee fails to submit a renewal Application prior to the expiration date of a License.
- B. Renewal of License. Before renewing a License, the Director must determine that the following requirements have been met:

1. The Licensee has submitted an Application with the requirements listed in Section 4 above, at least 45 days before the expiration of the License. If the Licensee has not met the requirements 45 days before the expiration of the License, the application will be subject to the application fees for a new license.
2. No violations of this Ordinance exist on the Licensed Premises. Renewal of any License is subject to the laws and regulations effective at the time of renewal, which may be different than the regulations in place when the Director issued the prior License.

Section 11: License Non-Transferrable

- A. No License granted pursuant to this Ordinance is transferable from one person to another or from one location to another. Any change of ownership of the Licensed Premises must be reported to the Director within 30 days of the transfer of ownership.

Section 12: Violations

- A. Each act in violation of this Ordinance is considered a separate offense. Each calendar day that a violation exists may also be considered a separate offense under this Ordinance.
- B. The Director is authorized to suspend or revoke a License and assess administrative penalties for any violation of this Ordinance.
- C. Determination of a Violation:
 1. The Director may investigate any complaints of violations of this Ordinance.
 2. If the Director discovers a violation of this Ordinance, the Director may charge the violator for the actual cost to the County of any follow-up inspections and testing to determine if the violation has been remedied.
 3. When the Director has reasonable cause to believe that a violation of this Ordinance exists on a premises, and that entry onto the premises is necessary to verify the violation, the Director shall make a reasonable effort to contact the Licensee, Property Owner, or Local Manager and request consent to enter and inspect the Licensed Premises. If the Licensee, Property Owner, or Local Manager cannot be contacted or if entry is refused, the Director may impose penalties or revoke the License.
- E. Issuance of Notice of Violation:
 1. Determination of Violation. If the Director determines that one or more violations of this Ordinance exists, the Director must provide notice of all the violations to the property owner by U.S. Mail, first-class postage or via email, a minimum of 30 days prior to the Director taking further action to impose penalties or to revoke the License.
 2. Stop Renting Order. If the violation involves an immediate threat of health and safety, the Director may, in writing sent to or posted in a conspicuous place on the Licensed Premises, order that all rental activity on the Licensed Premises cease until further notice from the Director. It shall be unlawful for any person to fail to comply with a Stop Renting Order.
 3. If violations of this Ordinance have not been resolved, or satisfactory progress towards resolution has not been made within a reasonable timeframe, the Director may impose an administrative fine, task law enforcement personnel with using the Penalty Assessment Procedure described in C.R.S. § 16-2-201 for violations of this Ordinance, or seek injunctive relief.
- F. Penalties for Violations:
 1. Minor Offense:
 - First Offense during License Period: \$150 fine

- ii. Second Offense during License Period: \$500 fine
 - iii. Third Offense during License Period: \$1,000 fine and one-year suspension of the License.
- 2. Major Offenses:
 - i. First Offense during License Period: \$750 fine
 - ii. Second Offense during License Period: \$1,000 fine and one-year suspension of the License.
- G. Appeal of Determination of Violation
 - 1. Hearing Before the Board of County Commissioners. If the Licensee files a written appeal with the Board of County Commissioners of the Director's Determination of Violation, issuance or the amount of a fine, or other penalty for a violation, within 10 days of the imposition of any fine or a written order suspending or revoking a License, the Board will schedule a hearing on the appeal, of which the Licensee will receive reasonable prior notice. The Board, based on the evidence in the record, may reverse or confirm the Director's determination whether a violation occurred. In addition, based on the evidence in the record, the Board may reverse, confirm, or adjust any remedy or penalty imposed by the Director. The Board, in its discretion, may also give the Licensee additional time to correct the violation(s), or may specify other means of correcting the violation(s) at the Licensee's expense. The Board's determination is a final decision appealable under Colorado Rule of Civil Procedure 106(a)(4).

Section 13: Fees as adopted in the Planning Review Fee Schedule

Section 14: Severability/Savings Clause

- A. If any provision of this Ordinance is found to be invalid by a court of competent jurisdiction, only the provision subject to the court decision must be repealed or amended. All other provisions must remain in full force and effect.

Section 15: Effective Date

- A. This Ordinance will be effective 30 days after publication following adoption on the second reading.

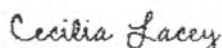
ADOPTED WITH AMENDMENTS ON SECOND AND FINAL READING on December 2, 2020

THE BOARD OF COMMISSIONERS
OF THE COUNTY OF BOULDER, COLORADO



Deb Gardner, Chair

ATTEST:



Clerk to the Board

CERTIFICATION AND ATTESTATION

I, Molly Fitzpatrick, Boulder County Clerk and Recorder, do hereby certify that the foregoing Ordinance No. 2020-1, entitled "AN ORDINANCE BY THE BOARD OF COUNTY COMMISSIONERS FOR THE COUNTY OF BOULDER FOR THE LICENSING OF SHORT-TERM DWELLING RENTALS AND VACATION RENTALS WITHIN THE UNINCORPORATED AREA OF BOULDER COUNTY" is a true, correct and complete copy from the records in my office, that said ordinance was duly adopted by the Board of County Commissioners of the County of Boulder. The first reading of Ordinance 2020-1 took place on November 12, 2020, at a regular Board of County Commissioners Meeting. It was published in full in the Boulder Daily Camera on November 17, 2020. The Ordinance was adopted with amendments on second reading at a public hearing held before the Board of County Commissioners on December 3, 2020. Further, one (1) copy of the Ordinance is now filed in the office of the Clerk and Recorder for the County of Colorado, and may be inspected during regular business hours.

MOLLY FITZPATRICK

CLERK AND RECORDER

Short-Term Dwelling and Vacation Rental Licensing

Licensing

A local license issued by Boulder County Community Planning & Permitting is required to operate any Short-Term Rental (such as VRBO or Airbnb) is a rental that is offered to a single booking party for a rental duration of licenses for the incorporated towns and cities (e.g., Boulder, Nederland) located in Boulder County.

Determine Which Process And License Is Right For You

There are two types of Short-Term Dwelling Rental Licenses depending on the type of rental property the c

1. A **Short-Term Rental License** is required for:
 - Primary Dwelling Short-Term Rental – A single-family dwelling unit offering lodging accommodations for a rental duration of fewer than 30 days where the dwelling unit is the primary residence of the owner.
 - Secondary Dwelling Short-Term Rental – A single-family dwelling unit offering lodging accommodations for a rental duration of fewer than 30 days where:
 - The dwelling unit is not the primary residence of the owner;
 - The dwelling unit is rented 60 days per year or less; and
 - The dwelling unit is rented with a two-night stay minimum.
2. A **Vacation Rental License** is required for:
 - Vacation Rental* – A single-family dwelling unit offering lodging accommodations to a single booking party for a rental duration of fewer than 30 days where:
 - The dwelling unit is not the primary residence of the owner; and
 - The dwelling unit is rented more than 60 days per year.

*Please note: Vacation Rentals are allowed in the F, A, RR, and MI zoning districts provided they are allowed in subdivisions. You may Ask a Planner if you are unsure whether you are in a Subdivision. ' districts.

Property owners who would like to have a Secondary Dwelling Short-Term Rental or a Vacation Rental will be required by and outlined in the Boulder County Land Use Code (Articles 4-507 and 4-516, see Resolution 2019-01). Property owners who have received approval to run a Short-Term Rental prior to February 8, 2021 need to go through an additional land use review process but will still need to apply for a license.

Please use this tool to help determine which process and license is right for you.

Boulder County Short-Term Dwelling Rental Licensing Re

- Final Licensing Ordinance (No. 2020-01): Effective February 8, 2021

Fees

- Short-Term Rental License (Primary and Secondary Dwelling Short-Term Rentals): \$200.00 initially, \$275.00 renewal
- Vacation Rental License (Vacation Rentals): \$300.00 initially, \$275.00 renewal

A \$50.00 discount is given on renewals when there are no confirmed violations during the License Period.

Application and Application Checklists

- **Application Checklists** to review as you prepare the materials you will need for the online application
 - Primary Dwelling Short-Term Rental License
 - Secondary Dwelling Short-Term Rental License
 - Vacation Rental License
- Online Application
 - A printed copy of the application may be hand delivered or mailed to the address below.
- Report of Changes (coming soon)
- Fee Schedule (coming soon)

Guidelines For Rental Properties

- ✓ ■ Good Neighbor Guidelines *A*
- ✓ ■ OWTS (Septic) Safety *B*
- ✓ ■ Wildlife Safety *C*
- ✓ ■ Wildfire Safety *D*

Frequently Asked Questions (FAQs)

What type of Wildfire Partners mitigation is required for Short-Term Rentals?

How do I modify my license?

* How do I complete the required radon testing?

My property was approved for a Short-Term Rental before the new regulations were adopted. Do I need a license to stay in compliance?

What type of Short-Term Rental can I have if my property is on subdivided land (i.e., in a platted subdivision)?

Good Neighbor Guidelines for Short-Term Rentals in Boulder County

License No. _____

Respect it like it's your own neighborhood. (Slow down and clean up after your pet!)

Please be friendly and courteous, and treat your neighbors the way you would want to be treated if this was your neighborhood. Enjoy the scenery and drive slowly through residential areas. Watch for pets, pedestrians, wildlife, and children playing. Visiting pets should not be allowed to run amok, make friends with local wildlife, or make excessive noise.

Please also pick up after yourself and your pet(s) and keep the property clean and free of trash. Per Boulder County Short-Term and Vacation Rental Licensing Ordinance No. 2020-01, your host is required to provide you with trash and recycling information.



Please keep music and noise at a level your grandma would approve of

Enjoy the peace and quiet of the Rocky Mountains and be respectful of neighbors by keeping the noise level down, especially at night. Per the Boulder County Noise Ordinance No. 92-28, sound from a non-vehicular source located in a residential area shall not exceed 55 dB(A) during the day or 50 dB(A) at night (after 7 p.m. and before 7 a.m.).

Don't host a rager, as much fun as that might be

Be respectful of neighbors by not hosting a party for all your buddies, or having any other large (or small) event that's inappropriate for a quiet residential setting. Per the Boulder County Land Use Code Article 4, short-term rentals are not allowed to be marketed or used for weddings, receptions, or similar private or public events.

No trespassing. Seriously

It goes without saying, but we're saying it anyway. Please stay on the property you are renting and do not trespass onto neighboring properties, even if there's something really cool over there.

Please also use the designated parking spaces provided by your host. Per the Boulder County Short-Term and Vacation Rental Ordinance No. 2020-01, your short-term rental host must provide you with a map of the property clearly showing where the boundaries and designated parking spaces are located.

For non-life-threatening emergencies, please contact the Local Manager:

Name: _____

Phone: _____

Email: _____

Information provided by the Boulder County Community Planning & Permitting Department
303-441-3930
planner@bouldercounty.org
www.bouldercounty.org



Onsite Wastewater Treatment System ("Septic") Safety for Short-Term Rentals in Boulder County

License No. _____

General Information

Onsite Wastewater Treatment System (OWTS) is a broad term referring to any system for the collection, storage, treatment, neutralization, or stabilization of sewage and wastewater that occurs on the property. A septic system is a type of OWTS, consisting of a septic tank that collects all the sewage and a leach field for final treatment by the soil.

OWTS are used to treat and dispose of relatively small volumes of wastewater, usually from houses that are not a part of or connected to a sewage treatment works.

What not to flush:

- ☒ Diapers
- ☒ Paper towels
- ☒ Feminine hygiene products
- ☒ "Flushable" wipes

What not to put down the drain:

- ☒ Cooking oil, grease, and other fats
- ☒ Cigarette butts
- ☒ Coffee grounds
- ☒ Meats and other food waste (garbage disposals should be used sparingly)
- ☒ Excessive amounts of drain solvents or other household chemicals

Keep vehicles and other heavy equipment away from the absorption field.

If strong sewage odors or backups occur, contact your host or local manager immediately. You may also alert Boulder County Public Health at 303-441-1564.

Please visit the Boulder County Public Health website for more information: www.SepticSmart.org

For non-life-threatening emergencies, please contact the Local Manager:

Name: _____

Phone: _____

Email: _____

Information provided by the Boulder County Community Planning & Permitting Department
303-441-3930
planner@bouldercounty.org
www.bouldercounty.org



Wildlife Safety for Short-Term Rentals in Boulder County

License No. _____

Leave the wildlife wild and alive

You probably came partly to see some wildlife, and Boulder County is home to a great diversity of species including black bear, elk, deer, moose, mountain lion, marmot (like a groundhog), and bighorn sheep. It can be exciting to view these creatures, but it is important to do so at a safe distance. Most harmful encounters with wildlife occur because people fail to leave animals alone. Do not feed or approach wildlife and take care not to leave any food or scraps outdoors (including for pets).

Avoid conflicts between pets and wildlife

Many species of wildlife in the Rocky Mountains do not get along with household pets and can become aggressive if threatened. For the safety of your pets, and wildlife, keep pets on a leash or otherwise under your control at all times.

Never feed a bear, even unintentionally

Bears have an excellent sense of smell and a great memory, so inadvertently allowing one to eat your trash can be a death sentence for the bear. To avoid this, secure your trash and ONLY put trash out the morning of pickup. Keep grills clean, feed pets indoors, and only feed birds during winter.

Stay away from moose

Moose are great to watch from afar, but up-close moose are potentially the most dangerous of any species. Always keep your distance and NEVER let dogs bark at or chase moose! Moose may charge and attack aggressively if you or your dog get too close. If a moose charges, run and get behind a tree or something large.



Mountain lions live here, too

Mountain lions (cougars) share the landscape with us and typically stay away from people. To avoid conflict, keep pets on a leash and supervise children. Be extra cautious at dusk and dawn.

If you see a lion, stand your ground and do not run away. If it approaches, talk firmly, wave your arms and back away slowly. In the extremely rare case of an attack, fight back aggressively and don't stop until you drive the lion away! Feeding deer and other wildlife is illegal and can attract lions and other predators.

For non-life-threatening emergencies, please contact the Local Manager:

Name: _____

Phone: _____

Email: _____

Information provided by the Boulder County Community Planning & Permitting Department
303-441-3930
planner@bouldercounty.org
www.bouldercounty.org



Wildfire Safety for Short-Term Rentals in Boulder County

License No. _____

It is **CRITICAL** that visitors and residents alike do everything possible to prevent fires of all kinds. Please do what you can to protect our beautiful lands, homes and wildlife areas from the devastating effects of wildfires. Call 911 if you notice an unattended or out-of-control fire.

General Information

You are in an area with a 12-month fire season. Wildfire can occur any time of the day or night. **BE AWARE!** A single spark can start a fire. If you start a fire, even unintentionally, you may still be charged with arson.

- ✓ Follow local fire restrictions: www.boco.org/FireRestrictions
- ✓ Completely extinguish cigarettes, matches, and smoking materials before disposing of them.
- ✓ Never throw smoking materials out a car window nor drop on the ground.
- ✓ Fireworks are prohibited in Boulder County.
- ✓ Never park on dry grass. The hot undercarriage of a car can ignite tall or dry grass.

READY - Prevention

- ✓ If you are out for the day, make sure to close all windows and doors; this will help protect the house from embers and smoke in case a fire prevents you getting back.
- ✓ Use of charcoal grills and all outdoor fires are prohibited.
- ✓ Use of gas grills and propane fire tables is permitted on hard surfaces.
- ✓ Dispose of all ashes from wood stoves in metal containers. Set those containers on noncombustible surfaces only (i.e. on the ground and not on the wood deck).
- ✓ A fire extinguisher is located _____

SET - Preparation:

- ✓ Put a copy of the evacuation route map (provided) in your car(s) for the duration of your stay.
- ✓ Designate a location nearby (Boulder, Lyons, Estes Park) where your group can re-connect. You may be separated by the need to evacuate your rental at short notice and cell phones service is unreliable in the mountains.

GO- Evacuation:

- ✓ If you suspect you are in danger, do not wait for an evacuation order, leave immediately.
- ✓ Close all windows and doors.
- ✓ Know your evacuation route ahead of time.

During an emergency situation, information can be found at www.boulderoem.com

You are at the following address: _____

Information provided by the Boulder County Community Planning & Permitting Department
303-441-3930
planner@bouldercounty.org
www.bouldercounty.org



PRIMARY DWELLING SHORT-TERM RENTAL LICENSE APPLICATION CHECKLIST



A Primary Dwelling Short-Term Rental is a single-family dwelling unit offering transient lodging accommodations to a single booking party at a time within that dwelling unit for a rental duration of fewer than 30 days where the dwelling unit is the primary residence of the owner.

| | |
|--|---|
| | Building Lot Determination (if not in a platted subdivision) Contact planning if you are unsure if your property requires a Building Lot Determination. Call 303.441.3930 or email ask-a-planner at: https://www.bouldercounty.org/property-and-land/land-use/planning/ask-a-planner/ |
| | Deed Provide a copy of your current deed. You may find this information in your title work or through the online Public Records Search: https://recorder.bouldercounty.org/countyweb/loginDisplay.action?countyname=Boulder |
| | Floor plan Must show and label locations of all: <ul style="list-style-type: none">• Sleeping rooms that will be rented;• Egress;• Carbon monoxide detector(s).• Fire extinguishers; and• Smoke detectors. |
| | Insurance proof Provide a copy of your home insurance Declarations Page with liability and property insurance limits at a minimum liability of \$500,000 and include a rental exposure. |
| | Local Manager information The manager must be able to respond to a renter or complainant within one (1) hour in person. Information is entered in the online application and includes name, address, phone and email address. |
| | Map of property Must show boundaries, access, and all parking. You can obtain an aerial view of your property at: https://maps.boco.solutions/propertysearch/ |
| | Potable water supply documentation Provide a copy of your utility bill or well records. Search state well records at: https://dwr.state.co.us/Tools/WellPermits |

PRIMARY DWELLING SHORT-TERM RENTAL LICENSE APPLICATION CHECKLIST



| | |
|--|--|
| | <p>Primary residence proof</p> <p>Provide proof of primary residence. Below are eligible forms of documentation:</p> <ul style="list-style-type: none"> • Colorado state issued driver's license; or • Colorado state-issued identification card • And at least one of the following: <ul style="list-style-type: none"> - Motor Vehicle Registration, or - Voter Registration. A copy of your voter registration can be located online at: https://www.sos.state.co.us/voter/pages/pub/olvr/findVoterReg.xhtml |
| | <p>Radon gas testing result</p> <p>Provide a copy of indoor radon gas testing results. Results must be less than 5 years old and performed by a certified Radon Measurement Provider.</p> <p>National Radon Proficiency Program find a professional near you: https://nrpp.info/pro-search/</p> <p>National Radon Safety Board find a professional: https://www.nrsb.org/find-a-pro/</p> |
| | <p>Sales tax documentation</p> <p>All Licensees will be required to remit all applicable taxes for the Licensed Premises, including state and local sales and use taxes. Applicant must provide one of the following:</p> <ul style="list-style-type: none"> • An individual sales tax license number issued to the Licensee or Local Manager from the State of Colorado Department of Revenue; or • Proof that the only platforms used to advertise and book the Licensed Premises remit taxes on behalf of the Licensee. Licensees may not advertise or book on web platforms that do not remit taxes on behalf of the Licensee without an individual sales tax license number. |
| | <p>Sewage disposal documentation</p> <p>Provide a copy of your utility bill or septic records. Search Septic Records at: https://www.bouldercounty.org/environment/water/septicmart/check-septic-records/</p> |
| | <p>Sleeping Rooms</p> <p>This is the number of rooms that are subject to the license. This includes any room that you intend to make available (i.e. pullout bed in living area, rollout moved to office, etc.). Identify these rooms on the Floor Plan.</p> |

PRIMARY DWELLING SHORT-TERM RENTAL LICENSE APPLICATION CHECKLIST



| | |
|--|---|
| | <p>Wildfire Zone – West of 36 is Zone 1 / East of 36 is Zone 2 (click here for map)</p> <p>Wildfire Partners Assessment</p> <p>Properties in the Wildfire Zone 1 will need to have had a Wildfire Partners (www.wildfirepartners.org) mitigation assessment. Any assessment from 2014 to present will be accepted.</p> <p>You will NOT be asked to provide a copy of this document as county staff will verify during the STR application process.</p> |
|--|---|

If you have any technical issues as you work your way through the application process, please email CPPTechSupport@bouldercounty.org

SECONDARY DWELLING SHORT-TERM RENTAL LICENSE APPLICATION CHECKLIST



A Secondary Dwelling Short-Term Rental is a single-family dwelling unit offering transient lodging accommodations to a single booking party at a time within that dwelling unit for a rental duration of fewer than 30 days where:

- The dwelling unit is not the primary residence of the owner;
- The dwelling unit is rented 60 days per year or less; and
- The dwelling unit is rented with a two-night stay minimum.

| | |
|--|---|
| | Building Lot Determination (if not in a platted subdivision) Contact planning if you are unsure if your property requires a Building Lot Determination. Call 303.441.3930 or email ask-a-planner at: https://www.bouldercounty.org/property-and-land/land-use/planning/ask-a-planner/ |
| | Deed Provide a copy of your current deed. You may find this information in your title work or through the online Public Records Search: https://recorder.bouldercounty.org/countyweb/loginDisplay.action?countyname=Boulder |
| | Floor plan Must show and label locations of all: <ul style="list-style-type: none">• Sleeping rooms that will be rented;• Egress;• Carbon monoxide detector(s).• Fire extinguishers; and• Smoke detectors. |
| | Insurance proof Provide a copy of your home insurance Declarations Page with liability and property insurance limits at a minimum liability of \$500,000 and include a rental exposure. |
| | Local Manager information The manager must be able to respond to a renter or complainant within one (1) hour in person. Information is entered in the online application and includes name, address, phone and email address. |
| | Map of property Must show boundaries, access, and all parking. You can obtain an aerial view of your property at: https://maps.boco.solutions/propertysearch/ |

SECONDARY DWELLING SHORT-TERM RENTAL LICENSE APPLICATION CHECKLIST



| | |
|--|--|
| | <p>Potable water supply documentation</p> <p>Provide a copy of your utility bill or well records. Search state well records at: https://dwr.state.co.us/Tools/WellPermits</p> |
| | <p>Property taxes paid</p> <p>Provide proof that property taxes are paid. You can search Boulder County Treasurer online: https://treasurer.bouldercounty.org/treasurer/web/login.jsp</p> |
| | <p>Radon gas testing result</p> <p>Provide a copy of indoor radon gas testing results. Results must be less than 5 years old and performed by a certified Radon Measurement Provider.</p> <p>National Radon Proficiency Program find a professional near you: https://nrpp.info/pro-search/</p> <p>National Radon Safety Board find a professional: https://www.nrsb.org/find-a-pro/</p> |
| | <p>Resolution or Determination Letter</p> <p>If you went through a planning process (Special Use or Limited Impact Special Use Review), the planner should have sent you a Determination Letter. Contact planning if you are unsure if your property requires a Resolution or Determination Letter.</p> <p>Call 303.441.3930 or email ask-a-planner at: https://www.bouldercounty.org/property-and-land/land-use/planning/ask-a-planner/</p> |
| | <p>Sales tax documentation</p> <p>All Licensees will be required to remit all applicable taxes for the Licensed Premises, including state and local sales and use taxes. Applicant must provide one of the following:</p> <ul style="list-style-type: none"> • An individual sales tax license number issued to the Licensee or Local Manager from the State of Colorado Department of Revenue; or • Proof that the only platforms used to advertise and book the Licensed Premises remit taxes on behalf of the Licensee. Licensees may not advertise or book on web platforms that do not remit taxes on behalf of the Licensee without an individual sales tax license number. |
| | <p>Sewage disposal documentation</p> <p>Provide a copy of your utility bill or septic records. Search Septic Records at: https://www.bouldercounty.org/environment/water/septicmart/check-septic-records/</p> |

SECONDARY DWELLING SHORT-TERM RENTAL LICENSE APPLICATION CHECKLIST



| | |
|--|---|
| | <p>Sleeping Rooms</p> <p>This is the number of rooms that are subject to the license. This includes any room that you intend to make available (i.e. pullout bed in living area, rollout moved to office, etc.). Identify these rooms on the Floor Plan.</p> |
| | <p>Wildfire Zone – West of 36 is Zone 1 / East of 36 is Zone 2 (click here for map)</p> <p>Wildfire Partners Assessment</p> <p>Properties in the Wildfire Zone 1 will need to have had a Wildfire Partners (www.wildfirepartners.org) mitigation assessment. Any assessment from 2014 to present will be accepted.</p> <p>You will NOT be asked to provide a copy of this document as county staff will verify during the STR application process.</p> |

If you have any technical issues as you work your way through the application process, please email CPPTechSupport@bouldercounty.org.

A Vacation Rental is a single-family dwelling unit offering transient lodging accommodations to a single booking party at a time within that dwelling unit for a rental duration of fewer than 30 days where:

- The dwelling unit is not the primary residence of the owner; and
- The dwelling unit is rented more than 60 days per year.

| | |
|--|--|
| | <p>Building Lot Determination (if not in a platted subdivision)</p> <p>Contact planning if you are unsure if your property requires a Building Lot Determination. Call 303.441.3930 or email ask-a-planner at: https://www.bouldercounty.org/property-and-land/land-use/planning/ask-a-planner/</p> |
| | <p>Deed</p> <p>Provide a copy of your current deed. You may find this information in your title work or through the online Public Records Search: https://recorder.bouldercounty.org/countyweb/loginDisplay.action?countyname=Boulder</p> |
| | <p>Floor plan</p> <p>Must show and label locations of all:</p> <ul style="list-style-type: none"> • Sleeping rooms that will be rented; • Egress; • Carbon monoxide detector(s). • Fire extinguishers; and • Smoke detectors. |
| | <p>HERS Certificate or Energy Audit</p> <p>Copy of HERS Certificate or Energy Audit must be completed for the Dwelling Unit by January 1, 2022.</p> |
| | <p>Insurance proof</p> <p>Provide a copy of your home insurance Declarations Page with liability and property insurance limits at a minimum liability of \$500,000 and include a rental exposure.</p> |
| | <p>Local Manager information</p> <p>The manager must be able to respond to a renter or complainant within one (1) hour in person. Information is entered in the online application and includes name, address, phone and email address.</p> |
| | <p>Map of property</p> <p>Must show boundaries, access, and all parking. You can obtain an aerial view of your property at: https://maps.boco.solutions/propertysearch/</p> |

VACATION RENTAL LICENSE APPLICATION CHECKLIST



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|--|--|
| | <p>Potable water supply documentation</p> <p>Provide a copy of your utility bill or well records. Search state well records at: https://dwr.state.co.us/Tools/WellPermits</p> |
| | <p>Property taxes paid</p> <p>Provide proof that property taxes are paid. You can search Boulder County Treasurer online: https://treasurer.bouldercounty.org/treasurer/web/login.jsp</p> |
| | <p>Radon gas testing result</p> <p>Provide a copy of indoor radon gas testing results. Results must be less than 5 years old and performed by a certified Radon Measurement Provider.</p> <p>National Radon Proficiency Program find a professional near you: https://nrpp.info/pro-search/</p> <p>National Radon Safety Board find a professional: https://www.nrsb.org/find-a-pro/</p> |
| | <p>Resolution or Determination Letter</p> <p>If you went through a planning process (Special Use or Limited Impact Special Use Review), the planner should have sent you a Determination Letter. Contact planning if you are unsure if your property requires a Resolution or Determination Letter.</p> <p>Call 303.441.3930 or email ask-a-planner at: https://www.bouldercounty.org/property-and-land/land-use/planning/ask-a-planner/</p> |
| | <p>Sales tax documentation</p> <p>All Licensees will be required to remit all applicable taxes for the Licensed Premises, including state and local sales and use taxes. Applicant must provide one of the following:</p> <ul style="list-style-type: none"> • An individual sales tax license number issued to the Licensee or Local Manager from the State of Colorado Department of Revenue; or • Proof that the only platforms used to advertise and book the Licensed Premises remit taxes on behalf of the Licensee. Licensees may not advertise or book on web platforms that do not remit taxes on behalf of the Licensee without an individual sales tax license number. |
| | <p>Sewage disposal documentation</p> <p>Provide a copy of your utility bill or septic records. Search Septic Records at: https://www.bouldercounty.org/environment/water/septicmart/check-septic-records/</p> |

VACATION RENTAL LICENSE APPLICATION CHECKLIST



| | |
|--|--|
| | <p>Sleeping Rooms</p> <p>This is the number of rooms that are subject to the license. This includes any room that you intend to make available (i.e. pullout bed in living area, rollout moved to office, etc.). Identify these rooms on the Floor Plan.</p> |
| | <p>Wildfire Zones – West of 36 is Zone 1 / East of 36 is Zone 2 (click here for map)</p> <p>Wildfire Partners Certificate</p> <p>Properties in the Wildfire Zone 1 will need to have a Wildfire Partners (www.wildfirepartners.org) wildfire mitigation assessment and certificate. A certificate from 2014 to present will be accepted.</p> <p>You will NOT be asked to provide a copy of this document as county staff will verify during the VR application process.</p> |

If you have any technical issues as you work your way through the application process, please email CPPTechSupport@bouldercounty.org.

MEMO TO THE BOARD OF TRUSTEES

| | | |
|--|----------------------|---------------------------------------|
| DATE: 06.06.2022 | AGENDA NO. 15 | SUBJECT: |
| Presented by: Nate Scott, Town Clerk/Treasurer | | Appointment of Planning Commissioners |

Background:

At their May 24, 2022, meeting, the Planning Commission voted unanimously to recommend the appointment of two new Planning Commissioners – Lisa Bonwell and Rocco Blasi – along with Ann Esch as an alternate.

Issue Before the Board

Does the Board of Trustees wish to appoint Lisa Bonwell and Rocco Blasi as Planning Commissioners, with Ann Esch as an alternate?

Recommend action:

Move to appoint Lisa Bonwell and Rocco Blasi as Planning Commissioners, with Ann Esch as an alternate.

Signature: 
Todd G Dixon (Jul 1, 2022 10:23 MDT)

Email: gmfdixon@gmail.com






4b 2022-06-07 BoT Minutes Packet

Final Audit Report

2022-07-01

| | |
|-----------------|---|
| Created: | 2022-07-01 |
| By: | Town of Green Mountain Falls (clerk@gmfco.us) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAAhde-hgd0nWhI0c-p-DenY2PgoRC09VZg |

"4b 2022-06-07 BoT Minutes Packet" History

-  Document created by Town of Green Mountain Falls (clerk@gmfco.us)
2022-07-01 - 4:15:33 PM GMT- IP address: 96.84.255.253
-  Document emailed to gmfdixon@gmail.com for signature
2022-07-01 - 4:16:01 PM GMT
-  Email viewed by gmfdixon@gmail.com
2022-07-01 - 4:21:33 PM GMT- IP address: 74.125.215.13
-  Document e-signed by Todd G Dixon (gmfdixon@gmail.com)
Signature Date: 2022-07-01 - 4:23:26 PM GMT - Time Source: server- IP address: 24.8.132.173
-  Agreement completed.
2022-07-01 - 4:23:26 PM GMT