



AGENDA
CITY OF GLENWOOD SPRINGS
REGULAR CITY COUNCIL MEETING
MAY 16, 2019
101 W. 8TH STREET
6:15 PM

The agenda is subject to change, including the addition of items 24 hours in advance or the deletion of items at any time.

The order and times of agenda items listed are approximate and intended as a guideline for the City Council.

TIME	ITEM	PRE-MEETING	ACTION
3:30pm	1. Review of Regular Session Agenda		Information/Discussion
	2. Future Agendas		Information/Discussion
WORK SESSIONS			
3:45pm	A. Elected Officials training with CIRSA Sam Light (90 min)		Information/Discussion
5:15pm	B. Bidding Process and Local Preference		Information/Discussion
5:45pm	C. Council Protocol		Information/Discussion
REGULAR SESSION			
6:15pm	1. Roll Call		Quorum
	2. Pledge of Allegiance		
	3. Agenda Changes & Conflicts		Information
	4. Citizens Appearing Before Council (for items not on the Agenda-comments limited to 3 minutes)		Information
	5. Council Comments		Information/Discussion
6:30pm	6. Consent Agenda		Discussion and/or Action
	<i>All matters under consent are considered to be routine and will be enacted by one motion and vote. The titles will not be read aloud. There will be no separate discussion on these items unless a Councilmember or Audience Member so requests.</i>		
	A. Resolution 2019-25; A Resolution of the City Council of the City of Glenwood Springs, Colorado, Rescheduling the Second Regular City Council Meeting in June 2019 and Cancelling the First Regular City Council Meeting in July 2019		
	B. Resolution 2019-24; Supporting a Ride Glenwood Springs application for FTA 5311 Admin/Operating grant funds		
	C. Receipt of Minutes of the May 2, 2019 Regular Meeting		
	D. IGA for Mosquito Control 2019		
ACTIONS AND/OR PRESENTATIONS			
6:35pm	7. Valley Marijuana Council Program Summary, Results and Funding Asking		Discussion and/or Action
6:55pm	8. Vacation Rentals, Consideration of 070.030.030 Text Amendments and permit requirements for Accessory Tourist Rentals and Short Term Rentals		Discussion and/or Action
	A. Resolution 2019-14; A Resolution of the City Council of the City of Glenwood Springs, Colorado, Amending Vacation Rental Application Fee and Vacation Rental Permit Application		Discussion and/or Action

	B. Ordinance No 9, Series of 2019; An Ordinance of the City Council of the City of Glenwood Springs, Colorado, Revising Code Provisions to Vacation Rentals (FIRST READING)	Discussion and/or Action
8:00pm	9. Two Rivers Project	Discussion and/or Action
8:20pm	10. Update on Construction Schedule for 7th Street	Information/Discussion
8:25pm	11. Bid for Landscaping and Furniture on 7th Street	Discussion and/or Action
8:55pm	12. Change Order Under Bridge Lighting	Discussion and/or Action
8:45pm	13. Stormwater and Downtown Bathrooms - Request for City Council to Fund Stormwater Infrastructure	Discussion and/or Action
9:25pm	14. Board and Commission Liaison Appointments	Discussion and/or Action
9:30pm	15. Report from City Administration	Information
	A. City Manager	
	B. City Attorney	
	C. Correspondence Incoming/Outgoing	
	i. LWCF	
9:35pm	16. Executive Session to Conduct a Conference with the City Manager and City Attorney for the Purpose of Discussing the City's Purchase, Acquisition, Lease, Transfer or Sale of Real Property; Determining Positions Relative to Matters That May be Subject to Negotiations, Developing Strategy for Negotiations, and Instructing Negotiators; and to Conduct a Conference with the City Attorney to Receive Legal Advice in Accordance with C.R.S. 24-6-402(4)(a), (b), and (e), related to South Canyon, City Manager Contract, Soccerfield Road Property, Devereaux Property, Iddings Property, the MOC and Garfield County Industrial Development	Information/Discussion
	17. Adjournment	



AGENDA
CITY OF GLENWOOD SPRINGS
REGULAR CITY COUNCIL MEETING
JUNE 6, 2019
101 W. 8TH STREET
6:15 PM

The agenda is subject to change, including the addition of items 24 hours in advance or the deletion of items at any time.

The order and times of agenda items listed are approximate and intended as a guideline for the City Council.

TIME	ITEM	PRE-MEETING	ACTION
3:30pm	1. Review of Regular Session Agenda		Information/Discussion
	2. Future Agendas		Information/Discussion
		WORK SESSIONS	Information/Discussion
3:45pm	A. Elected Official training with Anna Itenberg		
4:45pm	B. Performance Contracts		
5:30 pm	C. Electronic Participation in Council Meetings		
5:50pm	D. DDA Interview		
6:00pm	Meeting Set-up		
		REGULAR SESSION	
6:15pm	1. Roll Call		
	2. Pledge of Allegiance		
	3. Agenda Changes & Conflicts		
	4. Citizens Appearing Before Council (for items not on the Agenda-comments limited to 3 minutes)		
	5. Council Comments		
	A. Proclamation -Arbor Day		
	6. Consent Agenda		
	<i>All matters under consent are considered to be routine and will be enacted by one motion and vote. The titles will not be read aloud. There will be no separate discussion on these items unless a Councilmember or Audience Member so requests.</i>		
	A. City Manager Contract		
		ACTIONS AND/OR PRESENTATIONS	
	7. Asset Management		
	8. URA Appointment		Discussion and/or Action
	9. Report from City Administration		
	A. City Manager		
	B. City Attorney		
	C. Correspondence Incoming/Outgoing		

- 9:10pm 10. Ordinance No 16, Series of 2019; An Ordinance of the City of Glenwood Springs, Colorado, Amending Section 050.030.010 and Title 070 of the Glenwood Springs Municipal Code - regarding Sign Code Previsions, Appeals, and Automotive Fuel Stations and Service Stations (FIRST READING) Discussion and/or Action
- 9:15pm 11. Ordinance No 17, Series of 2019; An Ordinance of the City Council of the City of Glenwood Springs, Colorado, Amending Code Section 040.020.170 - adding the definition of a local business to the Economic Development Rebate section of the code (FIRST READING) Discussion and/or Action
12. Executive Session to Conduct a Conference with the City Manager and City Attorney for the Purpose of Discussing the City's Purchase, Acquisition, Lease, Transfer or Sale of Real Property; Determining Positions Relative to Matters That May be Subject to Negotiations, Developing Strategy for Negotiations, and Instructing Negotiators; and to Conduct a Conference with the City Attorney to Receive Legal Advice in Accordance with C.R.S. 24-6-402(4)(e), related to Information/Discussion
13. Adjournment



AGENDA
CITY OF GLENWOOD SPRINGS
REGULAR CITY COUNCIL MEETING
JUNE 20, 2019
101 W. 8TH STREET
6:15 PM

The agenda is subject to change, including the addition of items 24 hours in advance or the deletion of items at any time.

The order and times of agenda items listed are approximate and intended as a guideline for the City Council.

TIME	ITEM	PRE-MEETING	ACTION
	1.	Review of Regular Session Agenda	Information/Discussion
	2.	Future Agendas	Information/Discussion
		WORK SESSIONS	Information/Discussion
	A.	Bob Widner	
	B.	Rural Fire Board	
		Meeting Set-up	
		REGULAR SESSION	
	1.	Roll Call	
	2.	Pledge of Allegiance	
	3.	Agenda Changes & Conflicts	
	4.	Citizens Appearing Before Council (for items not on the Agenda-comments limited to 3 minutes)	
	5.	Council Comments	
	6.	Consent Agenda	
		<i>All matters under consent are considered to be routine and will be enacted by one motion and vote. The titles will not be read aloud. There will be no separate discussion on these items unless a Councilmember or Audience Member so requests.</i>	
		ACTIONS AND/OR PRESENTATIONS	
	7.	VMC	
	8.	Report from City Administration	
		A. City Manager	
		B. City Attorney	
		C. Correspondence Incoming/Outgoing	
	9.	Executive Session to Conduct a Conference with the City Manager and City Attorney for the Purpose of Discussing the City's Purchase, Acquisition, Lease, Transfer or Sale of Real Property; Determining Positions Relative to Matters That May be Subject to Negotiations, Developing Strategy for Negotiations, and Instructing Negotiators; and to Conduct a Conference with the City Attorney to Receive Legal Advice in Accordance with C.R.S. 24-6-402(4)(e), related to	Information/Discussion

10. Adjournment



Suggestions for Success (and Avoiding the Risk of Liability) for Municipal Officials

Sam Light, CIRSA General Counsel

City of Glenwood Springs
CIRSA Training 5-16-19



Introduction

Speaker Bio

Sam Light is General Counsel for the Colorado Intergovernmental Risk Sharing Agency (CIRSA). Previously Mr. Light was a partner with the Denver law firm of Light | Kelly, P.C., specializing in municipal and other public entity law, insurance law and defense of public entities and elected officials. Sam is a frequent speaker on municipal law and has practiced in Colorado since 1993.

Introduction

Colorado Intergovernmental Risk Sharing Agency

- Public entity self-insurance pool for property, liability, and workers' compensation coverages.
- Formed by in 1982 by 18 municipalities pursuant to CML study committee recommendations.
- Not an insurance company, but an entity created by IGA of our members.
- Total membership today stands at 275 member municipalities & affiliated entities:
 - 272 are members of the PC pool
 - 144 are members of WC pool
- CIRSA views pre-claim assistance and proactive approaches as critical member services – is a win-win.

Introduction

Presentation Overview

- Suggestions for Good Governance – Best Practices.
- Are based on our years of observing the ways in which elected bodies and their members can get into or stay out of trouble from a liability standpoint.
- Presentation is a training resource only; is not intended as legal advice on any specific, pending issues.
- In case of any inconsistency between author's remarks and views of your City Attorney...your Attorney's views prevail!

Suggestion One:

Recognize the Change in Roles

- Being a public official means your role has changed:
 - Citizen-official (government official 24/7!)
 - Outsider-insider
 - Critic-representative
 - Single-issue focus – broader policy focus

Suggestion One:

Recognize the Change in Roles

- When you took office, you took an oath to uphold constitution, laws and City charter and ordinances. What does that oath embody?
- A commitment to respect the boundaries and allocations of responsibility set by law.
- A commitment to lawful conduct, including following laws that apply to how you do business, such as providing “due process” and following criteria in making decisions.
- A commitment to ethical practices.
- A commitment to professional courtesy and respect for one another’s divergent viewpoints and styles?

Suggestion One:

Recognize the Change in Roles

- Whatever your role may have been to the City previously, you are now all elected leaders – guardians – stewards – of the City.
- The protection of the City's interests and assets is perhaps your most critical function now.
- The guiding principle in decision making should always be, “what is the right thing for the City?”

Suggestion One:

Recognize the Change in Roles

- To be effective, and avoid liability risks, recognize:
 - You are now part of a collective decision-making body.
 - Each individual has a fraction of the power of the body, but that power can't be exercised alone. Under law, the power and authority belongs to the Council itself.
 - Success in your position can't happen without collaboration and consensus-building: Getting to being on the prevailing side.

Suggestion One:

The Role – Good Governance is Part of the Job

- As elected leaders, part of your oath and “job duties” is good leadership which, at root, is based both practically and legally on a few core concepts:
- Openness & Transparency (open meetings/records laws);
- Fundamental Fairness (due process);
- Predictability (following applicable laws & ordinances); and
- Mutuality of Respect.

Suggestion Two:

Avoid “outside the scope” and “willful and wanton” conduct

- You have protection from personal liability under the Colorado Governmental Immunity Act (GIA) if you are “within the scope of employment” and not acting “willfully and wantonly.”
- Concept of “scope of employment” applies to everyone - elected & appointed officials, employees, and authorized volunteers.
- Means everyone needs to know and respect their “job description.”
- Conduct that is “outside the scope” or “willful and wanton” can create liability and result in a loss of governmental immunity.

Suggestion Two:

Avoid “outside the scope” and “willful and wanton” conduct

- Can also result in loss of insurance coverage. Public official liability policies provide for your defense and pay judgments where required.
- But, these policies follow “course and scope” and “willful and wanton” concepts. That is, they extend coverage to elected and appointed officials “in their capacity as such” (or similar) and have provisions excluding coverage where liability is based on willful & wanton conduct, fraud, ill-gotten gain or malicious acts.
- Insurers must look to the allegations to assess coverage. If allegations are of willful and wanton or other bad conduct, the insurer may not cover, or cover under a reservation of rights.
- Public entity liability policies do not insure against punitive damages.

Suggestion Two:

Liabilities & Immunities

•The GIA is an IMMUNITY act: The City has sovereign immunity from state tort claims EXCEPT in areas where immunity is waived. In waived areas, liability is determined generally in same manner as for private individuals. That is, there must be both a waiver of immunity and liability. Waived areas include:

- Operation of motor vehicle by public employee
- Dangerous condition of a public highway, road, or streets within corporate limits of municipality
- Dangerous condition of public hospital, jail, public facility in park or rec area maintained by public entity, or of public water, gas, sanitation, electrical, power, or swimming facility
- Operation and maintenance of public water, gas, sanitation, electrical, power, or swimming facility
- Dangerous condition of public building

Suggestion Two:

Liabilities & Immunities

- The GIA provides “public employees”—including officials, employees, authorized volunteers—qualified immunity. They are immune from state tort liability when performing their duties if “within the scope of employment” and not acting “willfully and wantonly.” If conduct is “willful and wanton,” no immunity and can be personally liable.
- The GIA applies only to STATE LAW torts and does not apply to federal law claims (such as civil rights claims) or breach of contract.
- A federal form of qualified immunity protects government officials from liability for civil damages “insofar as their conduct does not violate clearly established statutory or constitutional rights of which a reasonable person would have known.”

Suggestion Two:

Tips to avoid “outside the scope” and “willful and wanton” conduct

- Understand “job description” & stay within it.
- Before acting, particularly if you are thinking of acting individually, ask whether you have authority to act (and if you don’t, don’t do it).
- Recognize that elected officials act primarily as a BODY, and exercise responsibilities mainly by VOTING in a PUBLIC MEETING.
- If you are doing anything other than that ... make sure you are properly authorized.

Suggestion Two:

Tips to avoid “outside the scope” and “willful and wanton” conduct

- “We” ... not “I”!
- If you find yourself about to act in terms of “I” rather than “we” ...that’s a red flag.
- Be particularly cautious once your body has voted on a matter.
- If you feel there is a need to change a decision, use proper channels.
- Recognize some decisions cannot be undone without liability.

Suggestion Two:

Roles & Liability Risks

- Why is understanding & respecting the role—i.e., “role discipline”—a liability issue; some real life examples:
 - An elected official directs or gets involved in a personnel decision entrusted to some other supervisor.
 - An elected official interferes with a routine item that is staff’s responsibility.
- Warning signs: “He/she/they did what?!” & “Can they do that?!”

Suggestion Two:

Roles & Liability Risk

At the annual Council retreat, the Council directs staff to update the nuisance ordinance, to expand the list of what constitutes a nuisance. There is admittedly an increasing problem with junk in front yards, but the ordinance is not clear on this point.

Councilmember Smith has been getting lots of calls about the junk at the Hooper's house. Smith wants something done and confronts Mr. Hooper, telling him to clean up his mess or the City will. Time drags on and Smith finally decides to direct a City equipment operator to take a trailer and crew and remove the junk from Hooper's yard. When Hooper shows up at the Council meeting to complain, Smith makes a motion to have him removed from the meeting. That vote passes and he's escorted out.

Problems? Individual problems?

Suggestion Three:

Protect the City's Confidences

- Government is conducted in the open – but there are legitimately confidential matters, including:
 - Legal advice, litigation issues
 - Personnel matters
 - Issues being negotiated
- Make sure your systems for executive sessions and for identifying and protecting confidential information are well-established, understood and followed.

Suggestion Three:

Protect the City's Confidences - Scenario

In executive session the Council develops a strategy for negotiating the purchase of the old ice rink, which the City intends to develop into a public rink. It will at some future time hire a private firm to manage the facility. The appraiser's confidential report states a value range of \$275,000-325,000, and the Council consensus is that the Mayor and City Manager should meet with the landowner and negotiate for a contract up to \$300,000. Councilmember Jones, who also manages a private gym and intends to propose to contract with the City to manage any City-owned rink, sees the landowner at the coffee shop the next day and, eager to get the deal moving, tells him the City is willing to pay \$300,000 and may go higher as the appraiser thinks the property may be worth up to \$325,000. Problem?

Suggestion Four:

Honor Transparency

- Transparency is a basic expectation for public entities.
- Citizens take interest in the goings-on of the City, how/when those goings-on are discussed, and the opportunities afforded to them to listen in on/participate in the discussion.
- A lack of transparency can cause massive trust and credibility issues, and potential claims/disputes over compliance.

Suggestion Four:

Honor Transparency – Colorado Open Meetings Law

- Open Meetings Law (OML) applies to all meetings of the governing body, boards, commissions, committees, etc.
- Applies to 3 or more or a quorum, whichever is less.
- Requires discussion/action on public business to take place at a meeting open to the public and, if action will be taken or a quorum will be present, there must also be timely notice given—agenda posted at least 24 hours in advance.
- The OML permits executive sessions only for limited and specified purposes and following specified procedures.

Suggestion Four:

Honor Transparency – Colorado Open Meetings Law

- How can you break faith with the OML? Let's count some ways...
 - Three or more members Councilmembers hold “meetings before the meetings” to sort things out.
 - You hold executive sessions for purposes not listed in the OML, or your executive sessions veer “off topic.”
 - Using e-mail as a substitute for a meeting. See Handout.

Suggestion Four:

Honor Transparency – OML Scenarios

- Two members of the Council meet with the City Clerk; is that required to be an open meeting?
- Three members of the Council attend a County Commissioners meeting. Must the City post a notice and agenda for that meeting?
- There is an urgent need to approve a contract to repair a water main break but the Council does not meet until next week. The suggestion is made to “poll” each member by e-mail for their vote. Is that allowed?

Suggestion Four:

Honor Transparency – Social Media



Anti-fracking activist sues outgoing Lafayette Mayor Christine Berg over alleged First Amendment violation

Federal Court: Public Officials Cannot Block Social Media Users Because of Their Criticism



Should the First Amendment apply to Facebook? It's complicated.

Can Elected Officials Censor Their Critics on Social Media?

Escondido Mayor Sued for Blocking Profile on Facebook

Mayor Sam Abed is one of dozens of politicians found to be blocking profiles on their social media accounts, according to records obtained by NBC 7 Investigates.

Suggestion Four:

Honor Transparency – Social Media

- While we don't yet have court decisions in Colorado, recent decisions elsewhere confirm that elected officials' social media pages can be subject to First Amendment principles and limits on protected free speech.
- For example, if the site is used to fulfill some function/goal of government, then it is governmental in nature. As such, it is a First Amendment violation for the Chair of the County Board of Supervisors to ban a person from her Facebook page for posting accusatory comments. *Davison v. Randall*, 2019 WL 114012 (4th Cir. 2019).
- First Amendment concepts will also apply to City sites.

Suggestion Five:

Honor Due Process

- Sometimes you are “legislators” —making general rules that apply generally.
- But sometimes you decide specific “cases,” and for these “quasi-judicial” matters—for example, licensing and zoning decisions—you are essentially acting as judges and therefore must behave like judges.
- In this role you are required by law to provide “due process” and a failure to provide due process exposes you and the City to liability.
- See Handout.

Suggestion Five:

Honor Due Process – Avoid Trouble as a Quasi-Judge

- Consider land use and other quasi-judicial matters only at the duly notice public hearing.
- Remain fair and unbiased; don't make up your mind before the hearing.
- Don't participate if you have a financial or other personal interest in the matter (code of ethics).
- Don't make your decision on the basis of irrelevant or non-existent criteria.
- Don't engage with one side or the other before a hearing (ex parte contacts).

Suggestion Five:

Honor Due Process – Avoid Trouble as a Quasi-Judge

- A critical duty of the quasi-judge is to avoid “ex-parte” contacts, meaning any “outside the hearing” discussion with an interested party about the subject matter of the hearing.
- A proceeding loaded with “ex-parte” contacts is a path to having your decision overturned and, as important, having the integrity of your process eroded.
- When we advise against ex-parte contacts, we are protecting your ability to participate, and your ultimate decision.
- An ex-parte contact can be problematic whether with the applicant, citizens, or in some instances, staff.

Suggestion Five:

Honor Due Process – Avoid Trouble as a Quasi-Judge

- Contrast – For your general legislative and policy making discussions and matters, it is okay: to lobby (and be lobbied) outside the meeting; to base your decision on your own personal policy perspectives, and to base your decision on information obtained from most any source.
- But, for a quasi-judicial matter, it is not. Rather, just like a judge presiding over a trial, because of constitutional due process requirements, you must make your decision based on the evidence presented to you at the hearing, and you must base your decision upon legal standards, and you may not engage with interested parties about the case outside the hearing.

Suggestion Five:

Honor Due Process – Deliberations Matter!

- Discussion of the evidence is critical; this is where:
 - The Council formulates the bases of its impending decision
 - The applicant and others gain an understanding of your position
 - Interested persons (and any reviewing judge) look to understand why you decided the matter as you did (and whether it comports with your criteria and the law)
- Deliberate – Talk Amongst Yourselves

Suggestion Six:

Put Ethics First

- In Colorado, ethics scandals are rare – but happen from time to time.
- Ethical misjudgments greatly undermine public confidence in public bodies, and appearances of conflicts can be just as damaging as actual conflicts.
- Can result in personal criminal and civil liability.
- There is often a “personal benefit” exclusion from public officials liability coverage.

Suggestion Six:

Put Ethics First

- The theme that runs through codes of ethics is: It is not permissible to gain a personal benefit by virtue of holding public office.
- Main rule – Conflicts of Interest: Disclose any conflict situation, don't vote (except in very limited circumstances); and don't influence other members.
- Don't have a financial interest in City contracts or purchases, and if you will have such interest follow all rules.
- Don't disclose or use any confidential information for personal benefit.
- Decline any gifts that seem to be connected to your service (and abide by City's Prohibited Gifts Code).

Suggestion Seven:

Be Cautious in Administrative Matters

- Inappropriate involvement in administrative matters by members of the governing body, collectively or individually, can:
 - Undermine the structure of the body or organization.
 - Waste resources.
 - Increase the risk of liability for yourself.

Suggestion Seven:

Be Cautious in Administrative Matters

- Understand and observe “role discipline” between policy and administrative matters, particularly with respect to personnel matters and permitting matters that are assigned to staff.
- For example, the Council has an appropriate role:
 - Setting general personnel rules.
 - Selecting and supervising the Council’s “direct reports.”
 - Determining overall personnel items; e.g., positions & number of employees.
 - Setting *policy* governing City permits.
- But...

Suggestion Seven:

Be Cautious in Administrative Matters

- Make sure your involvement in these “big picture” issues does not devolve into:
- Getting individually and improperly involved in the selection, evaluation, salary details, or disciplinary matters involving a specific individual who is not the Council’s direct report.
- Becoming an individual “HR Manager” --if folks are bypassing the chain of command, how do return to the proper chain?
- Getting individually involved in staff permit decisions (e.g., business licenses & short-term rental permits).

Suggestion Seven:

When dealing with staff – speak with one voice

- The Council is made up of individuals, each with different goals and priorities; however; it is not a group of seven bosses.
- Therefore, resolve to speak with one voice to your staff.
- There is but one Council and it should commit to act as one. It alone can—and should—carry the burden of sorting out and reconciling the goals and priorities of its members with the goal of establishing a singular set of goals, priorities and directions to staff.
- This can be done even if there are strong differences of opinion or a split vote.

Suggestion Eight:

Use Your Power Wisely and Humanely

- You set the tone for the whole organization in terms of the treatment of employees, citizens, and the business community.
- Understand that you are perceived as holding the most powerful positions in your local government.
- Use courtesy, tact, and diplomacy in interactions, especially in public settings.
- Recognize that certain liability risks—in particular civil rights claims—can be exacerbated by “bad facts” that suggest (or are perceived to be based upon) retaliatory or reactive conduct.

Suggestion Eight:

Use Your Power Wisely and Humanely

- As a Council, commit to a “no surprises” approach with one another and staff, and to speaking with one voice.
- Use your staff as a resource to help you do well, and look good while doing it.
- Commit to act as “we” and not as “I,” to build strong relationship between the Council and staff.
- And, always keep in mind that you are the stewards of the your City’s best interests and assets.

Conclusion

And thank you for your public service!

And for the opportunity to present.



City Council
STAFF REPORT
City of Glenwood Springs
May 16, 2019

Agenda Item:	Bidding Process and Local Preference
Action Requested:	This work session is a discussion of our current process for bidding and awarding projects.
Department:	Finance
Presented By:	Steve Boyd, COO Ricky Smith, Purchasing Agent
Background Info:	Factors including local preference and level of disclosure of budget information and engineering estimates effect the number of qualified bids we receive.
Issues:	The best way to ensure we are getting the most favorable bids possible is to increase the number of qualified responses. This agenda item was originally scheduled for a work session last summer, the original staff report and local preference data is included as an attachment.
Staff Recommendation:	Staff supports the elimination of local preference and releasing engineering estimates when requested. Project budgets are disclosed in our annual Budget Book.



City Council
STAFF REPORT
City of Glenwood Springs
June 12, 2018

Agenda Item:	Local Preference
Action Requested:	Approval for removing the Local Preference from City Bid Processes
Presented By:	Ricky Smith, Procurement Manager
Background Info:	The City adopted the current local preference ordinance in June of 2010. This local preference was adopted to help local vendors/contractors during a very difficult time in our local economy. However, over the past eight years the local economy has improved greatly, and with that improvement many local vendors/contractors don't apply for the local preference afforded to them by the city. Also, the current local preference appears to dissuade non-local vendors from participating in city bid processes. On many occasions when non-local vendors were asked why they didn't respond to a specific bid the answer was, "it appeared that the city only wanted local vendors to be awarded bids"; i.e. the local preference.
Issues:	The Procurement Department has been very busy trying to reach not only local vendors/contractors but non local vendors/contractors as well. The Procurement Department encourages all vendors/contractors to register on-line to receive bid notifications of all city bids. The Procurement Department also has a vendor file which is used when seeking vendors/contractors for our bid processes. The Procurement Department also uses MAPO (Colorado Multiple Assembly of Procurements Officials), CEPC (Colorado Educational Purchasing Council), and RMGPA (Rocky Mountain Governmental Purchasing Association) contacts when seeking out vendors/contractors for specific projects. However, even with these efforts we still have difficulties finding vendors/contractors for city bids. Currently the City has to re-bid many service contracts as the response from local vendors is lacking. Since we require local preference in all our bid processes many out of town vendors/contractors fail to submit bids due to what they perceive as the "favoritism" shown local vendors/contractors. The local preference adopted in June of 2010 did help local vendors/contractors during a significant down turn in the economy. However, it appears that our current local preference policy is no longer beneficial.
Action Alternatives:	Approve or deny recommendation
Staff Recommendation:	To remove the local preference requirement from City bidding processes.

LOCAL PREFERENCE--COLORADO

Municipality	Applies to	Limits	Definitions
Glenwood Springs Municipal Code Section 010.050.080	Construction services, goods and supplies; <i>excludes</i> sole source, emergency, small purchase, used supplies and professional services procurements	Applies to contracts over \$25,000: \$200,000 or less—5%; \$200,000 and over—\$10,000 plus 2.5% in excess of \$200,000; cannot exceed \$135,000	Application for local business designation must be submitted prior to submitting a bid <u>For construction contracts:</u> business HQ must be within 45 mile radius of 8 th St. & Grand Avenue; 75% of workforce must reside within that 45 mile radius; 75% of business vehicles must be registered with a jurisdiction within that 45 mile radius <u>For goods, supplies, construction equipment, and other vehicles:</u> business must be in the corporate limits of GWS
Garfield County Procurement Code Section 5.1	Supplies, equipment, materials, and construction projects Exceptions: outside funding source that prohibits local preference	Applies to contracts over \$25,000—5% of quoted price	Business is registered in CO and has HQ in Garfield County; 75% of workforce resides in Garfield County; if work is subcontracted, 75% of contract amount must be completed by local businesses and have 75% of workforce residing in Garfield County; 75% of business vehicles must be registered in Garfield County
Aspen Municipal Code Ch. 4.12	Supplies, services, and construction contracts Exceptions: single source approved by City Manager; emergency procurements approved by City Manager but reported to Council if over \$25,000	5% maximum for any procurement not exceeding \$10,000	<i>Supplies and services</i> produced, manufactured, sold, distributed, offered or grown in the City; secondary preference to supplies or services in the Roaring Fork Valley; then to supplies and services outside the Roaring Fork Valley Consideration also given to women- and minority-owned businesses <i>Bidders</i> with offices or a place of business located within the City; secondary preference given to Roaring Fork Valley, then outside Roaring Fork Valley
Longmont Municipal Code Ch. 4.12— Purchasing	Supplies, services, and construction Exceptions: outside funding source or for emergency procurements	5% for contracts not exceeding \$100,000; if over that amount the 5% is applied to the first \$100,000 Additional 2.5% if awarded to small businesses, with same dollar limitations as above	<i>Local:</i> active business with current license, physical location with at least 1 employee within Longmont city limits, and not delinquent on any payments to the city <i>Small business:</i> fewer than 35 employees

Municipality	Applies to	Limits	Definitions
Montrose Municipal Code Section 1-16-4	Supplies, services and construction contracts Exception: outside funding source that prohibits local preference Competitive bid not required for purchases under \$10,000	5% to businesses based in Montrose County, 3% to businesses residing in adjoining counties for contracts over \$10,000, up to \$50,000 on any single contract	<i>Local Business:</i> situated or based either in Montrose County or in a surrounding county that employs adequate local residents to perform the bulk of the work <i>Supplies or services</i> produced, manufactured, sold, distributed or grown in Colorado Joint ventures and partnerships between a local business and another vendor may apply for the local preference, but the partners must be able to prove that a majority of work will be completed by the local business
Durango Purchasing Policy	Goods or services which cost \$25,000 or more; all public works and construction projects over \$25,000 In the event of a tie and if local preference is not a factor, award to be determined by a flip of a coin	Local bidders receive 5% preference or \$100,000 whichever is less; regional bidders receive 3% over non-resident bidders or \$40,000 whichever is less Policy is to solicit bids from local suppliers when available	<i>Local bidder:</i> a person, partnership, corporation, limited liability company or joint venture which is authorized to transact business in Colorado and which maintains its principal place of business within the Durango Service Area When a department finds just cause to award a bid to other than the lowest bidder, a full and complete Statement of Reasons must be prepared Bidders are required to complete and sign an Affidavit of Residency
Mesa County Purchasing Policies & Procedures	Goods or services Exceptions: emergency procurement up to \$5,000, over budget or outside funding source that prohibits local preference	Resident bidder has preference over non-resident bidder (no percentage or dollar amount)	<i>Resident bidder</i> must have principal office or primary place of business and resident employees in Mesa County

Municipality	Applies to	Limits	Definitions
Larimer County		\$50,000 or less: customer departments may award to Larimer County vendor if they are within 5% of the low vendor Over \$50,000 requires BOCC award	
Brighton		Local vendor receives 5% discount	Vendor must prove they are local and pay taxes to the City
Parker		Purchases under \$50,000 aggregate requires three quotes, at least one of which shall be local if possible. If 2 or more quotes are eligible for award and everything is equal, preference shall be given to the locally owned or controlled business.	For a product or service that required a local office the following language in the solicitation: Due to the service level required in conjunction with this Solicitation, the Vendor shall maintain an office within the Metro Denver, Colorado, area. This office shall be staffed by a competent company representative who can be contacted during normal working hours and who is authorized to discuss matters pertaining to the contract.
Loveland			Does not have a local preference policy
Aurora			Does not have a local preference policy
State of Colorado			Does not have a local preference policy UNLESS contracting agency does—they will honor that
Jefferson County			Does not have a local preference policy
Pueblo			Does not have a local preference policy
RFTA			Follows federal regs. which do not allow for local preference
RTD-Denver			All federal and non-federal procurements require full and open competition unless federal statutes mandate or encourage local preference

	Requested local preference	price difference from local preference versus non-local preference	Total among all bids awarded as a result of local preference	Misc. information			
Written Bids: 2018							
1. BD2018-002 Development Site	none	none	none	RFQ			
2. BD2018-003 Development Site N. Downtown	none	none	none	RFQ			
3. BD2018-005 Window resealing bid	none	none	none				
4. BD2018-007 PD SUV	none	none	none				
5. BD2018-009 Powerline Cable Injections	none	none	none				
6. BD2018-010 4x4 Pickup	2	none	none	local bidder was low bid			
7. BD2018-011 350(0) Pickup	2	none	none	local bidder was low bid			
8. BD2018-015 Engineering Service Elect Dist.	none	none	none				
9. BD2018-016 MOC Parking lot/sewer repair	five	none	none	local bidder was low bid			
10. BD2018-012 Mid Size 4x4 pickup	three	none	none	local bidder was low bid			
11. BD2018-014 Street striping	one	none	none	local bidder was low bid			
12. BD2018-017 HD 3/4 ton Pickup	none	none	none				
13. BD2018-018 Ext. Cab 1/2 ton pickup	two	none	none	local bidder was low bid			
14. BD2018-019 4 WD loader	none	none	none				
15. BD2018-020 PD vehicle upgrades	none	none	none				
16. BD2018-022 Light Pickup 4x4	one	\$1,146.00	\$1,146.00				
17. BD2018-024 Pad mounted transformer	none	none	none				
18. BD2018-027 Underground primary cable	none	none	none				
19. BD2018-025 Roofing/Gutter services	none	none	none				
20. BD2018-036 Underground primary cable	none	none	none				
21. BD2018-028 Plumbing Services	none	none	none				
22. BD2018-029 Renovation of Playground surface	none	none	none				
23. BD2018-032 South Canyon Landfill Phase 4C	one	none	none				
24. BD2018-021 Water Main Insulation	none	none	none				
25. BD2018-033 35(0) HD one ton pickup	none	none	none				

	Requested local preference	price difference from local preference versus non-local preference	Total among all bids awarded as a result of local preference		Misc. information
Written Bids: 2017					
1. BD2017-001 Arts Center Foundation	one	none	none		
2. BD2017-002 Aerial FD Truck	none	none	none		
3. BD2017-003 Street Sweeper	none	none	none		
4. BD2017-004 Jet Vac Truck	none	none	none		
5. BD2017-005 Backhoe	none	none	none		
6. BD2017-006 Elevator Upgrades	none	none	none		
7. BD2017-007 Muni Court Judge	none	none	none		
8. BD2017-008 Mid Size Pickup	one	none	none		
9. BD2017-009 Mini Excavators	two	\$2,301.72	\$2,301.72		
10. BD2017-010 Tennis/Pickle ball	two	none	none		RFQ
11. BD2017-011 Trailer Mounted Compressor	one	none	none		
12. BD2017-012 Police SUV	two	\$2,972.00	2,972.00		
13. BD2017-013 Police 1/2 ton pickup	two	none	none		
14. BD2017-015 Van	one	none	none		
15. BD2017-016 One ton 4x4 pickup	one	none	none		

	Requested local preference	price difference from local preference versus non-local preference	Total among all bids awarded as a result of local preference	Misc. information
16. BD2017-017 Crew Cab	one	\$515.28	\$515.28	
17. BD2017-018 Pickup	one	none	none	
18. BD2017-019 Broadband Planning	none	none	none	
19. BD2017-020 Rescue gear	none	none	none	
20. BD2017-022 Design of South Midland	six	none	none	RFQ
21. BD2017-023 Plumbing Services	none	none	none	
22. BD2017-024 Engineering services Elect.	none	none	none	RFQ
23. BD2017-025 Steel Storage Building	one	none	none	local vendor was low bid
24. BD2017-026 Access Control System	none	none	none	
25. BD2017-027 One ton 4x4 pickup	one	none	none	
26. BD2017-028 PD vehicle upgrade	none	none	none	
27. BD2017-029 IS Audit	none	none	none	RFQ
28. BD2017-030 Building Site Work	one	none	none	
29. BD2017-031 Extrication Gear	none	none	none	
30. BD2017-032 10% Design project	none	none	none	RFQ
31. BD2017-039 Confluence Brownsfield	none	none	none	RFQ
32. BD2017-035 PD vehicle upgrade rebid	none	none	none	
33. BD2017-037 DDA Streetscape	three	none	none	

	Requested local preference	price difference from local preference versus non-local preference	Total among all bids awarded as a result of local preference	Misc. information
34. BD2017-039 Roofing project at Comm. Ctr.	two	none	none	RFP
35. BD2017-040 Plow dump truck	two	\$3,308.00	\$3,308.00	
36. BD2017-042 Fiber Optic Trailer	none	none	none	
37. BD2017-043 Maint. Services	none	none	none	
38. BD2017-044 Pavement Condition Survey	none	none	none	
39. BD2017-045 Tank cleaning rebid	none	none	none	
40. BD2017-046 Roofing and gutter	none	none	none	
41. BD2017-047 Underground primary cable	none	none	none	
42. BD2017-048 Brush truck	none	none	none	
43. BD2017-050 Steel pole structures	none	none	none	
44. BD2017-051 City generator	none	none	none	
45. BD2017-052 Repaint Oxidation Ditch	none	none	none	
46. BD2017-055 WW Building demo	one	none	none	
47. BD2017-056 Pool repairs rebid	none	none	none	
48. BD2017-057 14th Street Ped bridge	none	none	none	
49. BD2017-058 Em Medical/Ambulance billing	none	none	none	
50. BD2017-060 Wastewater Collection System	none	none	none	
51. BD2017-061 Gym floor replacement	none	none	none	
52. BD2017-062 Substitute Judge Muni Court	none	none	none	
53. BD2017-063 Foundation Construction work	one	none	none	
54. BD2017-064 Audio Video Upgrades	none	none	none	
55. BD2017-066 South Canyon Trail Phase 1	none	none	none	

		Requested local preference	price difference from local preference versus non-local preference	Total among all bids awarded as a result of local preference		Misc. information
Written Bids: 2016						
1. BD2016-001 Parks and Rec Master Plan		one	none	0		local vendor did not bid
2. BD2016-002 Boom Truck		none	none	0		
3. BD2016-003 Comp. redrafting of title 070		none	none	0		RFP
4. BD2016-004 HVAC Maint		one	\$6,818.00 yearly x 5 (\$34,090.00 for 5 yrs)	\$6,818.00 yearly x 5 (\$34,090.00 for 5 yrs)		
5. BD2016-005 27th St. Design & Grand Ave.		none	none	0		RFQ
6. BD2016-016 One ton dually		four	\$306.00	\$306.00		
7. BD2016-007 Street striping		one	none	0		local vendor was low
8. BD2016-008 ERP System		none	none	0		RFP
9. BD2016-009 Planters, containers, irrigation		none	none	0		
10. BD2016-010 Resurface Grand Ave. Planters		none	none	0		
11. BD2016-012 Construction services on 7th St.		none	none	0		
12. BD2016-012 Mid Size 4x4 pickup		one	none	0		local vendor was low
13. BD2016-013 Full size SUV		none	none	0		
14. BD2016-014 Rescue gear		none	none	0		
15. BD2016-015 Mid Size Pickup		one	\$740.00	\$740.00		

	Requested local preference	price difference from local preference versus non-local preference	Total among all bids awarded as a result of local preference	
16. BD2016-016 Street Sweeper	none	none	0	
17. BD2016-017 Full size 4x4	none	none	0	
18. BD2016-015 Ice Resurface machine	none	none	0	
19. BD2016-016 Sanitary Pump Station	four	none	0	all bidders local
20. BD2016-022 Hauling Recycle Material	none	none	0	
21. BD2016-023 Electrical services	none	none	0	
22. BD2016-024 Electric actuators	none	none	0	
23. BD2016-025 Crack seal	none	none	0	
24. BD2016-026 Tree services	none	none	0	
25. BD2016-027 HD One Ton Truck	none	none	0	
26. BD2016-029 PD vehicle upgrade	none	none	0	
27. BD2016-030 Fire Dept. SUV	none	none	0	
28. BD2016-032 Kayak parking lot paving	two	none	0	both bidders are local
29. BD2016-034 Construction Mgmt. lift station	two	none	0	RFQ
30. BD2016-035 Ped Bidge	two	none	0	
31. BD2016-036 4500 HD truck	one	none	0	
32. BD2016-037 Tech Asst. for IS and BB	none	none	0	
33. BD2016-038 West Midland Path Construction	three	none	0	local bidder was low bid
34. BD2016-040 Asphalt project	none	none	0	
35. BD2016-042 3 phase pad mounted transformer	none	none	0	
36. BD2016-043 Repair/painting water towers	none	none	0	
37. BD2016-044 Transit Operations Plan	none	none	0	

	Requested local preference	price difference from local preference versus non-local preference	Total among all bids awarded as a result of local preference	Misc. information
17. BD2015-018 Roofing Projects	one	none	0	local vendor was low bid
18. BD2015-021 Underground Primary Cable	none	none	0	
19. BD2015-022 Local power generation	one	none	0	RFQ
20. BD2015-024 Development regulations analysis	none	none	0	RFQ
21. BD2015-026 Crack seal	none	none	0	
22. BD2015-027 4x4 Tractor	none	none	0	
23. BD2015-028 Seven passenger van	none	none	0	
24. BD2015-029 Tandem axle Cab & Chassis	none	none	0	
25. BD2015-030 Ceramic Tile	none	none	0	
26. BD2015-031 One ton dual wheeled 4x4 truck	none	none	0	local vendors did not apply for preference
27. BD2015-032 Engineering Services	one	\$1,200.00	\$1,200.00	
28. BD2015-033 Advanced metering	none	none	none	
29. BD2015-034 SCBA cylinders	none	none	none	
30. BD2015-035 GIS Parcel Boundary Services	one	none	none	RFQ
31. BD2015-036 6th Street Master Plan	two	none	none	RFQ
32. BD2015-038 Asphalt patching	two	none	none	local vendor was low bid
33. BD2015-039 Executive Search Firm	none	none	none	RFQ
34. BD2015-040 Plumbing Services	none	none	none	
35. BD2015-041 Fuel Mitigation	none	none	none	
36. BD2015-042 Kayak parking lot	none	none	none	
37. BD2015-043 Cardiff fence project	none	none	none	
38. BD2015-044 Fitness equipment	none	none	none	



LEGISLATIVE RULES

Adopted 02/16/2016;

Amended 02/07/2017

I. Rules of Order and Business Adopted; Purpose

- a. These rules shall govern all meetings and proceedings of the city council, boards, commissions, and authorities and the order of business, and the conduct of the mayor, city council and board and commission members and persons in attendance at such meetings.
- b. All city commissions, boards, and authorities shall adhere to these rules and procedures to the extent that these rules and procedures are not inconsistent with the public business to be conducted by such bodies. Where applicable throughout this document, references to city council will be interchangeable with boards, commissions, and authorities, and references to mayor or mayor pro tem will be interchangeable with chair, vice chair or other presiding officer of any board, commission or authority.
- c. These rules are simple. Strict technical rules may impede rather than advance the legislative process. Reason, common sense, and cooperation must prevail in the conduct of city business. Dissent and debate are essential and beneficial elements of our system of free and open government. No action of the city shall be deemed invalid because of failure to follow any rule of order or business provided herein.
- d. The council may hold joint meetings with boards, commissions, or authorities in addition to other meetings.
- e. Non-substantive changes may be made to this document and then distributed to council.

II. Council Meetings

- a. Regular Meetings. The city council shall conduct regular meetings generally on the first and third Tuesdays of each month. All regular meetings shall begin promptly at 6:30 p.m. Meetings shall be held at the city hall unless otherwise posted in accordance with state law. The time, date, and location of any meeting can be changed by majority vote of council and posted in accordance with state law.
- b. Special Meetings. Special meetings shall be called by the mayor at the request of a

majority of council, in action taken at a publicly noticed council meeting, or may be noticed by the city clerk upon the request of the mayor or two or more members of the city council. Generally, special meetings shall start at 6:30 p.m. Notice of special meetings of council shall be given to the members not less than 24 hours before the time fixed for the meeting.

- c. **Emergency Meetings.** In the event an emergency has been declared by the city manager, notice of emergency meetings shall be given by the most expedient mechanism available in such event; emergency meetings may be called by the mayor or the city manager. Notice of the date, time, and place of any emergency meeting shall be given to the council members and the public not less than one hour prior to the time fixed for the meeting.
- d. **Study Sessions.** The city council may conduct study sessions generally on the second and fourth Tuesday of each month. The city council may hold study sessions on such dates and at such times as called by city council or the city manager. Generally, study sessions shall begin at 6:30 p.m. Such study sessions may coincide with regular or special meetings of city council. The purpose of the study session is to discuss and study items. Council may vote or take a consensus to give direction to staff. Study sessions shall not be a forum for public hearings.
- e. **Meeting Cancellation.** Except for those cancellations necessitated by Acts of God, notice of cancelling a meeting of city council shall be posted and given to the members not less than 24 hours before the time fixed for the meeting.
- f. **Meeting Duration.** Regular and Special meetings of the city council shall end at approximately 10:00 p.m. unless formal action is taken by the council to extend the meeting duration.
- g. **Agenda.** The agenda for meetings of city council shall be prepared by the city manager and posted by the city clerk in the manner required by law.
- h. **Order of Agenda.** The agenda, for regular and special meetings, may be organized as follows: call to order, roll call, Pledge of Allegiance, public comment, consent agenda, general business, public hearing and second reading of ordinances, reports, and adjournment.
- i. **Review and Approval of Minutes.** At each regular meeting of non-quasi-judicial board, commission or authority that is not recorded, the draft minutes of the preceding meetings shall be reviewed, amended if appropriate, and approved.
- j. **Approval of action minutes.** For city council, quasi-judicial boards and authorities: At each regular meeting of the city council or quasi-judicial board or authority, action minutes will be presented by the city clerk/recording secretary to be approved by city council, commission, board or authority.

III. Council Proceedings

- a. Roll Call. The mayor shall call the meeting to order and the city clerk shall call roll. In the absence of a quorum at the time appointed for a meeting, the members present may, by a majority vote, take a recess or recesses, and direct the city clerk to procure the attendance of absent members.
- b. Temporary Chair. In both the absence of the mayor and mayor pro tem, the city clerk shall call the council to order and call the roll of the members. If a quorum is found to be present, the council shall proceed to elect, by a majority vote of those present, a chair of the meeting, to act until the mayor or mayor pro tem of the council appears.
- c. Decorum. During the meeting, the mayor shall preserve order and decorum and decide all questions of order, decide who is allowed to speak, and in what order, be it either a council member or a member of the audience.
- d. Appeals from Decisions of the Chair. The mayor shall preserve decorum and decide all questions of order, subject to appeal to council. In case of an appeal by a council member of a ruling of the mayor, the question shall be: "Shall the decision of the mayor stand as the decision of the council?" The council shall vote to either affirm or reverse the decision of the mayor. If a member transgresses the rules of council, the mayor shall call him or her to order.

IV. Parliamentary Rules

As a guiding principle, the following rules of procedure will be observed at regular and special meetings.

- a. Addressing Presiding Officer. Every member speaking to a question or making a motion shall address the presiding officer, who shall thereupon state the nature of the question under debate.
- b. Debate Limitation. No member shall be allowed to speak more than once to a motion before all members have had an opportunity to speak.
- c. Questions to Contain One Subject. All questions (motions) submitted for a vote shall contain only one subject.
- d. Discussion. Discussion on an agenda item may be held prior to a motion.
- e. Main Motion. A subject is introduced by a main motion. Once seconded, no other topics should be taken up until after the motion is disposed of.

- f. Motion to Amend. This motion is used when the intention is to change, add, or omit some part of a main motion. This motion is debatable and requires a majority vote of the members present for passage. A motion to amend is not amendable. First, a vote is held on the motion to amend. If that vote is affirmative, the second vote is held on the main motion as amended. Only one amendment to a motion may be on the floor at any one particular time. Any motion to amend shall consist of but one amendment. An amendment once rejected may not be moved again in the same form.
- g. Motion to Table or Postpone to a Date Certain. This motion requires that consideration of the main motion be delayed until a certain, stated time for, among other reasons, obtaining more information. A future date certain shall be set when the subject is considered. This motion is debatable and requires a majority vote of the members present for passage.
- h. Motion to Table Indefinitely. This motion postpones consideration of the main motion in such a way that the issue being discussed may be taken up at an unspecified, later date when a majority of the members present vote to “call it from the table.” This motion is not debatable and requires a majority vote of the members present for passage.
- i. Motion to Call the Question. This motion is made to end discussion that has become lengthy or repetitious. When the motion is seconded, the mayor immediately calls the vote on the question of closing the discussion. This motion is not debatable and requires a 2/3 vote of the members present for passage.
- j. Motion to Reconsider. The council may reconsider a vote during the same meeting on the motion by a member who voted on the prevailing (winning) side of the issue. If that vote is affirmative, a second vote is held on the issue to be reconsidered. A motion to reconsider a proposal that has been acted upon must be made prior to adjournment of the meeting. A majority vote, of members present, of the council, board or commission shall be sufficient for reconsideration of a vote.
- k. Vote. The mayor shall call for a vote by requesting the ayes in favor of the motion and nays opposed to the motion be reflected on the vote board. If there is no vote board, the members shall cast their vote by voice.
- l. Show of Hands. The mayor or any other member may request a show of hands at any time. No member may vote by proxy.
- m. Point of Order, Questions, and Inquiries. A point of order may be raised at any time and supersedes any issue being discussed at the time. The mayor shall rule on the point of order before proceeding. If a member disagrees with the ruling by the mayor, such member may appeal such ruling by stating “Shall the decision of the mayor be sustained?” A majority

vote in the negative is required to overturn the mayor's ruling. The appeal is debatable and the mayor may participate in the debate without giving up the chair.

- n. Procedures. Whenever necessary, advice may be asked as to correct procedures or facts may be requested. The mayor shall respond to the question or refer it to the proper person.
- o. Withdrawal of Motions. When a motion is made and seconded, it shall be stated by the chair before debate. A motion may not be withdrawn by the mover without the consent of the member seconding it and the approval of a majority of council.
- p. Motion to Adjourn or Recess. A motion to adjourn or recess is not debatable and shall be in order at any time, except as follows:
 - 1. When repeated without intervening business or discussion;
 - 2. When made as an interruption of a member while speaking;
 - 3. When the previous questions have been ordered;
 - 4. While a vote is being taken.
- q. Motion to Adjourn. At the conclusion of business, the mayor may declare the meeting adjourned without waiting for a motion or a member may move to adjourn. A motion to adjourn by a member is not debatable and a majority vote of the members present is required for passage. When the meeting is adjourned, the meeting is immediately halted.
- r. Suspension. Unless otherwise provided by Charter or ordinance, any rule except such as required by a two-thirds (2/3) vote may be suspended by the vote of a majority of the members of council present without debate. A rule requiring a 2/3 vote may be suspended upon a vote of 2/3 of the members, of the council present.
- s. Committees/Liaisons. The mayor shall appoint board and commission liaisons and the chair of any special committee and such appointments shall be ratified by council. The mayor may appoint special committees of council members or citizens, which shall be ratified by council, to assist in the study of items before the council and the committee so appointed shall serve until the matter is disposed of by the council.
- t. Election of Mayor. The mayor and mayor pro tem shall be elected by council. Nominations will be accepted at the meeting by the city clerk and each council member will cast a public vote for their selected candidates. Council members may be allowed questions of the candidates prior to voting.
- v. "Robert's Rules of Order Newly Revised." Robert's Rules of Order may be considered persuasive authority in deciding any questions arising on points of order not covered by these parliamentary rules.

V. Changes/Additions

Changes and additions to these rules and procedures may be made at any regular or special meeting of the city council for which the proposed changes have been publicly posted at the same time the agenda for the meeting is posted by an affirmative vote of at least four members of the entire council. Changes and/or additions shall be effective at the next regular or special meeting.



PROTOCOLS AND STANDARDS OF CONDUCT

Adopted

02/02/2016

Amended

02/07/2017

Amended

05/15/2018

I. Purpose and Intent

The Charter of the City of Littleton provides the founding document for all issues concerning protocols and standards of conduct as a primary reference, and the City of Littleton is committed to maintaining high ethical standards. The city operates in a representative democracy to serve the citizens of Littleton and ensure the community's needs are met. Public servants have a special responsibility to carry out their duties with integrity. In order to preserve the confidence and trust of the public, the Protocol and Standards of Conduct provides uniform rules to guide the conduct of the city's council and board and commission members, hereinafter referred to as boards.

Non-substantive changes to this document may be made and then distributed to council.

II. Meeting Protocols

- A. Public input and observation are an important part of the democratic process. Council/boards should make the public feel welcome and should refrain from showing any sign of partiality, prejudice or disrespect toward an individual participating in or attending a public forum. Members of city council/boards should be fair and impartial in listening to public testimony. City council will accept any written comments if they include the name and address of the sender. Comments to be included in the city council's packets will be sent to the city clerk no later than 3 p.m. on the Thursday before the Tuesday meeting. If there are issues that need to be addressed after packets are provided, any correspondence received by the city clerk by 5 p.m. on the Monday before a Tuesday public hearing will be disseminated to city council via email and will be collated; any documents received after 5 p.m., until noon Tuesday will also be sent via email. Any documents received on the day of the Tuesday will be copied and provided to city council at the Tuesday night meeting. .
- B. The Mayor or Chair serves as the presiding officer over the meeting. In the event of the absence or unavailability of the Mayor or Chair, the Mayor protem or vice chair serves as the presiding officer. Council expects civility among and between council, boards, and members of the public while in meetings. Any person who makes offensive, insulting, threatening, insolent, slanderous or obscene remarks or

becomes disruptive, boisterous or who makes threats against any person or against public order and security while in the council chamber shall be removed at the direction of the presiding officer from the meeting, unless permission to remain is granted by the majority vote of the council members present.

- C. Council/boards should show respect for each other at all times. Disagreement and debate are constructive and expected. An effective council/board is composed of members who are able to agree to disagree without personalizing issues.
- D. Members of the council/boards and the public are expected to refrain from sidebar conversations to the greatest extent possible so as not to detract from the speaker who has the floor.
- E. Because scheduled meetings are the intended forum for public debate and dialog, council expects all council/board members to keep an open mind without prejudice, to work collaboratively to identify promising options, to openly discuss and evaluate options, and to listen to the concerns of other council/boards prior to making a decision. Additionally, it should be understood that acknowledgement of individual opinions and ideas, especially those that differ from one's own, is what allows the best discussion and decision for the community.
- F. Council/boards are expected to attend meetings having reviewed all the materials and to be prepared to ask questions, make comments, and discuss all issues.
- G. To attain efficiency, council/boards should simply state, "I agree" rather than restating a point.
- H. Council/boards should ask the mayor/chair to intervene if discussion becomes repetitive.
- I. Council/boards should consider the best interests of the city and the ramifications to all the citizens and businesses while considering issues.
- J. Council/boards should refrain from undermining the council/board as a whole or undermining an individual member. Members should feel comfortable communicating the reasoning for their voting decision. However, after the decision has been made, the member should support the body and move forward.
- K. It is improper during roll call for any council/board members to state or attempt to state the vote or sentiments of any absent council/board member.
- L. Any council/board member who is unable to attend a scheduled meeting shall notify the mayor/chair or city manager at least 24 hours in advance of said meeting, if possible.
- M. Council/boards agree to bring non-substantive changes to items on the agenda to staff outside of a public meeting and retain substantive items for public discussion with council/board.

- N. The city council is responsible for making policy. The city staff is responsible for implementing policy. Council members and staff should understand the difference between creating policy and implementing policy and be respectful and supportive of each role. In the development of policy recommendations to the city council, alternatives should be evaluated and addressed by staff.
- O. The city council desires to have all city council, planning board, historic preservation board, board of adjustment, board of appeals, and licensing authority regular, special, and study session meetings televised and recorded. When creating any working groups or committees, the city council shall determine whether the purpose of the committee warrants its meetings being recorded and televised.

III. Confidential Information

Council members in their role will be provided information that is confidential. This may include information confidential as a matter of law or privileged information provided by the city attorney. Disclosure of the information to outside parties is a violation of the confidential attorney-client or legal privilege. The privilege is owned by the city council as a whole. Only the city council acting at an open meeting can waive this privilege. It is a breach of these protocols and a violation of their duty for any individual council member to provide confidential information to an outside third party. This protocol shall not be construed as prohibiting the city manager and city attorney from distributing confidential information to other city management staff to the extent reasonably necessary to implement council direction or fulfill their responsibilities to the organization. Any other person receiving such information is also subject to the privilege and may not waive the privilege.

IV. Making Public Statements

- A. When giving a written or oral personal public opinion concerning issues facing or involving the city, all council, board or commission members shall refrain from making statements on behalf of the city or the body upon which he or she serves, unless such person has explicitly been authorized by the respective body. When acting as, or perceived as acting as, a representative of the official body he or she represents, an individual must always uphold the approved council, board or commission point of view.
- B. It is recognized that social media is a communication tool used by council members to communicate their views to the public. It is appropriate for council members to use social media to explain their position, in the same manner that any other form of media would be used. However, council members should refrain from using social media to undermine the body by criticizing other council members and or staff for their positions or votes on matters before the council. Council members represent the city and their social media pages in their capacity as a council member reflect upon the city.
- C. Criticism of staff shall be done through the City Manager, not in the public or social media.

- D. Any comments made by a council/board member at a meeting of another board should be assumed to be the council/board member's personal views or opinions and not the official position of the council/board unless stated otherwise.
- E. Council reports are intended to communicate to other council members about meetings and information that are of value and beneficial to the body as a whole.

V. Council/Boards and City Employee Communications

- A. To foster open communication and the public policy-decision making process, it is the desire of council to ensure an evenness of communication between council/boards and staff as well as between council/board members. This means all council/board members expect to receive information that is relevant to the council/board's policymaking authority and deliberations as well as to the education and knowledge of individual members.
- B. Council through the City Manager designates staff to serve as support for boards and commissions. It is expected that board and commission member shall work with the designated staff in fulfilling the mission of the board or commission.
- C. All city council and board and commission members shall use city email for email communication on any city issues.
- D. Council/boards should seek direction from the city manager if there is any doubt regarding the appropriate level of contact with city employees.
- E. Council/boards should make reasonable attempts to notify the appropriate city staff members in advance of public meetings about key questions and discussion points that they would like addressed during the public meeting.
- F. For routine questions or requests (e.g., code complaints, questions regarding agenda items), council/boards should contact the city manager's office or the appropriate city department director with information about the request. These requests can be made at any time rather than waiting for a formal referral at a council/board meeting. It is the responsibility of staff to ensure an evenness of information when questions are asked of staff that relate to an issue that might come before the council/board and disseminate information accordingly. Legal questions should be initiated through the deputy city attorney whenever possible and appropriate.
- G. Requests for additional information or reports that staff determines would take a significant amount of staff time/resources shall be referred to the city manager for review and possible consideration by the council/boards as a whole and agreed upon as something that merits an investment of city resources.

- H. Critical comments about specific city employees' performance should only be made to

the city council appointees that include the city manager, the city attorney and the municipal judge through correspondence or conversation outside the public setting.

- I. All boards shall be given sufficient and reasonable advance notice of a council meeting for which the board either will be the subject of an agenda item or is being requested to participate in the council meeting agenda, allowing for scheduling and preparation.

VI. Involvement in Administrative Functions

- A. Members of council/boards shall refrain from influencing the recommendations made by staff or the information provided by staff to the council/board as a whole.
- B. Members of council/boards should have the same information for decision-making purposes. The council/boards may expect staff to provide each member with identical information on items scheduled for deliberation, even when requested by only one member.

VII. Council Conduct with Boards and Commissions

- A. The city council has established several boards and commissions as a means of gathering more community input. Citizens who serve on most boards or commissions are advisors to the city council. They are a valuable resource to the city's leadership and should be treated with appreciation and respect. Council members should refrain from having any ex parte communications with boards concerning issues and/or applications before any quasi-judicial body.
- B. Since the attendance of three or more council members constitutes a legal council meeting, council members should advise the city clerk at least 24 hours in advance of their planned attendance or at another function where discussion of city business is anticipated so that appropriate and timely public notification can be prepared and posted.

VIII. Council Meetings with Boards and Commissions

- A. To elevate the communication between individual boards and council and to even the flow of information, the council may meet with the council-appointed boards at a study session at least yearly, or on an as-needed basis as requested by the board/commission or the city council.
- B. To facilitate positive relations between the boards and the council, the mayor may appoint a council liaison to the fine arts board, library board, and museum board. The council may, at its sole discretion, choose to appoint liaisons to other boards and commissions as it deems appropriate. The role of the liaison shall be to convey current and relevant information on council activities to the individual board or commission.

IX. Council/Board and Commission Conduct With the Public

- A. Council/boards should be cordial, welcoming, and respectful to the public in all situations.
- B. Council/boards should be welcoming and respectful to speakers without exception.
- C. If necessary, public comments received during a public meeting will be followed up by staff at a later time or as directed by the council/board. It is not anticipated nor expected for staff to respond during that meeting unless specifically requested by the council/board.
- D. Questions from the council/board to speakers should seek to clarify or expand information. Members should avoid challenging or criticizing speakers. If a speaker is off the topic or exhibits behavior or language that is disruptive or disrespectful, the mayor or chair should interrupt, focus the speaker, and reestablish the order and decorum of the meeting.

X. Personal Expectations

- A. Responsibility.
 - 1. I understand that the community expects me to serve with dignity and respect and be an agent of the democratic process.
 - 2. I avoid actions that might cause the public to question my independent judgment.
 - 3. I do not use my office or the resources of the city for personal or political gain.
 - 4. I am a prudent steward of public resources and actively consider the impact of my decisions on the financial and social stability of the city and its citizens.
- B. Fairness.
 - 1. I promote consistency, equity and non-discrimination in public agency decision-making.
 - 2. I make decisions based on the merits of an issue, including research and facts.
 - 3. I encourage diverse public engagement in decision-making processes and support the right of the public to have access to public information concerning the conduct of the city's business.
- C. Respect.
 - 1. I treat my fellow city officials, staff, commission members and the public with patience, courtesy, civility, and respect, even when we disagree on what is best for the community and its citizens.
- D. Integrity.
 - 1. I am honest with all elected officials, staff, commission members, boards, and the

public.

2. I am prepared to make decisions for the best interest of the public whether those decisions are popular or not.
3. I take responsibility for my actions even when it is uncomfortable to do so.

City Council

Rules of Engagement

1. **Be prepared:**
Prepare for our meetings. Ask questions to achieve clarity and if additional information is necessary, ask as early as possible.
2. **Be professional:**
Be professional with each other, the staff and the public. Be forthright, honest and transparent. Remember that we are always wearing our “Council hat”. Embrace the “Golden Rule”. Actively listen to each other try not to monopolize time.
3. **Do not make Assumptions:**
Do not assume a meaning or motive; listen and ask questions to clarify and understand. Strive to clearly articulate the basis of your thoughts and concerns.
4. **Keep an Open Mind:**
Be open-minded, flexible, cooperative and willing to compromise. Leave personal agendas out so we can get the best outcome possible. Do not surprise each other; provide a “heads up” whenever possible.
5. **Make wise Council decisions:**
Give fair consideration to all issues that come before the Council and remember that active debate is healthy and necessary. Once a decision is made, support the work of the body. Do not undermine that decision.
6. **Think Critically:**
Carefully analyze proposals; look with a “critical eye” for the strengths and weaknesses of all proposals. If you have any questions, ask staff to clarify. To achieve the best outcome, foster open communication among Council and staff.
7. **Value creative thinking and Innovation:**
Don’t be afraid to think outside of the box. Have honest conversations even when they are difficult. Remember that the most fruitful dialog requires the free-flow of ideas. Recognize that occasional levity or humor has a positive effect.
8. **Fulfill Council’s Fiduciary responsibility:**
Be responsible stewards of the public funds and ensure transparency and accountability in all that Council does.



City Council
STAFF REPORT
City of Glenwood Springs
May 16, 2019

Agenda Item: Resolution 2019-25; A Resolution of the City Council of the City of Glenwood Springs, Colorado, Rescheduling the Second Regular City Council Meeting in June 2019 and Cancelling the First Regular City Council Meeting in July 2019

Action Requested: Approve Resolution 2019-25 rescheduling City Council's June 20 meeting to June 27 and cancelling the July 4 meeting.

Department: City Administration

Presented By: City Attorney

Background Info: City Council's second meeting in June is currently scheduled for June 20, 2019. This date conflicts with the CML conference. This resolution reschedules the June 20 meeting to June 27, 2019.

The first meeting in July is currently scheduled for July 4, 2019. Due to the holiday and the proximity to the June 27 meeting, this resolution also cancels the July 4 meeting.

Issues:

Staff Recommendation:

RESOLUTION 2019 - 25

A RESOLUTION OF THE CITY COUNCIL OF GLENWOOD SPRINGS COLORADO, RESCHEDULING THE SECOND REGULAR CITY COUNCIL MEETING IN JUNE 2019 AND CANCELLING THE FIRST REGULAR CITY COUNCIL MEETING IN JULY 2019.

WHEREAS, the Municipal Charter provides for two (2) regular meetings each month to occur on the first and third Thursdays of the month; and

WHEREAS, Section 020.030.010(a) of the Municipal Code provides for canceling or rescheduling a regular meeting of City Council by resolution of City Council;

WHEREAS, the second regular meeting in June 2019 would occur on June 20, 2019;

WHEREAS, City Council desires to reschedule the second meeting in June to June 27, 2019;

WHEREAS, the first regular meeting in July 2019 would occur on July 4, 2019; and

WHEREAS, City Council desires to cancel the meeting scheduled for July 4 and reschedule the business for that meeting to the regular meeting on July 18, 2019.

NOW, THEREFORE, IT IS ORDAINED BY THE CITY COUNCIL OF THE CITY OF GLENWOOD SPRINGS, COLORADO, THAT:

Section 1. The forgoing recitals are incorporated herein as if set forth in full.

Section 2. The regular meeting on June 20, 2019 is hereby rescheduled for June 27, 2019.

Section 3. The regular meeting on July 4, 2019 is hereby canceled.

INTRODUCED, READ, AND PASSED THIS 16TH DAY OF MAY 2019.

CITY OF GLENWOOD SPRINGS, COLORADO

ATTEST:

Jonathan Godes

Catherine Mythen-Fletcher, City Clerk



City Council
STAFF REPORT
City of Glenwood Springs
May 16, 2019

Agenda Item:	Resolution 2019-24; Supporting a Ride Glenwood Springs application for FTA 5311 Admin/Operating grant funds
Action Requested:	Approve application and agree to allocate matching funds during FY2020 budgeting process
Department:	Transportation
Presented By:	Tanya Allen, Transportation Manager
Background Info:	Applications for FY2020 FTA 5311 Admin/Operating funding are due to CDOT in mid-May. This funding is offered on an annual basis, and Ride Glenwood Springs has traditionally relied on it to cover a substantial portion of its budget. FTA 5311 grants require a 20% local match for admin expenses and a 50% local match for operating expenses. In 2019 this local match totaled \$261,517. CDOT allocates FTA 5311 Admin/Operating grants to rural transit agencies on a formula basis that takes into account each agency's size and operating budget. Under this system, Glenwood Springs is classified as a "medium" agency and is thus eligible for grant funding equal to 21% of our annual operating budget. Actual awards will be based on funding availability and may be less than this percentage. In 2019, our FTA 5311 Admin/Operating funding totaled \$278,210, approximately 18% of the approved operating budget. Based on CDOT guidance, we are requesting \$306,021 for FY2020. This will correspond to approximately a \$286,435 local match depending on the breakdown between the Admin and Operating portions of the award.
Issues:	None. The City has relied on FTA 5311 Admin/Operating funds to fund a portion of the Ride Glenwood Springs for over 10 years. CDOT recently conducted a triennial grant compliance review and has determined we have appropriate grant management processes and procedures in place. The Bus Tax generates sufficient funds to provide the local match.
Staff Recommendation:	Support submitting an FY2019 FTA5311 Admin/Operating grant application.

RESOLUTION 2019 - 24

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GLENWOOD SPRINGS, COLORADO, AUTHORIZING AND SUPPORTING THE APPLICATION FOR THE FTA 5311 ADMIN/OPERATING GRANT.

WHEREAS, the City of Glenwood Springs (“City”) is a political subdivision of the State of Colorado and therefore an eligible subrecipient of the FTA Admin/Operating grant (the “Grant”); and

WHEREAS, CDOT allocates funds from the Grant to rural transit agencies based on a formula that takes into account each agency’s size and operating budget; and

WHEREAS, based on this formula, the City is eligible for grant funding equal to 21% of its annual operating budget, although the actual award may be less depending on funding availability;

WHEREAS, Ride Glenwood Springs has traditionally used this Grant to fund a substantial portion of its budget; and

WHEREAS, the Grant requires a 20% local match for administrative expenses and a 50% local match for operating expenses; and

WHEREAS, the City Council supports an application for the Grant.

NOW, THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF THE CITY OF GLENWOOD SPRINGS, COLORADO, THAT:

Section 1. The above recitals are hereby incorporated as findings by the City.

Section 2. The City strongly supports the application for the Grant and has appropriated matching funds for the Grant.

Section 3. The City Council of the City of Glenwood Springs will authorize the expenditure of matching funds as required by the Grant.

Section 4. If a grant is awarded, the City of Glenwood Springs hereby authorizes the Mayor or Mayor Pro Tem to sign a Grant Agreement.

INTRODUCED, READ, AND PASSED THIS 16ST DAY OF MAY 2019.

CITY OF GLENWOOD SPRINGS, COLORADO

Jonathan Godes, Mayor

ATTEST:

Catherine Mythen Fletcher, City Clerk



MINUTES
CITY OF GLENWOOD SPRINGS
REGULAR CITY COUNCIL MEETING
May 2, 2019
101 W. 8TH STREET
6:15 P.M.

1. Roll Call

Mayor Jonathan Godes called the meeting to order at 6:15 p.m. Present at roll call: Charlie Willman, Rick Voorhees, Shelley Kaup, Jonathan Godes, Paula Stepp, and Tony Hershey. Absent: Steve Davis.

Also present were Debra Figueroa, City Manager; Karl Hanlon, City Attorney; Steve Boyd, COO; Jenn Ooton, Assistant City Manager, Economic and Community Development Director; Catherine Mythen Fletcher, City Clerk; Roxanna Peskuski, Deputy City Clerk; Brian Smith, Parks and Recreation Director; Matt Langhorst, Public Works Director; Terri Partch, City Engineer; Jessica Bowser, Assistant City Engineer; Terry Wilson, Police Chief; Jake Velasquez, Streets Superintendent; Gretchen Ricehill, Assistant Economic and Community Development Director; Trent Hyatt, Senior Planner; Tanya Allen, Transportation Manager.

2. Pledge of Allegiance

Mayor Godes led in the Pledge of Allegiance.

3. Agenda Changes & Conflicts

Item 14C was moved to after the Executive Session.

4. Citizens Appearing Before Council (for items not on the Agenda-comments limited to 3 minutes)

Don Gillespie – Requested that his HOA be included in the Spring Clean-Up this year.

Renee McCullough – Expressed her disappointment in the changes made to Spring Clean-Up.

James Tonozzi – Spoke about the fire hydrant at Greenway Drive and the exit from the Golf Course.

Cindy Svatos – Asked Council on behalf of the Down Town Market to waive half of their park rental fees for the season.

5. Proclamations

A. Municipal Clerks Week

Mayor Godes read and presented the proclamation to City Clerk, Catherine Mythen Fletcher.

B. Rick Voorhees

Mayor Godes read and presented the proclamation to Councilor Rick Voorhees.

6. Council Comments

Mayor Pro-Tem Kaup – Commended staff on the City's Hazardous Waste Pick-Up Day.

Councilor Voorhees – Spoke about International Jazz Day and thanked the Arts Council for putting on an event at the Vaudeville to celebrate.

Councilor Hershey – Responded to the concerns of the Spring Clean-Up and expressed considering what the future of Spring Clean-Up may look like.

Councilor Stepp – Spoke about the Affordable Housing Study Results that were presented by Garfield County. She also responded to the concerns of Spring Clean-Up.

Councilor Willman – Requested that the fire hydrant that was brought to their attention be checked out. He also responded to the comments about Spring Clean-up and the 6 & 24 bike path. He recommended that the Downtown Market apply for a grant to include the money for the park fee.

Mayor Godes – Responded to the comments and concerns of Spring Clean-Up.

After discussion among Council members, Councilor Hershey proposed a motion to have the Spring Clean-Up crew pick up the spring clean-up pile already made by the residents living in the Parkwood Townhomes HOA for this year.

Councilor Hershey moved, seconded by Mayor Pro-Tem Kaup to clean up this now

Ayes: Voorhees, Kaup, Godes, Stepp, Hershey

Nays: Willman

Motion passed, Davis Absent.

7. Consent Agenda

All matters under consent are considered to be routine and will be enacted by one motion and vote. The titles will not be read aloud. There will be no separate discussion on these items unless a Councilmember or Audience Member so request.

A. Receipt of Minutes from the April 18, 2019 Regular Meeting.

B. 7 Party Memorandum of Understanding Regarding Garfield County Senior Programs for 2019.

Mayor Pro-Tem Kaup moved, seconded by Councilor Voorhees, to approve the consent agenda.

Motion passed unanimously by all present, Davis absent.

ACTIONS AND/OR PRESENTATIONS

8. 27th Street Bridge Update

Bryanna Starbuck the Public Information Manager for the 27th Street Bridge gave a quick update of the current progress of the project.

9. Request for Funding from Tourism Board

Lisa Langer representing the Tourism Promotion Board requested Council move \$60K from the A & I Fund, which Council had moved from the Board reserves for downtown maintenance, back into the 2019 Tourism Promotion budget for enhanced marketing of hiking and biking trails, including Hanging Lake.

Mayor Godes opened the item for public comment and no comments were noted. Mayor Godes closed public comment.

Mayor Pro-Tem Kaup moved, seconded by Council Hershey, to fund the extra marketing for the Hanging Lake Shuttle in accordance with the plan up to \$25,000 based on receipts for the highest priority items, and that the money comes from the Tourism Marketing Reserves.

Ayes: Voorhees, Kaup, Godes, Stepp, Hershey

Nays: Willman

Motion passed, Davis Absent.

10. Resolution 2019-23; Support the Take a Minute Traffic Community Calming Campaign

Tanya Allen presented to Council that in mid-2018 Imagine Glenwood convened a group of interested parties to begin discussing ways to promote slower, safer driving in Glenwood Springs. The group's efforts ultimately resulted in a proposal for a community-driven safe driving campaign for which they were seeking both funding (via a discretionary grant process and in-kind support) from the City.

Mayor Godes opened the item for public comment.

Glen Chadwick – Stated he supported the Take a Minute Traffic Campaign.

Mayor Godes closed public comment.

Councilor Willman moved, seconded by Councilor Stepp, to adopt Resolution 2019-23; A Resolution of the City Council of the City of Glenwood Springs, Colorado, Supporting Imagine Glenwood's "Take A Minute" Campaign.

Motion passed unanimously by all present, Davis absent.

11. Planning Item #01-19 – Consideration of a Major Site/Architectural Plan Review for a Multi-Tenant Office/Retail Building, Lot 14 Glenwood Meadows No.2, Wulfsohn Road

Trent Hyatt described to Council, Planning Item #01-19. This plan would allow the construction of a 45,000 square foot multi-tenant office/retail building.

Mayor Godes opened the item for public comment.

Barbara Rhinerson – Had some questions about where the parking was for the building

Mayor Godes closed public comment.

Councilor Voorhees moved, seconded by Mayor Pro-Tem Kaup, to affirm the recommendation of the Planning and Zoning Commission and approve the major site architectural plan review with the recommended findings and conditions listed on page 163 of the May 2, 2019 staff report packet.

Motion passed unanimously by all present, Davis Absent.

12. Planning Item #03-18 – Request for Storage Improvements at the Glenwood Springs Municipal Airport, 1172 County Road 116

Trent Hyatt explained to Council, Planning Item #03-18. This plan was requesting additional storage at the Glenwood Springs Airport, and staff wanted direction on how to proceed with the application.

Mayor Pro-Tem Kaup moved, seconded by Councilor Hershey, to hold off on the proposed lease for the RAVCO storage containers out at the airport until Council has more knowledge and indication from the ongoing Airport Study.

Motion passed unanimously by all present, Davis Absent.

13. Two Rivers Project

Brian Smith presented to Council that the property at 740 Devereux Road was the site of several industrial operations and following the closure of the Basic Chemical plant, the site was in need of reclamation.

Mayor Godes opened the item for public comment.

Dean Moffat – Expressed his concern about this project moving forward with the current design.

Mayor Godes closed public comment.

Councilor Willman moved, seconded by Mayor Pro-Tem Kaup to table this item to the next meeting.

Ayes: Willman, Kaup, Godes, Stepp

Nays: Voorhees, Hershey

Motion passed, Davis Absent.

14. Report from City Administration

A. City Manager

B. City Attorney

- Memo about Chalking Tires

15. Executive Session to Conduct a Conference with the City Manager and City Attorney for the Purpose of Discussing the City's Purchase, Acquisition, Lease, Transfer or Sale of Real Property; Determining Strategy for Negotiations and Instructing Negotiators; and to Conduct a Conference with the City Attorney to Receive Legal Advice in Accordance with C.R.S. 24-6-402(4)(e), related to Garfield Industrial Development

Councilor Hershey moved, seconded by Councilor Willman, to continue the meeting to 10:30pm.

Motion passed unanimously by all present, Davis absent.

14. Report from City Administration (Cont')

C. Correspondence Incoming/Outgoing

Councilor Willman moved, seconded by Mayor Pro-Tem Kaup, to direct the City Attorney to write a letter to the BLM through the Mayor's signature, strongly encouraging the BLM to require RMR to adhere strictly to their current permit, take enforcement action, and to fully investigate whether or not any of these claims are subject to the 1872 Mining Law.

Motion Passes unanimously by all present, Davis absent.

15. Adjournment

The meeting was adjourned at 10:30pm.



City Council
STAFF REPORT
City of Glenwood Springs
May 16, 2019

Agenda Item: IGA for Mosquito Control 2019

Action Requested: Approval of the 2019 Intergovernmental Agreement with Garfield County for Mosquito Control Services.

Department: Parks & Recreation

Presented By: Brian Smith, Recreation Director

Background Info: This is an annual agreement between the County and local municipalities to provide monitoring and treatment to control the mosquito population carrying the West Nile Virus.

The Project will provide surveillance, identifying mosquito breeding habitats and areas with high numbers of mosquito larvae and adults, The Project will include the use of chemical pesticides for adult and larval mosquito control in a manner safe to citizens, the environment and pets. Chemical applications will only be done when mosquito levels have reached a threshold that poses a public health risk. independent contractor will also provide community outreach and public education.

Through this agreement the City will be responsible for a \$5,355.00 payment to Garfield County. Each year this payment comes out of the Parks Department budget.

Issues: None.

Staff Recommendation: Approve the 2019 County IGA for mosquito control.



COUNTY ATTORNEY'S OFFICE

108 8th Street, Suite 219
Glenwood Springs, CO 81601
Tele: (970) 945-9150
Fax: (970) 384-5005

February 26, 2019

Jay Harrington, Town Manager
Town of Carbondale
511 Colorado Avenue
Carbondale, CO 81623

David Reynolds, Town Administrator
Town of New Castle
Box 90
New Castle, CO 81647

Stuart McArthur, Town Administrator
Town of Parachute
222 Grand Valley Way
Parachute, CO 81635

Debra Figueroa, City Manager
City of Glenwood Springs
101 West 8th Street
Glenwood Springs, CO 81601

Jeff Layman, Town Administrator
Town of Silt
Box 70
Silt, CO 81652

Scott Hahn, City Manager
City of Rifle
Box 1908
Rifle, CO 81650

Re: 2019 IGA – Mosquito Control

Dear Parties:

Enclosed, please find one (1) full copy and (6) copies of the signature page of the 2019 Intergovernmental Agreement for Mosquito Control for your review, consideration and submittal to your City or Town Council for authorization for signature and attestation by the City or Town Clerk..

After execution by the appropriate officials, please return one (1) fully executed IGA and six (6) additional executed signature pages to, "Attention: Mary Lynn Stevens" at the above address.

LETTER TO PARTIES
Mosquito IGA
PAGE 2
February 26, 2019

Once this office receives all of the signature pages from all entities and after signature by the Chairman of the Board, you will be sent a fully executed original for your files

If you have any questions, please do not hesitate to contact this office.

Sincerely,



MARY LYNN STEVENS
PARALEGAL / OFFICE MANAGER

MLS
Attachments (IGA & 6 signature pages)

cc: Steve Anthony, Director, Vegetation Mgmt.

INTERGOVERNMENTAL AGREEMENT FOR MOSQUITO CONTROL - 2019

THE PARTIES to this Intergovernmental Agreement for Mosquito Control ("IGA") are the **BOARD OF COUNTY COMMISSIONERS OF GARFIELD COUNTY, STATE OF COLORADO**, (hereinafter referred to as "County"); the **CITY OF GLENWOOD SPRINGS, STATE OF COLORADO**, (hereinafter referred to as "Glenwood"); the **TOWN OF CARBONDALE, STATE OF COLORADO**, (hereinafter referred to as "Carbondale"); the **CITY OF RIFLE, STATE OF COLORADO**, (hereinafter referred to as "Rifle"); the **TOWN OF SILT, STATE OF COLORADO**, (hereinafter referred to as "Silt"); the **TOWN OF NEW CASTLE, STATE OF COLORADO**, (hereinafter referred to as "New Castle"); and the **TOWN OF PARACHUTE, STATE OF COLORADO**, (hereinafter referred to as "Parachute").

WHEREAS, the parties to this IGA are authorized by Section 29-1-201, *et seq.*, C.R.S., as amended, to provide for joint funding and cooperation to provide services and functions which each is otherwise lawfully authorized to provide; and

WHEREAS, the parties to this IGA desire to cooperate in funding and making available a County-wide mosquito control and education program; and

WHEREAS, a coordinated effort by the County and the municipalities within the County will permit a more effective mosquito control and education program and specifically will aid control of the mosquito species responsible for the spread of West Nile Virus.

NOW, THEREFORE, in mutual consideration of the premises and the covenants and promises set forth below, the parties to this IGA agree as follows:

1. PROJECT. The Project that is the subject of this IGA is a comprehensive integrated larval and adult mosquito control program, on public and private property throughout Garfield County that will be designed specifically for Garfield County and the municipalities by an independent contractor. The Project will provide surveillance, identifying mosquito breeding habitats and areas with high numbers of mosquito larvae and adults, with an emphasis on Culex mosquitoes. Surveillance will include the use of GIS mapping technology. The Project will include the use of chemical pesticides for adult and larval mosquito control in a manner safe to citizens, the environment and pets. Chemical applications will only be done when the elected officials of each pertinent jurisdiction, or their designated staff member, determine that mosquito levels have reached a threshold that poses a public health risk. Each jurisdiction is responsible for working with the Contractor to

insure that their jurisdiction is in compliance with the Federal Clean Water Act and the Colorado Discharge Permit System as administered by the Colorado Department of Public Health and Environment. The independent contractor will also provide community outreach and public education.

2. PROJECT COSTS. The cost for the entire Project that is the subject of this IGA shall not exceed One Hundred Seventy-Six Thousand Nine Hundred Seventy-Two Dollars and No Cents (\$176,972.00), with each town and city contributing the amounts set forth below for a total contribution of Fifty-One Thousand Six Hundred Thirty-Five Dollars (\$51,635.00) of the Project Cost. The remainder will be contributed by the County for the twenty-nine (29) square miles of service area outside of the municipalities.

3. COUNTY RESPONSIBILITIES. The County shall be the coordinating entity and the contracting and fiscal authority for the Project. The County's responsibilities shall include the creation of the Request For Proposals ("RFP"), management of the RFP process, selection of the contractor and management of the contract. The County shall also continue its leadership role in the functioning of the informal West Nile Working Group. The County shall pay an amount not to exceed One Hundred Twenty-Five Thousand Three Hundred Thirty-Seven Dollars and No Cents (\$125,337.00) of the total Project Cost of One Hundred Seventy-Six Thousand Nine Hundred Seventy-Two Dollars and No Cents (\$176,972.00), unless emergency services are required.

4. GLENWOOD SPRINGS RESPONSIBILITIES. Glenwood Springs shall be responsible for payment to the County of \$5,355.00.

5. CARBONDALE RESPONSIBILITIES: Carbondale shall be responsible for payment to the County of \$7,075.00.

6. RIFLE RESPONSIBILITIES: Rifle's proportionate share is \$19,320.00.

7. SILT RESPONSIBILITIES: Silt shall be responsible for payment to the County of \$5,175.00.

8. NEW CASTLE RESPONSIBILITIES: New Castle shall be responsible for payment to the County of \$5,840.00.

9. PARACHUTE RESPONSIBILITIES: Parachute shall be responsible for payment to the County of \$8,870.00.

10. PARTY RESPONSIBILITIES: All parties to this IGA shall cooperate with and assist the independent contractor chosen by the County to perform the work of the Project.

11. REMEDIES. If any of the cities or towns, identified in Paragraphs 4 through 9 above, fails to perform their payment obligation(s), the County may assume responsibility for the defaulting payment(s), and all other obligations of this IGA shall remain in full force and effect.

12. CONTRACT AWARD. The contract anticipated to define the Scope of Work needed for the Project shall be awarded by Garfield County pursuant to the terms of its Procurement Manual. The Notice to Proceed may be awarded prior to the payment obligations of the municipalities and towns being met.

13. INDEMNIFICATION. The parties acknowledge each is subject to the constitutional prohibitions against indemnification in Colo. Const. art XI, § 1. Neither can indemnify the other.

Nothing herein shall be interpreted as a waiver of governmental immunity to which each party would otherwise be entitled under Section 24-10-101, et seq., C.R.S., as amended.

14. APPROPRIATION. This IGA is contingent upon appropriation and budgeting for the costs required for the Project. Should any party fail to appropriate or have available sufficient funds to pay for the costs of its obligations set forth herein, this IGA shall be considered of no force or effect, except to the extent that the County has assumed the obligations of another party, as set forth herein. This IGA is not intended to, nor does it create a multi-year fiscal obligation as defined by Section 20, Article X of the Constitution of the State of Colorado.

15. EFFECTIVE DATE. This IGA shall be effective January 1, 2019 through December 31, 2019, no matter the date of execution.

16. AMENDMENT. This IGA may be amended by the parties solely through a written agreement signed by each.

17. FACSIMILES AND COUNTERPARTS. This IGA may be signed in counterparts, and facsimile signatures may be substituted for original signatures.

18. GOVERNING LAW. The laws of the State of Colorado shall govern the validity, performance and enforcement of this IGA. Venue for any action instituted pursuant to this IGA shall lie in Garfield County, Colorado.

19. AUTHORITY. Each person signing this IGA represents and warrants that said person is fully authorized to enter into and execute this IGA and to bind the party represented to the terms and conditions hereof.

20. NOTICE. All notices required under this IGA shall be in writing and shall be hand delivered or sent by registered or certified mail, return receipt requested, postage prepaid to the addresses of the parties set forth below. Notice addresses may be changed without amendment to this IGA.

Notice to County: Board of County Commissioners
Attn: County Manager
108 8th Street, Suite 213
Glenwood Springs, CO 81601
Phone: (970) 945-9150
Fax: (970) 384-5005

Notice to Glenwood: City of Glenwood Springs
Attn: City Manager
101 W. 8th St.
Glenwood Springs, CO 81601
Phone: 384-6400

Notice to Carbondale: Town of Carbondale
Attn: Town Manager
511 Colorado Avenue
Carbondale, CO 81623
Phone: (970) 963-2733
Fax: (970) 963-9140

Notice to Rifle: City of Rifle
Attn: City Manager
202 Railroad Avenue
P.O. Box 1908
Rifle, CO 81650
Phone: (970) 625-2121

Notice to Silt: Town of Silt
Attn: Town Administrator
231 N. 7th St., Box 70
Silt, CO 81652
Phone: (970) 876-2353

Notice to New Castle: Town of New Castle
Attn: Town Administrator
450 W. Main
P.O. Box 90
New Castle, CO 81647
Phone: (970) 984-2311

Notice to Parachute: Town of Parachute
Attn: Town Administrator
222 Grand Valley Way
Box 100
Parachute, CO 81635
Phone: (970) 285-7630

ATTEST:

**BOARD OF COUNTY COMMISSIONERS
OF GARFIELD COUNTY, COLORADO**

Clerk to the Board

By: _____
Chairman

Dated: _____

ATTEST:

**CITY OF GLENWOOD SPRINGS,
STATE OF COLORADO**

City Clerk

By: _____
Mayor

Dated: _____

ATTEST:

**TOWN OF CARBONDALE
STATE OF COLORADO**

Town Clerk

By: _____
Mayor

Dated: _____

ATTEST:

City Clerk

ATTEST:

Town Clerk

ATTEST:

Town Clerk

ATTEST:

Town Clerk

**CITY OF RIFLE
STATE OF COLORADO**

By: _____

Mayor

Dated: _____

**TOWN OF SILT
STATE OF COLORADO**

By: _____

Mayor

Dated: _____

**TOWN OF NEW CASTLE
STATE OF COLORADO**

By: _____

Mayor

Dated: _____

**TOWN OF PARACHUTE
STATE OF COLORADO**

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Mayor

Dated: _____



City Council
STAFF REPORT
City of Glenwood Springs
May 16, 2019

Agenda Item:	Valley Marijuana Council Program Summary, Results and Funding Asking
Action Requested:	Provide direction to staff and the Valley Marijuana Council on moving forward with 2019 funding for youth programs.
Department:	Parks & Recreation
Presented By:	Debra Figueroa, City Manager
Background Info:	City Council approved funding for youth prevention programs in 2018. The Valley Marijuana Council (VMC) is reporting back on the success of two programs and looking for City Council direction.
Issues:	While the funding is being used for youth prevention services, staff wants to be sure that City Council is comfortable with the existing programming.
Staff Recommendation:	Staff recommends that Council approve additional funding, but that VMC continues to work with staff to ensure that programs remain financially viable and focused on city residents.

YOUTH PREVENTION AND MENTAL HEALTH PILOT PROGRAM REPORT



April 2019

Valley Marijuana Council (VMC)

This report outlines the use of the \$100,000 set aside by the Glenwood Springs City Council in 2018 for youth prevention activities and mental health supports for Glenwood Springs youth ages 10-18 years old.

Youth Prevention and Mental Health Pilot Program Report

VALLEY MARIJUANA COUNCIL (VMC)

PROGRAM DESIGN SUMMARY

In 2017, after analyzing the system of substance use and mental health supports for youth in Glenwood Springs, alongside the rates of substance use and quality of mental health, the VMC recommended the City of Glenwood Springs dedicate at least half of the newly passed marijuana tax revenue to youth prevention and early intervention activities.

Originally the prevention activities were going to be delivered by various youth serving organizations in partnership with the library. Coordinating this effort proved challenging so the design was revised to provide free access to the Rec Center, an idea that came out of a youth survey. The VMC requested \$25,000 to provide this access and the Rec Center Team developed the process to administer free access during summer break for any student attending a Glenwood Springs school.

In addition, the VMC requested \$75,000 to provide mental health prevention and early interventions to 4 schools who did not have access to state prevention funding. Mind Springs Health was chosen as the provider and customized the program for each school based on their needs. Yampah High School, Riverview K-8 School, St. Stephen's Catholic School and Two Rivers Community School each have a counselor at their school 8 hours a week. See *Program Details* for a more comprehensive view of the activities implemented so far.

Timeline of Actual Implementation

While the funding was secured for the 2018 calendar year, this innovative pilot project required a few months to fully design and begin implementation. Therefore, the \$100,000 set aside in 2018 has not been fully spent as of April 2019. Rec center access has continued to be expanded during each school break. 2018 funding for the Rec Center was spent during the Summer and Winter breaks. 2019 Spring break access utilized 2019 funds.

January 2017	April 2017	July 2017	November 2017	May 2018	June 2018	Fall/Winter 2018	March 2019
GWS city council consulted with the VMC regarding a potential ballot initiative for the April 2017 ballot	Ballot measure passes: 5% excise on sale of recreational marijuana and products, 5% on sale and transfer of MJ	VMC presents proposal: \$25K for youth prevention activities and \$75K for mental health services to targeted schools	GWS City Council Approves \$100,000 for 2018 programming.	VMC revised prevention programming to focus on youth access to the GWS Rec Center and council approved.	LAUNCH: free summer access for GWS youth in 7th-12th grades to the Rec Center during summer break	Mind Springs and four target schools confirm program design and begin implementing in November. Rec Center expands access during winter break and added 6th grade.	Rec Center again expands access during Spring Break. Mind Springs at schools ongoing at 8 hours/week.

“This program has been a game changer for our students and teachers! Teachers feel supported because the children are supported.” Principal

Results

Because this has been a pilot project, the data is primarily on program design and participation. Discussion has begun on stabilizing data collection from multiple organizations and monitoring the Healthy Kids Colorado Survey for any indication that this program is contributing to a reduction in risk behaviors.

PARTICIPATION AND DESIGN

Glenwood Springs Rec Center

Total students in 6th through 12th grade in GWS schools (private, public, charter): 2089

Total number of free passes issued during any of the school breaks: 589 or 28%

See *attached report* for more detail

Mental Health Early Intervention

	Total Students	Program Design	Total Reached
Yampah HS	124	Groups and classes: substance use and trauma, mental health, bullying, goal setting, social media, crisis support	100 students
Riverview K-8 School	359	Parent and teacher engagement, sexual health classes, groups on friendship, executive functioning, boundaries, communication and conflict resolution, healthy relationships, impulse control	80 students, 24 school staff, 30 parents
St. Stephen's Catholic School	135	Classes: emotions, conflict resolution, bullying, self-esteem and self-regulation. Groups on behavior changes, conflict resolution, communication skills, bullying, transitioning to high school	100 students
Two Rivers Community School	350	Groups and classes: suicide prevention, impulse control, communication skills, stealing, self-esteem, bullying, family changes, body image, sexual health education	150 students

“When (the mental health provider) is here, crisis no longer interrupts the whole school. She can help a student through a crisis and can connect the student to ongoing support through Mind Springs. The student has instant support without delay and referrals.”

KEY SUCCESSES

1. The Rec Center access provided great impact with relatively little extra work.
2. Word of mouth is building for the Rec Center passes which suggests it is meeting a need.
3. Rec Center staff reported a bit more monitoring of locker rooms was needed and maintenance crew work increased but otherwise, the impact was minor.
4. Mind Springs Health matched the right counselors for each school.
5. Counselors have evolved their roles as the school needs evolved.
6. Teachers are gaining knowledge and understanding that enhances their interactions with students in the classroom and around the school campus.
7. At least one school will likely have the sustainable funding to continue this support without GWS city funding.

CHALLENGES

1. Ongoing and broader success of the mental health support depends on multi-year funding so the program and relationships can fully develop between the mental health providers and the schools.
2. Staff turnover at the library in 2018 made the coordination of prevention programming from various organizations a challenge.

Budget

Rec Center Access - \$25,000

2018 funding supported access during summer and winter breaks

2019 funding has been partially spent on spring break and may cover summer break with the current program design.

Mental Health Services from Mind Springs Health - \$75,000

2018 funding supported services from November 2018 through May of 2019 at approximately \$25,000.

Program Details

Glenwood Springs Recreation Center – See Attached Report

Mental Health Services from Mind Springs Health

Definitions:

Total Touches – The number of times the mental health provider (MHP) engaged with any student, teacher, or parent. This total is often higher than the number of students or teachers reached as some are reached more than once.

DBT – Dialectical Behavioral Therapy provides students with new skills to manage painful emotions and decrease conflict in relationships.

Yampah High School

Groups

- Seeking Safety: This group addresses substance use and trauma: 24 students in the group. Total touches 220
- DBT-A: a skills group to learn emotion regulation, distress tolerance, mindfulness, and interpersonal skills for high risk youth. Total touches 70
- Digital Citizenship: class requirement at Yampah, therapist's role was education on social media, being "safe" on the internet, social media effect on self-esteem etc. Total touches 55
- Choice Theory: class for the Teen Parent Program that goes over Glasser's five needs and relates those to parenting. Yampah is a Glasser Qualified School, so a required class for all students. Total touches 20

Comprehensive Health

- Therapist role is engaging the students in conversation about different health topics required by Colorado Department of Education. The counselor has provided conversations in mental health, alcohol and drug abuse, bullying and goal setting. Total touches 42

Riverview K-8 School

Parent and Teacher Engagement

- At parent night to discuss the School Based Services Available at the school. 30 Parents
- Met with all the middle school teachers and administration to present what the Mental Health Services (MSH) was providing at Riverview and answered questions. 20 School Staff
- 4 teachers consistently attended MBSR (mindfulness-based stress reduction) this was an 8 week group and there was positive feedback from the teachers who attended.

Classes and Playground

- Four Classes on Drawing the Line with 7th and 8th Graders at Riverview. 60 Students
- Worked with 1st through 8th Graders at Riverview for conflict resolution during lunch time and after lunch playground time. 100 touches

Groups

- I can Manage Myself for 2nd grade boys working on impulse control and safe bodies.
- Friendship Group for 3rd grade girls working on interpersonal effectiveness/healthy relationships maintenance
- Friendship Group for 6th grade girls
- Guys Group for 6th-8th grade boys working on executive functioning and boundary skills

- DBT-A group with 7th/8th grade girls working on all 5 modules following the manual (referred two students out for additional services)

Two Rivers Community

Groups

- You Matter! Group, suicide prevention/education for all 6th-8th grade students, divided into 5 small groups throughout the school year
- Changing Families Group with 2nd-3rd grade girls
- I Can manage Myself group with 2nd grade boys working on impulse control and safe bodies
- DBT-A group with 7th/8th grade girls that has run throughout entire school year once a week
- DBT-A group for 7th/8th grade boys that has run throughout the entire school year once a week
- Communication Skills Group with 4th/5th grade boys
- Replacing Behaviors group with 5th grade students, emphasis on stealing and habit reversal
- Self Esteem group with 8th grade girls
- Bullying Awareness group with 6th grade girls focusing on bullying behaviors and how to get help

Consultation

- Two hours a week with the social/emotional coordinator

Classes

- Draw the Line, Respect the Line Sexual Health Education

St. Stephens Catholic School

Class

- Entire 4th grade class working on emotion identification and conflict resolution, and bullying awareness
- Entire 3rd grade class working on conflict resolution skills, self-esteem skills
- Entire 2nd grade class working on conflict resolution skills, and self-regulation skills

Groups

- DBT-A with three identified at risk students, 8th grade girls, following DBT-A manual, Winter break-May, (referred two students out for additional services)
- Bullying awareness group with 6th/7th grade class
- Transitions Group for 8th grade students working on preparation and transitioning into High School

Valley Marijuana Council

The Valley Marijuana Council (VMC) was formed in 2016 in Glenwood Springs as a collation of schools, mental health providers, law enforcement, elected officials, marijuana retailers, youth service organizations, medical providers, higher education and other community stakeholders. The VMC focuses on the prevention and delay of youth use, mitigation of the public health impacts and improving local management of recreational marijuana sales. The VMC engages elected officials and community leaders around our local youth risk behaviors, current research on brain development and substance use and the connection between substance use and mental health issues.



City Council
STAFF REPORT
City of Glenwood Springs
May 16, 2019

Agenda Item:	Vacation Rentals, Consideration of 070.030.030 Text Amendments and permit requirements for Accessory Tourist Rentals and Short Term Rentals
Action Requested:	Consideration of Resolution 2019-14 Vacation Rental Fees and Permit Procedures and consideration of Ordinance No 9, Series of 2019 various code text amendments to Municipal Code Title 070.030.030 Use Specific Standards for Accessory Tourist Rentals and Short Term Rentals.
Department:	Economic and Community Development
Presented By:	Hannah Klausman, Senior Planner
Background Info:	In November of 2018, City Council voted to enact a 4-month moratorium on new vacation rental applications and directed staff to develop a robust public engagement process to gather information on the topic. The City of Glenwood Springs at the time of moratorium, had 134 permitted and legal vacation rentals. City Council requested Staff to compile data related to how the City's program has been operating including growth, tax collection, HOA covenants, and other topics. Staff conducted a research analysis of municipal regulations within Colorado in addition to holding an online public survey and a public work session to gather community opinion. Changes to Title 070 of the Municipal Code require a public hearing before the Planning and Zoning Commission. The Planning and Zoning Commission held a special meeting to review the information on February 25, 2019 and provided recommendations for City Council consideration. The moratorium ended on March 14, 2019. Since that time, staff has processed ten (10) new vacation rental applications for a total of 144 operating and permitted vacation rentals in the City.
Issues:	During analysis of the public response, several policy areas provided clear direction, while other topic areas provided more divided results and may require additional consideration. Those areas that provided strong direction from the public include: 1. Vacation Rental Application Fee 2. Building Inspections and Occupancy Limits 3. Multifamily Building Limitations 4. Numerical Cap for Vacation Rentals Those topics that were less clear include: 1. Neighborhood Notification 2. Parking These topic areas and categorization provided a base point for review at the Planning and Zoning Commission public hearing, where the Commission was tasked with making recommendations to City Council. SEE ATTACHED City Council Report, Discussion and Analysis, for further detail on each policy area.
Staff Recommendation:	Staff has no recommendation and defers to recommendations made by the Planning and Zoning Commission and the public engagement process.



City Council Staff Report Attachment Discussion and Analysis

The following is a description of current regulation, summary of public opinion, and municipal examples related to each topic area.

1. Application Fee

Current regulations:

Currently the vacation rental application fee is set to a one-time payment of \$110. There is no renewal fee for the two year permit. Previously, up until April 2018, the fee of \$110 was charged biennially, first at time of application, and then every two years at time of renewal. On January 4, 2018, Council held a work session to discuss potential changes to the Code of Ordinances related to vacation rentals. During that discussion, Council directed staff to work toward allowing the fees for short-term rentals and accessory tourist rentals to be paid once, rather than charged every two years. Resolution 2018-29 – approved August 2, 2018, establishing a Development Review Fee, set the vacation rental application fee at \$110 with \$0 renewal fee.

Public Opinion:

The public opinion captured through the online survey and public meeting, expressed a strong desire to set the permit fee to a recurring basis. Sixty-one percent of survey respondents favored an annual fee over a one-time fee. Of those who favored an annual fee, sixty-three percent desired an annual fee over \$200.

At the public meeting, 56 participants had the opportunity to further look at the application fee question. Staff proposed six new options based on the feedback received from the survey. Those options included a choice between an annual fee or one-time fee, with additional options in each category for how much the fee should be. Seventy-eight percent of respondents indicated an annual fee of \$100-\$300 was preferable. For further insight into the reasoning and discussion behind this choice please see Exhibit F. *Public Meeting Summary*.

Other Municipalities:

Application fees charged by other Municipalities for vacation rentals varies widely. The chart on the next page, taken from Exhibit D. and using the concepts from a best practices article published by Lodging Revs¹, places Municipal approaches on a scale of regulation ranging from strict policy, to an intermediate middle option, to a lenient or encouraging policy. Those options on the scale are represented as Restrict, Balance, and Encourage. Municipal fee costs are placed from high (Restrict) to low (Encourage) below to illustrate the various approaches that exist.

¹ Best Practices in Regulation and Taxation of Short Term Rentals. <https://www.lodgingrevs.com/best-practices/>. Last visited 2/21/2019.

ISSUE	RESTRICT	BALANCE	ENCOURAGE
	\$250 Annually and up	\$75-200 Annually	Business License fee or less than \$50 annually
Fee	<u>Crested Butte</u> : \$750 Annually	<u>Blue River</u> : \$200 one time/ \$75 renewal	<u>Denver</u> : \$25 annually
	<u>Georgetown</u> : \$500/\$250 Renewal	<u>Breckenridge</u> : \$175 annual/Admin fee \$50	<u>Silverthorne/Frisco/Avon/Aspen</u> :
	<u>Durango</u> : \$750 Land Use Permit	<u>Boulder</u> : \$130/\$105 renewal	Business License only
		<u>Telluride</u> : \$165 +\$22/bedroom annual	
		<u>Estes Park</u> : \$200 +\$50/bedroom	
		<u>Lyons</u> : \$175/ \$50 Renewal	
		<u>Clear Creek County</u> : \$250 one time fee	<u>GLENWOOD SPRINGS</u> : One-time \$110, business
		<u>Vail</u> : \$150/annually	license

Planning and Zoning Recommendation

The commissioners gave careful thought to public opinion, and data regarding staff time, including possible building inspections, to arrive at a recommendation for an application fee. Consideration was given to the fact that a renewal application involves less staff time than the initial application review process, and therefore a reduced renewal fee is appropriate.

The Commission arrived at a unanimous recommendation of an initial application fee of \$300, followed by a reduced renewal fee of \$150 biennially following the current 2-year permit cycle.

2. Building Inspections and Occupancy Limits

Current regulations:

Building inspections for vacation rentals were previously required with all applications from 2012 through 2017. During that time after an applicant submitted their vacation rental application they would schedule a building inspection with the Building Department as indicated on the permit application which is attached for reference in Exhibit O. *Old Permit Application*. The Building Inspector would set up a time to meet at the property and inspect for a variety of life safety measures enumerated within Glenwood Springs Building Code and set occupancy limits which were based on the size and number of bedrooms per requirements of the International Property Maintenance Code.

In November 2017, City Council opted to forgo building inspections in favor of a notarized applicant affidavit that stated all municipal code requirements were met and indicated all safety responsibility was on the applicant. This action is attached in Exhibit J. *Resolution 17-54*. Since then vacation rentals have not required a building inspection however code still includes stipulation for occupancy based on the International Property Maintenance Code (IPMC). The IPMC is attached in Exhibit K. *International Property Maintenance Code*.

Public Opinion:

It was clear from questions regarding inspections and occupancy that respondents favor requiring building inspections (70%) to not (22%) as well as prefer that the building department set an occupancy limit for each vacation rental (73%) as opposed to no occupancy limit (19%).

At the public meeting 82% (41 of 50 participants) indicated that fire and safety inspections should be required (Question 4). Additionally, participants were asked separately about setting occupancy limits (Question 5). Seventy-six percent opted for occupancy limitations set by the building department and 24% that indicated it was not necessary. Of the respondents that indicated a preference for occupancy limits, the majority favored a maximum occupancy of 2 people per bedroom. The remainder chose the IPMC that allows for 2 people per bedroom plus additional per square footage standards.

Other Municipalities:

Some municipalities have chosen to enforce a maximum occupancy unless the applicant applies for a conditional or special use permit to be reviewed at a public hearing. Some of those examples are:

ISSUE	RESTRICT	BALANCE	ENCOURAGE
	Maximum People per unit	Square Foot Based	No Occupancy Limitation
Occupancy	<u>Estes Park</u> : Max 8, Special Use Review for Additional	<u>Summit County</u> : 1 person/300 square feet	<u>Frisco</u>
	<u>Lyons</u> : Max 8	<u>Eagle County</u> : 1 person/300 square feet	<u>Georgetown</u>
	<u>Durango</u> : 3 persons per parking spot OR 2/bedroom plus 2.	<u>Park City, UT</u> : 75 sq ft/bedroom + 50 sq. ft min/person	<u>Telluride</u>
	<u>Crested Butte</u> : 10, Additional with parking on site	<u>Breckenridge/Snowmass Village</u> : Per IPMC	
	<u>Clear Creek County</u> : Max 9 unless property is 2 acres+		
	<u>Boulder</u> : Up to 4 Family Members, + 2	<u>GLENWOOD SPRINGS</u> : Occupancy per IPMC	

Planning and Zoning Recommendation

After reviewing the recommendations from both the Building and Fire Departments, and acknowledging the strong public desire for life safety inspections, the Commission recommended a biennial building inspection to coincide with the 2-year vacation rental permit cycle.

City Council Resolution

Application fees and building inspections are both items that can be amended through a City Council resolution, as has been done in the past. The Municipal Code Section 070.030.030(e)7/9- vacation rentals, allows City Council to set the permit fee, amount and frequency, by resolution. In addition City Council can choose to revise the Vacation Rental Permit conditions to include a completed building inspection requirement rather than the applicant affidavit that is currently required. These policy actions are included in City Council Resolution No 2019-14.

3. Multifamily Single-Owner Building Limits

Current regulations:

Currently, vacation rentals are limited to 25%, or at least 1, in single owner multifamily buildings. This regulation has remained the same since the initiation of vacation rental permits in 2012 and is included as such in the use standards for vacation rentals in Code.

City Council reviewed this topic in March of 2018. A public hearing to review increasing the multifamily building limitation was held on March 12, 2018. There were numerous public comments both in support and opposition to the proposed changes. The item was tabled unanimously in order to conduct community outreach and further research on short term rentals. The Staff report and minutes from this meeting are attached as Exhibit L. *City Council 3-12-2018 Staff Report and Minutes*

Public Opinion:

The public indicated a strong preference for limits on single owner multifamily buildings. Survey and public meeting responses also indicated a preference for lowering the threshold of maximum units that are allowed to be vacation rentals.

The survey asked whether single-owner multifamily buildings and apartment buildings should have limits on how many units could be vacation rentals. The majority of respondents indicated that there should be a limit (61%). Almost a third of the respondents did not think a limit on these buildings was necessary (27%) and the remainder was unsure (11%).

When asked what the limit should possibly be, the respondents that had answered yes to the limitation indicated that they preferred 25% of the units as a maximum allowable percentage (41%) which is the current requirement. A large number of respondents wrote in their preferred answer instead of selecting from the given choices (40%). Analyzing those write in responses revealed that most of them indicated a lower threshold for the maximum allowable units in multifamily buildings than the provided answers. When the write in answers and the given answers were combined by category, 67% of respondents desire a limit of below the current threshold of 25%.

At the public meeting participants were again asked what the allowable limit should be on multifamily buildings under single ownership. This time, based on results from the survey, staff presented lower threshold options ranging from twenty-five percent or at least 1, down to ten percent or at least 1. Seventy-four percent preferred the lowest cap of 10% for single-owner multifamily buildings; 16% preferred the highest cap of 25%.

Other Municipalities:

Staff did not find evidence of this particular approach to limiting vacation rentals in other communities. Communities that chose to place limits on vacation rental numbers opted for a numerical cap, zoning limitations, or per block limitation.

Planning Commission Recommendation

Public opinion on this topic weighed heavily on the Planning Commissioners' recommendations, however careful thought was also given to current Glenwood Housing stock, and impact areas by housing type. When considering new and recent large developments that fall into this category of single owner rental apartments, Commissioners recommended a lower threshold.

Planning and Zoning Commission recommends reducing the current 25% limitation on single owner multifamily buildings to ten (10) %.

4. Numerical Limit on Vacation Rentals

Current regulations:

Currently the City of Glenwood Springs does not limit the number of vacation rentals that can operate within City limits other than the multifamily single owner building limitation and a prohibition on Accessory Dwelling Units being used for vacation rental purposes.

Public Opinion:

The survey asked whether respondents supported limiting the number of vacation rentals that can occur in the City. Fifty percent of the response believed there should be a limit, and 34% believed there should not be a limit. Sixteen percent were unsure. Of those respondents that believed there should be a limit the majority favored placing a numerical cap on the maximum allowed vacation rentals within the City (55%) followed closely by those that desire a numerical cap of vacation rentals per block (43%).

At the public meeting the response shifted slightly in opposition of applying a limit - 54% of respondents preferred no limit; to 45% that chose a limit. The preferred limit approach was a cap per block, and a citywide cap. The question of limiting vacation rentals garnered the biggest groups during the discussion portion of the public meeting. Staff found that many participants were unclear how a numerical restriction would, or could, be enforced and therefore were not in favor of such regulation.

In the public meeting summary attached as Exhibit F., the facilitator noted common discussion comments that were raised by participants across several management strategy discussions. Two of the common comments were the impact on available housing and affordable housing for locals, which pertain to discussions of numerical limits.

Glenwood Housing Stock Numbers:

According to the Colorado State Demographers office most updated numbers, Glenwood Springs has approximately 4,177 housing units as of 2017. Subtracting the amount of deed restricted units in Glenwood Springs (232) results in approximately 3,945 free market housing units. Since 2017 Glenwood Springs has added, or is in the process of completing, 239 free market units bringing the approximate total to 4,184 free market housing units.

The current number of permitted vacation rentals in Glenwood Springs, 134, represents approximately 3.2 percent of the total housing stock. Based on the free market housing stock number, limiting vacation rentals as a proportion of the total number of free market units results in the following:

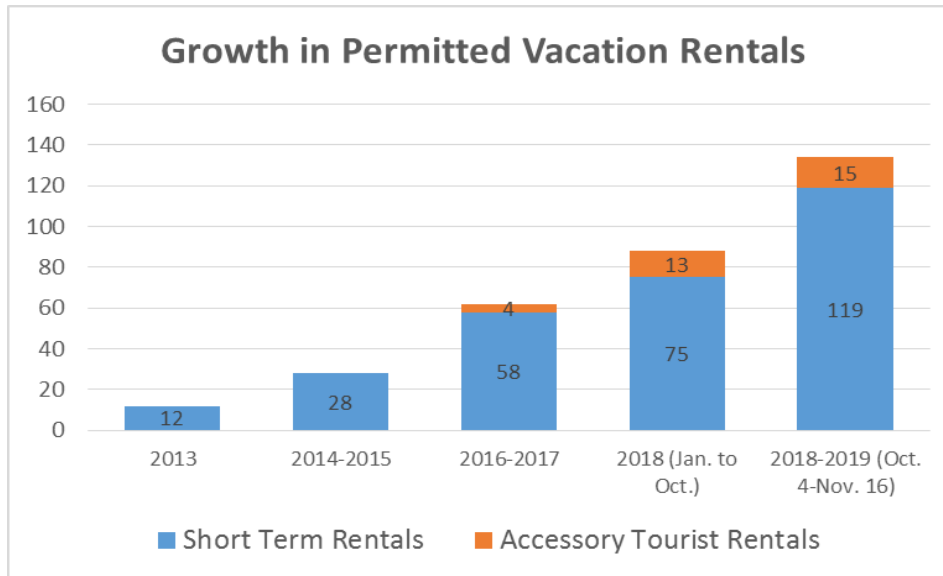
<u>Percent Limitation</u>	<u>Number of Allowed Vacation Rentals</u>
5%	209
10%	418
15%	628

Vacation Rental Growth in Glenwood Springs:

To illustrate the growth in vacation rentals from the start of permit issuance in 2013, staff presents the following charts. The 2018-19 Permit cycle is broken out into two segments to represent growth prior to and after the moratorium discussion began. The large increase of 48 rental permits between October 4 and November 16, 2019 is attributable to the uncertainty by the public if the program would continue, and is not representative of the standard growth pattern.

2 Year Permit Cycle	Short Term Rentals	% Increase previous year	Accessory Tourist Rentals	% Increase previous year
2013	12			
2014-2015	28	(16) 133%		
2016-2017	58	(30) 107%	4	
2018 (January to October)	75	(17) 30%	13	225%
2018-2019 (Oct. 4-Nov. 16)	119	(44) 59%	15	15%

Total Permitted Rentals 2019	134
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Impact on Rental/Housing Cost

In order to respond to numerous comments regarding the impact of a growing vacation rental industry on local housing costs, staff looked for reputable research on the topic. Very little quantifiable data exists on the subject, and even less for small town rural areas.

Staff did find a peer reviewed study from Economics and Business Professors at UCLA and USC.² They posit that a 10% increase in Airbnb listings leads to a 0.42% increase in rents and 0.76% increase in home prices. Two other studies cited within this research performed for Boston and Los Angeles markets found slightly lower values, but still found a correlation of rent and home price increase as the number of vacation rental listings increased.

Police Actions with Vacation Rentals

To illustrate current levels of police complaints and actions regarding vacation rentals the Police Department provided a list of responses to permitted vacation rental addresses on file. The list includes the address, the date the property became a vacation rental, the complaints, calls, and issues that the Police have been involved with since that time. The “call type” column indicates how the occurrence was initiated, whether through dispatch, alarm, or officer initiated. The Code Violations listed also have an explanation of the nature of the violation. This list is included as Exhibit M.

Chief of Police Terry Wilson analyzed the list and noted that the frequency of police involved occurrences per vacation rental property is higher than that of a standard residence and closer to the frequency of calls received for commercial lodging properties. At the Planning and Zoning Commission meeting, Chief Wilson clarified that while incidents involving vacation rentals are more numerous than standard residential dwellings, the calls tend toward low impact, easily resolved incidents. When asked about the possibility of a significant increase in vacation rental permits and impact to the Police Department, Chief Wilson replied that the Police Department would need to evaluate to see if additional resources would be necessary in such a situation.

² Barron, Kyle & Kung, Edward & Proserpio, Davide. (2018). The Sharing Economy and Housing Affordability: Evidence from Airbnb. SSRN Electronic Journal. 10.2139/ssrn.3006832.

Other Municipalities:

Several communities have decided to limit the number of vacation rentals that can operate within their boundaries. Those limitations vary in approach from a strict numerical limit, primary residence requirement, per block limitation, and frequency and duration limitations. Examples include but are not limited to:

ISSUE	RESTRICT	BALANCE	ENCOURAGE
Allowance & Limits	Not Allowed	Allowed but Limited	ALLOWED
	<u>Morrison, CO</u>	<u>Crested Butte:</u>	<u>Snowmass Village</u>
	<u>Moab, UT</u>	*Primary residence with 60 night limit (Unlimited #)	<u>Frisco</u>
	<u>Teton County, WY</u>	*Non-Primary Residence limited to 30% housing Stock	<u>Carbondale</u>
		<u>Denver/Boulder/Lyons:</u> Primary Residence	<u>Aspen</u>
		<u>Durango:</u> 1/block face + zone limits	<u>Silverthorne</u>
		<u>Telluride:</u> Zoning Limitations of frequency & duration	
		<u>Green Mountain Falls:</u> 10% of Housing Stock (60)	<u>GLENWOOD SPRINGS: No</u>
		<u>Georgetown:</u> 7% of each ward housing units	<u>limits by number or zoning</u>
		<u>Estes Park:</u> 588 permit limit	

- * Crested Butte 30% Housing Stock, 212 permits.
- * Durango Numerical Limit in low-density residential zones
- * Telluride Residential Zone District Limit 3 times per year, 29 nights annually
- * Estes park 588 permits is approximately 15% of housing stock

Durango and Telluride are examples where the limits were placed on Residential Zone districts. Crested Butte opted to allow an open ended number of permits to local residents wishing to rent out their homes temporarily while away from their homes, while placing a cap on those properties that would most likely be rented out consistently for short term uses where the property is not the owner's primary residence. Green Mountain Falls, Georgetown, and Estes Park all went with a set numerical cap for all permits within their boundaries.

Planning Commission Recommendations

The Planning Commission discussed the complexity of this topic at length. During the discussion noted that while they believe additional analysis would be helpful in this area, the Commission was more comfortable recommending a restriction than none at all. There was significant concern that implementing a percent cap without also implementing a distance buffer provision, would more negatively impact some neighborhoods, particularly the downtown core. The proposed numerical cap and distance buffer is recommended only for the Short Term Rental permit category and is not applicable to Accessory Tourist Rental permits.

Planning and Zoning recommends a text amendment to implement a numerical limit on short term rentals of ten (10) percent, OR one unit per block face (meaning one unit on each side of the street), whichever is less. For areas where the block face standard does not or cannot be applied, a 500 lineal feet distance buffer between vacation rentals shall be applied.

STAFF NOTE: Developing a per-block or 500 foot lineal foot distance provision poses challenges for compliance to staff. If it is the will of the Council to implement this regulation staff recommends either adopting only the ten percent numerical cap, or changing the amendment to a numerical limit of ten percent AND one unit per block face, and removing the "whichever is less" statement.

5. Penalties for Violations

Currently the process for penalties and violations is enumerated within the Development code and provides for fines up to \$1,000 per day, as well as authority to revoke or deny permits through a public hearing process. There is also language within the Vacation Rental Use Specific Standards that allows for the Director to revoke a vacation rental permit at any time if it is deemed that the standards of the code are not being followed. The authority to revoke a permit has not been exercised to date. Planning and Zoning Commission provided a recommendation clarifying the Director's authority to revoke a permit without holding a public hearing, as well as more specificity to the fee schedule for Vacation Rentals.

Public Opinion:

The online survey and public meeting did not include a specific question about penalties and violations. However, multiple concerns raised by the public in both forums regarding absentee owners and nuisances point to a frustration with violations occurring at vacation rentals. Violations occurring at vacation rentals in Glenwood Springs are illustrated in the attached Exhibit M. Police Complaints, mentioned previously. Write in comments submitted on the survey point to trash, snow removal, noise, and animal activity being a source of objection for neighbors. The municipal example section indicates how some communities have added additional specificity to when a permit is revoked.

Other Municipalities:

Several other Municipalities have decided to institute penalties for violations specific to vacation rentals. Some have opted for a strict policy of permit revocation after a set number of violations within a one year period, whereas others have instituted an escalating fine structure and suspension time period based on the number of violations.

In addition some jurisdictions have a dedicated hotline, or third party nuisance management system for the community to use to report vacation rental violations. Some communities have added additional requirements for response times and residency distances for registered representatives. In addition, in multiple cases, after a certain number of complaints and/or permit condition violations, a permit is revoked.

ISSUE	RESTRICT	BALANCE	ENCOURAGE
Violations	Revocation	Fine Structure	Basic Municipal Fine Structure
	Georgetown: Revocation after 3 violations in 1 year	Breckenridge: Fine Structure and Temporary License Revocation	Telluride
	Green Mountain Falls: 3 violations in 1 year	1st: Suspension 30 days, \$200 Fine in lieu	GLENWOOD SPRINGS: up to \$1,000 penalty, revocation of permit possible
	Crested Butte: Violation penalty is revocation with 2 year suspension.	2nd: Suspension 60 days, \$500 Fine in lieu	
	Vail: 3 violations in 12 months	3rd: Suspension 90 days, \$999 Fine in lieu	
Violation Response Time	Maximum Response Time	24 Hour Availability to Respond	No Response Time Requirement
	Vail: 60 minutes (30 Minutes at night), agent must reside in 60 miles	Durango: 24 hour Agent, If no response, penalty	Telluride
	Breckenridge: 60 Minutes		Green Mountain Falls
	Lyons: 60 Minutes (Responsible Agent must be within 60 miles)	Clear Creek County: 24 Hour Agent, Must reside within 1 hour from vacation rental property	
	Estes Park: (Code states "Immediate" response, no amount of time)	GLENWOOD SPRINGS	
Complaint System	Dedicated Vacation Rental Complaint Line		Standard Code Enforcement
	Breckenridge: Hotline		
	Boulder: Rental Housing Licensing Code Violation Line and Online submittal		GLENWOOD SPRINGS
	Breckenridge: STR HELPER, nuisance management system		
	Vail: Online Reporting Portal		

*At time of research, Breckenridge was moving to a system where after two or more failures to respond to complaints within sixty minutes, the Director sets a formal hearing for revocation.

Planning Commission Recommendation

The Commission reviewed the various sections of code that regulate violations of municipal code and specifically the Development Code Section 070, and Vacation Rental Use Specific Standards. Specific consideration was given to enacting violation proceedings that made it less difficult for the Director to revoke a permit when violations exist, and provide a more specified violation schedule specific to vacation rentals. This included two separate actions.

First, Planning and Zoning Commission recommends a text amendment implementing a violation schedule including a first offense of \$250, and a fine not less than \$100 and up to a \$1,000 per day for subsequent offenses.

Second, the Commission recommends a text amendment to Section 070.010.080(e) which enumerates general violations for all of the development code, to state “except as otherwise provided in this code” to allow for the above amendment to apply specifically to vacation rentals. This change clarifies that the Community Development Director may revoke a vacation rental permit without following the hearing process in Section 070.010.080(e)(2).

Consideration of Ordinance No 9, Series of 2019 Text Amendments

Ordinance 9-2019 incorporates the policy actions on vacation rentals that require a text amendment to the Municipal code. Included within the ordinance are text amendments to penalties for violations, instituting a numerical limit, and changing the threshold for multifamily building limitations. City Council can choose to approve all or some of the ordinance items, deny all or some of the items, or continue the hearing.

For amendments to the Municipal Code, City Council shall consider whether and to what extent the proposed text amendment meets the approval criteria set forth in Section 070.060.040(c)(3)d.3. The criteria are numerically listed below with staff analysis.

1. Is consistent with the Comprehensive Plan and other City policies;

The City of Glenwood Springs’s Comprehensive Plan includes several community goals that pertain to vacation rental policy. Those include:

- Maintain small town character while maintaining the livability of Glenwood Springs
- Preserve and increase the vibrancy and commercial success of the Downtown
- Provide housing opportunities for the entire community
- Maintain Glenwood’s role as a regional center
- Promote sustainable economic diversity
- Support social diversity

The proposed text amendments support the comprehensive plan goals through a balanced regulatory approach. The continuation of Vacation Rental program adds to the community’s economic diversity, downtown vibrancy, provision of housing opportunities, and Glenwood’s role as a regional center by providing a diversity of tourist accommodations, creating new business opportunities, and through ability for residents to supplement the high cost of living and household expenses. The proposed regulatory limitations in the text amendment support the goals of maintaining a small town character, provision of housing opportunities, and supporting social diversity through mitigating possible negative impacts of vacation rentals on the community.

2. It does not conflict with other provisions of this Code or other provisions in the Glenwood Springs Municipal Code;

The proposed text amendments do not conflict with other Code provisions. The violations and penalties text amendment clarifies existing code for specific vacation rental provisions.

3. It is necessary to address a demonstrated community need;

The public engagement process illustrated a strong public desire for alterations to the City's current vacation rental program. The community need demonstrated through that process is the basis for the proposed text amendments.

4. It is necessary to respond to substantial changes in conditions and/or policy; and;

The demonstrated growth in the number of vacation rental permits within Glenwood Springs constitutes a substantial change in the local sharing economy industry. The proposed text amendments are aimed at addressing that growth.

5. It is consistent with the general purpose and intent of this Code.

The general purpose of this Code is to protect the public health, safety, and welfare of the City and to implement the policies, goals, and strategies adopted by the City of Glenwood Springs. The proposed text amendments are consistent with the purpose and intent of this code.

Additional Topic Areas

Two areas with less clear public results included were Neighborhood Notification and Parking. Planning and Zoning Commission reviewed these topic areas and did not have a recommendation. The Commission did verbally encourage City Council to review Parking considerations.

Neighborhood Notification

This question asked whether neighbors should be notified for public comment when an applicant in their immediate area applied for a vacation rental permit. Fifty-two percent responded yes, the public should be notified, and 39% responded no. Staff found six Colorado Municipalities and one Colorado County that implement a public notification process for vacation rentals. They include, but are not limited to:

Neighbor	Adjacent Property Mailing	Duplex Only	No Notificaiton
Notification	Georgetown: 300 foot owners	Vail	Carbondale
	Crested Butte: 100 foot owners		Telluride
	Durango: 150 foot owners		Aspen
	Green Mountain Falls: 150 foot owners		Silverthorne
	Clear Creek County: 100 foot owners		
	Estes Park: 100 foot owners		GLENWOOD SPRINGS: No notification
			Boulder
			Blue River
			Denver
			Breckenridge
			Avon
			Lyons
			Snowmass

Parking

Many comments submitted from the survey and voiced in the public meeting included complaints regarding parking issues arising from vacation rentals. The Planning Department has also received several in person complaints regarding parking and vacation rentals. A few jurisdictions have decided to include parking requirements with a vacation rental permit application as seen below.

Parking	OFF STREET PARKING REQUIRED	Parking Plan Submittal	No Parking Requirement		
	<u>Estes Park</u> : 2 minimum off street, except Downtown	<u>Lyons</u>	<u>Estes Park</u>	<u>Georgetown</u>	<u>Breckenridge</u>
	<u>Durango</u> : 1 space per Bedroom onsite	<u>Green Mountain Falls</u>	<u>Frisco</u>	<u>Avon</u>	<u>Boulder</u>
	<u>Clear Creek County</u> : 1 space per Bedroom onsite	<u>Crested Butte</u> : Over 10 Occupancy requires onsite	GLENWOOD SPRINGS: No extra parking required		

REVIEW AUTHORITY

For actions involving amendments to the Municipal Code, City Council is the deciding authority. All Municipal Code amendments are completed by ordinance, which requires two hearings before City Council.

For amendments to the Municipal Code, City Council shall consider whether and to what extent the proposed text amendment:

1. Is consistent with the Comprehensive Plan and other City policies;
2. Does not conflict with other provisions of this Code or other provisions in the Glenwood Springs Municipal Code;
3. Is necessary to address a demonstrated community need;
4. Is necessary to respond to substantial changes in conditions and/or policy; and;
5. Is consistent with the general purpose and intent of this Code.

ACTION ALTERNATIVES

City Council may take one of the following actions:

1. Recommend approval of all or some of the amendments;
2. Recommend denial of some or all of the amendments; or,
3. Continue the hearing with a requirement that staff submit changes or provide additional information regarding some or all the amendments.

ACTION ITEMS

Action 1: Consideration of Resolution 2019-14

Consideration of City Council Resolution that includes amending the development fee schedule to reflect an initial permit application fee of \$300 and a \$150 renewal fee every other year coinciding with the two-year vacation rental permit, and the addition of a Vacation Rental Permit Condition requiring a building inspection at time of application and for renewal every other year.

Action 2: Consideration of Ordinance No 9, Series of 2019

Consideration of a various text amendment to Municipal Code Title 070.030.030(e)7 and 070.030.030(e)9 Use Specific Standards for Accessory Tourist Rentals and Short Term Rentals to include:

1. A reduction in the percentage of units that can be vacation rentals in a single-owner multifamily building from twenty-five (25) to ten (10)%;
2. A numerical cap on Short-Term Rental permits equal to (a) 10% of the City's total housing stock or (b) one short-term rental permit for every block face or for every 500 linear feet where regular block face measurement does not apply, whichever is less;
3. A violation fee schedule with the first violation of 070.030.030(e)(7)/(9) shall be subject to a fine of \$250 for the first offense and a fine of not less than \$100 and up to \$1,000 for each subsequent offense; and

4. An amendment to Title 070.010.080(e) to add the following language: except as provided elsewhere in this code, clarifying that the Community Development Director may revoke a vacation rental permit without following the hearing process in Section 070.010.080(e)(2).



City Council Staff Report Attachment Planning and Zoning Commission Vacation Rental Recommendation Summary

Planning and Zoning Commission made the following recommendations at a special meeting held February 25, 2019, for consideration by City Council.

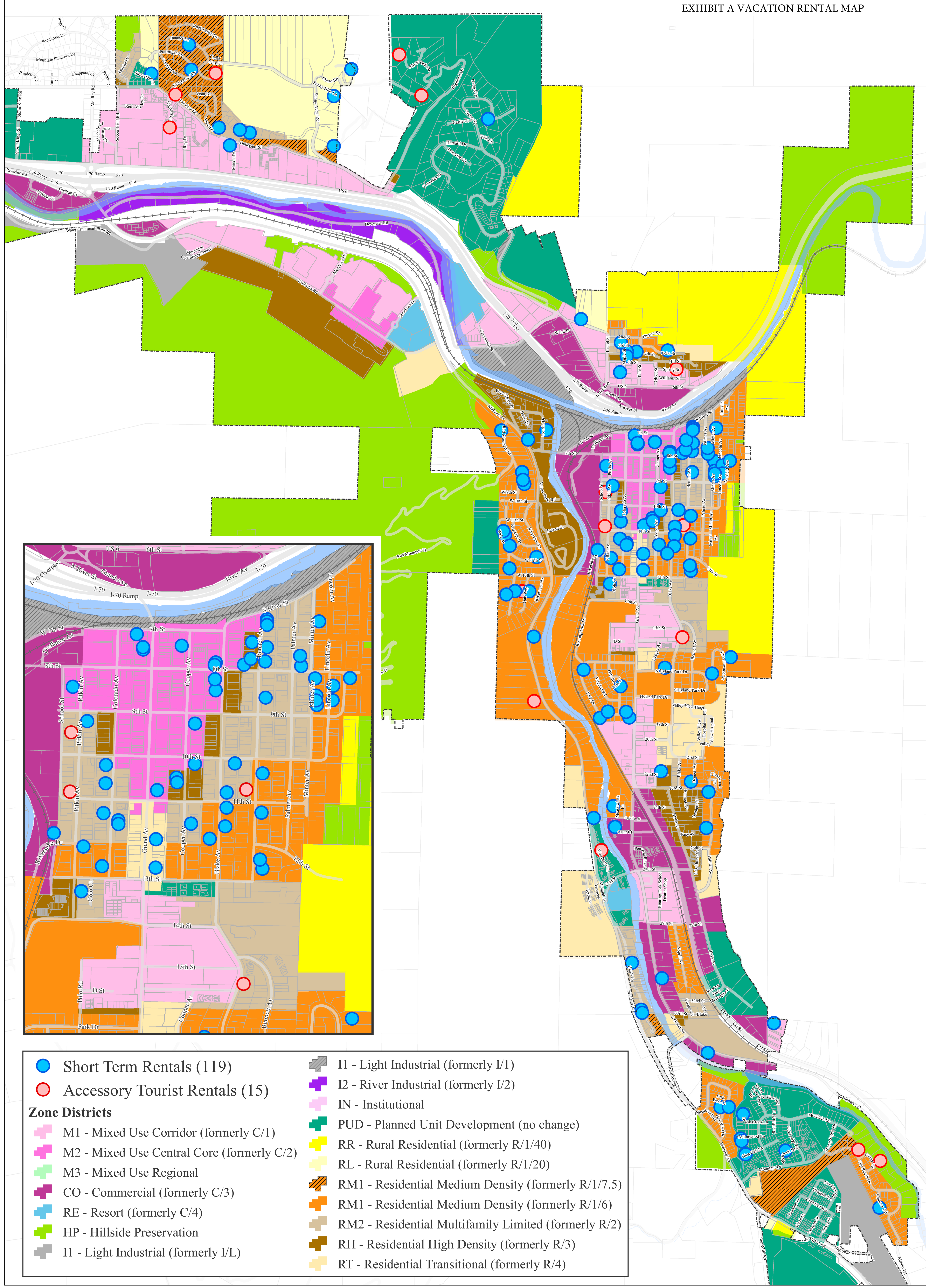
Resolution 2019-14

1. Recommendation to increase the application permit fee for both Short Term Rentals and Accessory Tourist Rentals from the current one-time payment of \$110 to the following development fee schedule:
 - Initial permit application fee of \$300 and a \$150 renewal fee.
2. Recommendation to add a permit condition requiring a building inspection at time of application and at time of permit renewal every other year.

Ordinance No 9, Series of 2019

Recommendation of a various text amendment to Municipal Code Title 070.030.030(e)7 and 070.030.030(e)9 Use Specific Standards for Accessory Tourist Rentals and Short Term Rentals to include:

1. A reduction in the percentage of units that can be vacation rentals in a single-owner multifamily building from twenty-five (25) to ten (10)%;
2. A numerical cap on Short-Term Rental permits equal to:
 - i. 10% of the City's total housing stock OR,
 - ii. One short-term rental permit for every block face or for every 500 linear feet where regular block face measurement does not apply, whichever is less;
3. A violation fee schedule with the first violation of 070.030.030(e)(7)/(9) shall be subject to a fine of \$250 for the first offense and a fine of not less than \$100 and up to \$1,000 for each subsequent offense; and
4. An amendment to Title 070.010.080(e) to add the following language: except as provided elsewhere in this code, clarifying that the Community Development Director may revoke a vacation rental permit without following the hearing process in Section 070.010.080(e)(2).



- | | |
|--|--|
| Short Term Rentals (119) | I1 - Light Industrial (formerly I/1) |
| Accessory Tourist Rentals (15) | I2 - River Industrial (formerly I/2) |
| Zone Districts | IN - Institutional |
| M1 - Mixed Use Corridor (formerly C/1) | PUD - Planned Unit Development (no change) |
| M2 - Mixed Use Central Core (formerly C/2) | RR - Rural Residential (formerly R/1/40) |
| M3 - Mixed Use Regional | RL - Rural Residential (formerly R/1/20) |
| CO - Commercial (formerly C/3) | RM1 - Residential Medium Density (formerly R/1/7.5) |
| RE - Resort (formerly C/4) | RM1 - Residential Medium Density (formerly R/1/6) |
| HP - Hillside Preservation | RM2 - Residential Multifamily Limited (formerly R/2) |
| I1 - Light Industrial (formerly I/L) | RH - Residential High Density (formerly R/3) |
| | RT - Residential Transitional (formerly R/4) |



Vacation Rental Locations

This map was produced by the Engineering Department.
Use of this map should be for general purposes only.
City of Glenwood Springs does not warrant the accuracy
of the data contained herein.
Phone – 970-384-6439 <http://www.cogs.us/> Author: JKoenig, Date: 01/15/19
N:\GIS\GIS_Projects\Community Development\Short Term Rentals\STR_ATR_Zoning_011519.pdf



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Feet

PUBLIC ENGAGEMENT

Online Survey

City staff drafted a survey consisting of twenty-seven (27) questions about community perception of vacation rental and feelings towards specific regulations. The survey was active from November 27th, 2018 to February 15, 2019, a duration of two and a half months. The survey received 482 responses. The entire survey is attached as Exhibit B, and a summary is provided below.

The major takeaways from the Survey is that the public is seeking a balance between the positive and negative impacts of vacation rentals. It is clear that residents want vacation rentals to be an available option, however desire some oversight and regulation to mitigate impacts to residents and the community as a whole. The specifics of “how” and “when” to regulate were less clear than the agreement that regulation is a necessary part of the process.

Demographics

482 respondents completed the survey that was closed on February 15th, 2019. A brief summary of the survey demographics is listed below.

- | | |
|--|-----|
| • Residents of Glenwood Springs | 81% |
| • Lived in Glenwood Springs for 6+ years | 75% |
| • Work in Glenwood Springs, live elsewhere | 6% |
| • Full Time Employees | 71% |
| • Own their home | 86% |
| • Rent their home. | 11% |
| • Own/Operate Vacation Rental | 19% |

Allowance and Permits (Questions 8, 9, 10, 12)

The overwhelming majority of respondents believe that vacation rentals should be allowed in Glenwood Springs (68%) and that they should require permits to operate (81%). A small percentage of respondents thought that property owners should be allowed to have vacation rentals unregulated (26%). The survey further asked about allowing the two types of vacation rentals, Short Term Rental of the whole house and Accessory Tourist Rental of a single bedroom, and 66% of respondents indicated that both categories should be allowed.

Interestingly, when the responses were filtered to respondents that identified that they own or operate a vacation rental in Glenwood Springs the majority still believed that vacation rental permits should be required (78%) and believed that at least some regulation is necessary for property owners to have vacation rentals (64%).

Permit Fee (Question 11)

Survey results for what an appropriate permit fee is were divided. Forty-seven percent of respondents selected an Annual Fee of \$110 over the current one-time fee of \$110 which garnered 27% of the vote. After analyzing write-in comments it became clear that 61% of respondents favored an annual fee over a one-time fee. Of those who favored an annual fee 63% desired an annual fee over \$200.

Among vacation rental owners and operators, the majority favored the current fee structure of a one-time fee of \$110 (57%) with the next highest choice being an annual fee of \$110 (22%). When write in answers were tabulated, 31% of vacation rental owner/operators were in favor of an annual fee versus 61% for the one-time fee.

Limits on Vacation Rental Numbers (Questions 13, 14, 18)

Values on whether to limit the number of vacation rentals were fairly divided with 49% believing there should be a limit, and 35% believing there should not be a limit. 16% were unsure. Of those respondents that believed there should be a limit the majority favored placing a numerical cap on the maximum allowed vacation rentals within the City (55%) followed closely by those that desire a numerical cap of vacation rentals per block (43%).

In addition Question 18 asked about limiting vacation rentals by Zone district, which was not favored as an option. 49% responded no to zone limits, with 32% responding yes, and 20% unsure. Those that did think limiting vacation rentals to certain zones (32%) favored limiting vacation rentals to Commercial (46%) and Mixed Use Zones (48%).

Owner Occupancy (Questions 15, 16)

This was the most closely divided survey question with only a slight difference between those who believed there should be a minimum owner occupancy period to operate a vacation rental (45%), and those who did not (42%). When asked whether or not a Second Home Owner should be allowed to operate a vacation rental the answer was more favorably yes (63%) than no (26%).

Public Notification (Question 17)

This question asked whether neighbors should be notified for public comment when an applicant in their immediate area applied for a vacation rental permit. 52% responded yes, the public should be notified, and 39% responded no.

Multifamily Building Limits (Questions 20, 21)

Asked whether multifamily buildings and apartment buildings should have limits on how many units could be vacation rentals, the majority of respondents indicated that there should be a limit (61%). Almost a third of the respondents did not think a limit on these buildings was necessary (27%) and the remainder was unsure (11%).

When asked what the limit should possibly be, the respondents that had answered yes to the limitation indicated that they preferred $\frac{1}{4}$ of the units as a maximum allowable percentage (41%). Interestingly a large number of respondents wrote in their preferred answer instead of selecting from the given choices (39%). Analyzing those write in responses revealed that most of them indicated a lower threshold for the maximum allowable units in multifamily buildings than the provided answers. When the write in answers and the given answers were combined by category, 67% of respondents desire a limit of $\frac{1}{4}$ of the units or below.

Building Inspections and Occupancy (Questions 22, 23)

It was clear from questions regarding inspections and occupancy that respondents favor requiring building inspections (70%) to not (22%) as well as prefer that the building department set an occupancy limit for each vacation rental (73%) as opposed to no occupancy limit (19%).

Perceptions of Impact

The survey's final questions were aimed at assessing public perception of impact, both negative and positive, of vacation rentals. 53% of respondents believe that vacation rentals degrade a neighborhood in some way, compared to 21% who believe they improve a neighborhood. The remainder believed that vacation rentals had no impact on neighborhoods (26%).

Further along these lines the survey asked the public what benefits and drawbacks they associated with vacation rentals. On the positive benefit side of vacation rentals the top responses were allowing residents

to supplement income (76%) increased tourism (67%) positive economic impact (62%) and tax revenue (63%).

On the negative impact side of the question top responses were long term renter displacement (63%), absentee owners (59%), loss of housing stock (56%), and less parking (55%). Overcrowding and noise received 46% Deterioration of neighborhood character received 44%.

Public Meeting

The City held a public meeting to go over the initial survey results and expand further on a few topic areas. Over 55 people attended the public meeting on management of vacation rentals. The meeting gathered preferences and more detailed reasons for preferences in six areas (and the options):

1. Application fee
2. Limiting the number of vacation rentals
3. Limit for multifamily single-owner buildings
4. Requiring Fire and Safety Inspections
5. Limiting occupancy
6. Primary residency requirement

Polling Results

Areas with clearer results:

- 82% (41 of 50) - Fire and safety inspections should be required
- 74% (36 of 49) - For multifamily single-owner buildings only 10% should be allowed to be vacation rentals (16% preferred 25%, 6% preferred 20%)
- 57% (28 of 49)- No primary residency requirement (33% preferred a primary residency requirement)
- 54% (29 of 54) – No limit to the number of vacation rentals, not limited citywide or per block nor require a buffer between them. (26% preferred a per block cap, 19% preferred a Citywide cap)

The other two questions' highest response was 45%

- 45% (23 of 51) – Occupancy should be limited to 2 per bedroom (31% preferred a per bedroom plus some based on square feet of common space, and 26% preferred no occupancy limit)
- 45% (19 of 42) – Fee should be \$100-\$300 annually (33% preferred \$300+ annually, and 17% preferred the hybrid – larger application fee, smaller annual fee)

Common Discussion Comments

A few common concerns were raised by participants across several management strategy discussions:

- Impact on available housing for locals;
- Impact on availability of affordable housing for locals;
- Impact on City feel and sense of community; and
- Consistent regulations/treatment across long- and short-term rentals, bed & breakfasts and hotels (fairness across).

The question that garnered the biggest groups during discussion rounds was: Should vacation rentals be limited (citywide, per block, or buffer, or not at all)?

A complete summary of the public meeting and results is included in Exhibit E.

Summary of Public Engagement

Between the survey and the public meeting, a few topic areas became clear as far as how the public desires regulations to operate. Those are:

- Vacation Rentals should be allowed
- Vacation Rentals should require a permit
- The Permit fee should be an annual Fee as opposed to one time
- There should be Building Inspections of each rental for safety compliance
- Building Department should set occupancy limits
- The Multifamily threshold percentage should be reduced from 25% to 10%

Items that were fairly split by the public and necessitate further analysis are:

- Owner Occupancy Requirements
(Survey 44% Yes, 41% No, Public Meeting 43% Yes, 57% No)
- Numerical Limit on Vacation Rentals
(Survey 50% Yes, 34% No, Public Meeting 46% Yes, 54% No)
- Neighborhood Notification
(Survey 51% Yes to 39% No)

BACKGROUND AND RESEARCH Glenwood Springs Vacation Rental Program

In addition to directing public engagement, staff conducted research on Glenwood Springs program specifics at the request of City Council. The areas included are:

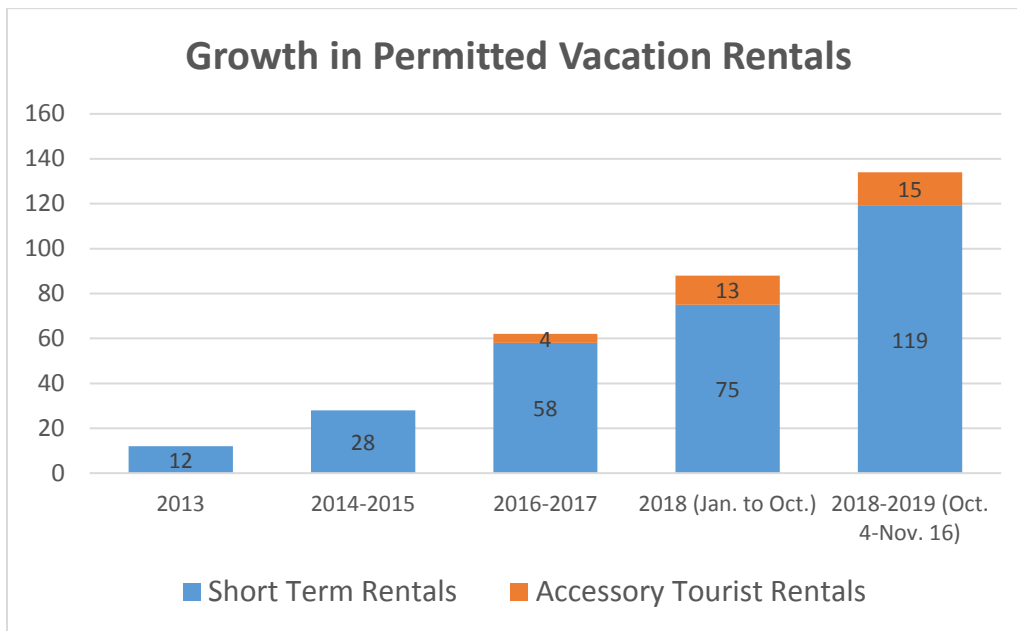
1. Growth of Vacation Rentals
2. Local versus Non Local Ownership of Vacation Rentals
3. Glenwood Housing Stock
4. Tax Collection
5. HOA Covenants Prohibiting Vacation Rentals
6. Police Complaints
7. Staff Time
8. Building Inspections and Occupancy Limits
9. PREVIOUS TEXT AMENDMENTS AND RESOLUTIONS

1. Growth of Vacation Rentals by year

The City of Glenwood Springs began requiring permits for vacation rentals in 2012 with Ordinance No. 10-12 which established a 2-year permitting process to coincide with business license renewals. Accessory Tourist Rentals, the renting of a single bedroom within a home, was added as a category in late 2015. The following chart shows the progression of the programs growth since its beginning until present. The 2018-19 Permit cycle is broken out into two segments to represent growth prior to and after the moratorium discussion began. The large increase of 48 rental permits between October 4 and November 16 is attributable to the uncertainty by the public if the program would continue, and is not representative of the standard growth pattern.

2 Year Permit Cycle	Short Term Rentals	% Increase previous year	Accessory Tourist Rentals	% Increase previous year
2013	12			
2014-2015	28	114%		
2016-2017	58	103%	4	
2018 (January to October)	75	30%	13	225%
2018-2019 (Oct. 4-Nov. 16)	119	59%	15	15%

Total Permitted Rentals 2019	134
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2. Local versus Non Local Ownership of Vacation Rentals

Staff performed an analysis of ownership demographics of the current 134 vacation rental permits and found the following:

	SHORT TERM RENTAL		ACCESSORY TOURIST RENTAL		TOTAL VACATION RENTALS	
Total Number	119	100%	15	100%	134	100%
Glenwood Springs Owners	88	74% of total	13	87% of total	101	75% of total
Colorado Owners	23	19% of total	1	6.5% of total	24	18% of total
Out of State Owners	8	7% of total	1	6.5% of total	9	8% of total

3. Glenwood Housing Stock

According to the Colorado State Demographers office most updated numbers, Glenwood Springs has approximately 4,177 housing units as of 2017. Subtracting the amount of deed restricted units in Glenwood Springs (232) results in approximately 3,945 free market housing units. Since 2017 Glenwood Springs has added, or is in the process of completing, 239 free market units bringing the approximate total to 4,184 free market housing units.

The current number of permitted vacation rentals in Glenwood Springs, 134, represents approximately 3.2 percent of the total housing stock. Based on the free market housing stock number, limiting vacation rentals as a proportion of the total number of free market units results in the following:

<u>Percent Limitation</u>	<u>Number of Allowed Vacation Rentals</u>
5%	209
10%	418
15%	628

4. Tax Collection

All vacation rentals operating within City boundaries are required to obtain a business license for purposes of tax collection. Vacation rentals are subject to local sales and lodging tax as well as state collected taxes. The table on the next page illustrates the taxes required, the tax percentage, and the amount collected from Glenwood Springs Vacation Rentals for the first 11 months in 2018.

Tax Category	Rate	Vacation Rental 2018 Collection (11 Months)
Glenwood Springs Sales Tax	3.7%	\$50,908
Glenwood Springs Accommodation Tax	2.5%	\$34,775
Rural Transit Authority	1.0%	
State of Colorado	2.9%	
Garfield County	1.0%	
Total	11.1%	\$85,683 (Average \$7,800/Month)

The City of Glenwood Springs Finance department reports that for the first eleven (11) months of 2018, vacation rentals remitted \$50,908 in sales taxes, and \$34,775 in accommodation taxes. This equates to roughly an average of \$7,800 in City taxes collected each month, or about \$93,000 a year.

5. HOA Covenants Prohibiting Vacation Rentals

Staff reviewed subdivision and Home Owners Association documents on file with the Community Development Department to ascertain how many areas within the city include language prohibiting vacation rentals within their recorded documents. Staff found eleven (11) subdivisions, PUD's, or HOA's that specifically restricted the operation of short term vacation rental activities. The language varied however common elements included a minimum lease or tenancy requirement of more than 30 days, 60 days or longer, and specific language stating that the owner shall not lease for transient for hotel purposes. Those areas include:

	Subdivision	Location
1	Meadowood Apartments	14th and Colorado
2	Oasis Creek Subdivision	Traver Trail
3	Cardiff Glen Subdivision	Airport Rd and Clark Street
4	Cottonwood Landing	27th and Midland
5	Parkwood Homes HOA	1000 Mount Sopris Drive
6	Colorado Plaza	201 14th St
7	Donnegan Development LLC	Orchard Lane and Donegan

8	Timber Creek Townhomes	Timber Creek Drive
9	Overlin Park Townhomes	White Horse Place
10	Penrose Townhomes	2550 S Grand Ave
11	Holiday House Condos	15th and Blake

***The list is not exhaustive. The City is not a party to, nor does it enforce these agreements.**

The City does not enforce private covenants nor does it require submittal of updates or changes. As such this list is by no means comprehensive or 100% accurate and is meant to illustrate that certain areas regulate vacation rentals outside of City regulations.

6. Police Complaints

The Police Department provided staff with a list of Police responses to Vacation Rental addresses on file. The list includes the address, the date the property became a vacation rental and the complaints, calls, and issues that the Police have been involved with since that time. The “call type” column indicates how the occurrence was initiated, whether through dispatch, alarm, or officer initiated. The Code Violations listed also have an explanation of the nature of the violation. This list is included as Exhibit L.

Chief of Police Terry Wilson analyzed the list and noted that the frequency of police involved occurrences per vacation rental properties is higher than that of a standard residence and closer to the frequency of calls received for business properties.

7. Staff Time

Staff receives vacation rental applications on a rolling basis. Review of the permit for compliance averages one hour per application, with an additional one hour on average for follow up on business license completion and permit issuance. In addition to this, staff conducts monthly compliance checks on website platforms such as VRBO and Airbnb to check for unpermitted vacation rentals. This amounts to approximately 4 hours a month for website review, with additional hours necessary when a violation is discovered. Violations can take up considerable staff time for documentation, certified mailings, follow ups and code enforcement citations for the worst cases. On average we discover 1-2 violations each month.

- Application processing 2 hours/application
- Website Compliance 4 hours/month
- Building Inspection 2 hours/application (when they were being performed)

8. Building Inspections and Occupancy Limits

Building inspections for vacation rentals were previously required with all applications from 2012 through 2017. During that time after an applicant submitted their vacation rental permit application, the applicant would schedule a building inspection with the Building Department. The Building Inspector would set up a time to meet at the property and inspect for a variety of life safety measures enumerated within Glenwood Springs Building Code.

In November 2017, City Council opted to forgo building inspections in favor of a notarized applicant affidavit that stated all municipal code requirements were met and indicated all safety responsibility was on the applicant. Since then, vacation rentals have not required a building inspection.

The Building and Fire Departments submitted memorandums for consideration in regards to building and fire safety concerns. The online survey and the public meeting both showed strong public inclinations for requiring building inspections to be performed. Likewise, both the Building and Fire Departments have indicated a preference for reinstating building inspection to check for life safety measures.

Currently the Code states that “Occupancy limitations of a short term rental shall be established by the International Property Maintenance Code (IPMC) and shall be indicated on the short term rental permit.” The IPMC sets out specific occupancy limitations based on square feet minimums for different areas of the dwelling. Those specifications are attached in Exhibit J. There was indication from the public that a different maximum occupancy may be preferred. Some municipalities have chosen to allow a maximum occupancy unless the applicant applies for a conditional or special use permit to be reviewed at a public hearing.

9. PREVIOUS TEXT AMENDMENTS AND RESOLUTIONS

Since the vacation rental program was passed in 2012, there have been several changes implemented. Those are, listed from oldest to newest:

Ordinance 2012-10 Short Term Rental Program Initiation

Resolution 2012-20 Establishing Short Term Rental Permit Fee

Original resolution setting the Short Term Permit fee to be established annually by resolution from City Council.

Resolution 2017-54 Amnesty Period for Violations and Affidavit Requirements

Established an Amnesty period for unpermitted vacation rentals to get licensed without penalty and established an applicant affidavit affirming building code compliance in place of a building inspection.

Ordinance 2017-25 Short Term Rentals in PUD’s

Amended the Municipal Code to state that Short Term Rentals are allowed in PUD’s unless expressly prohibited in covenants instead of requiring it to be expressly listed as an allowed use.

Ordinance 2018-11 Vacation Rental Fee Change and Violation Schedule

Ordinance 11 of 2018, attached as Exhibit M was passed by City Council on May 17th, 2018 and made changes to the then regulations for vacation rentals. During this same time period the City was in the process of amending the entire Development Code in Chapter 070. During that process a new violations and penalties section was included in 070 and the Penalties for Violations clause of Ordinance 11 was not carried through. The major items included in Ordinance 11 were the following additions to code in double underlined text:

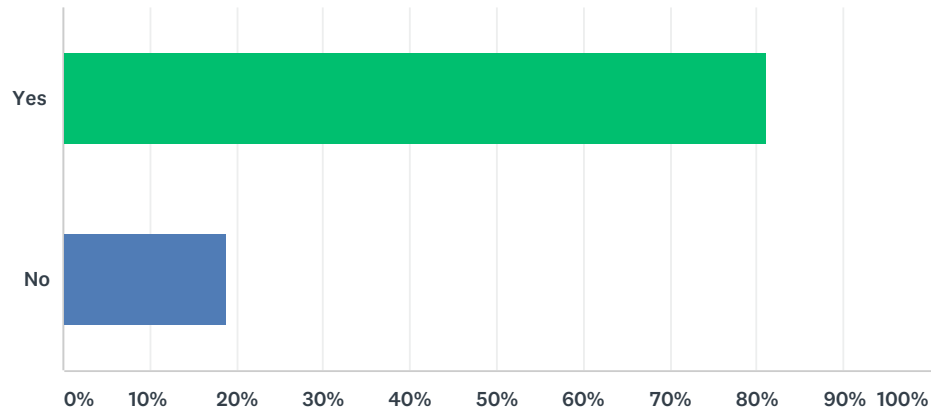
(i) Penalties for Violations. Any violation of this Section 070.040.120 shall be deemed a misdemeanor and upon conviction of same shall be punished by a fine of \$250 for the first offense and by a fine of not less than \$100 and up to \$1,000 for each day of a subsequent offense.

Resolution 2018-29 Establishing Development Review Fee Schedule

Set a new Vacation Rental permit fee to a one-time payment of \$110 with \$0 renewal fee.

Q1 Are you a resident of Glenwood Springs year round?

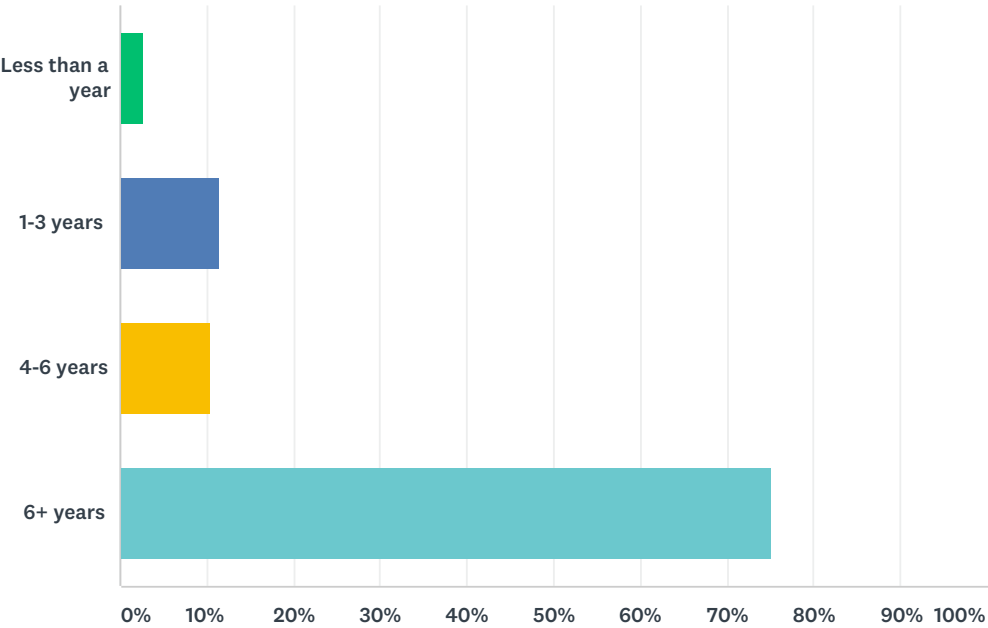
Answered: 480 Skipped: 2



ANSWER CHOICES		RESPONSES	
Yes		81.25%	390
No		18.75%	90
TOTAL			480

Q2 How long have you lived in Glenwood Springs?

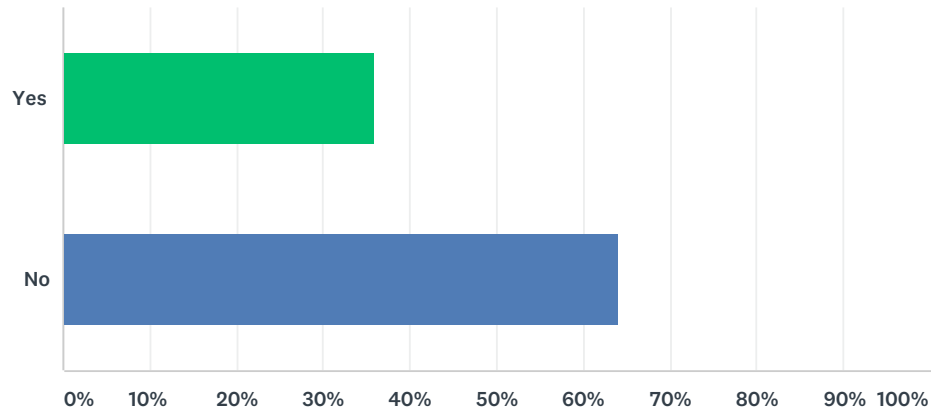
Answered: 391 Skipped: 91



ANSWER CHOICES		RESPONSES	
Less than a year		2.81%	11
1-3 years		11.51%	45
4-6 years		10.49%	41
6+ years		75.19%	294
TOTAL			391

Q3 Do you work in Glenwood Springs but live elsewhere?

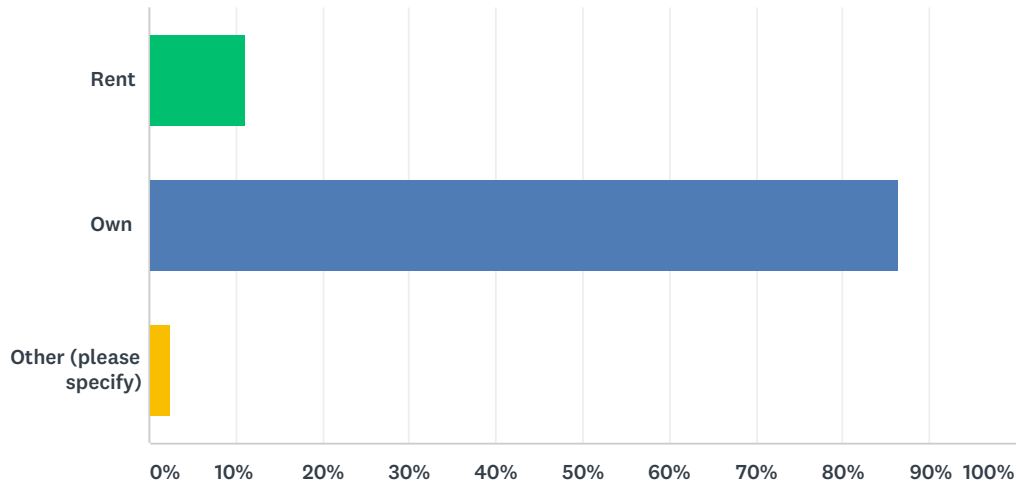
Answered: 89 Skipped: 393



ANSWER CHOICES		RESPONSES	
Yes		35.96%	32
No		64.04%	57
TOTAL			89

Q4 Which best describes your current living situation?

Answered: 473 Skipped: 9

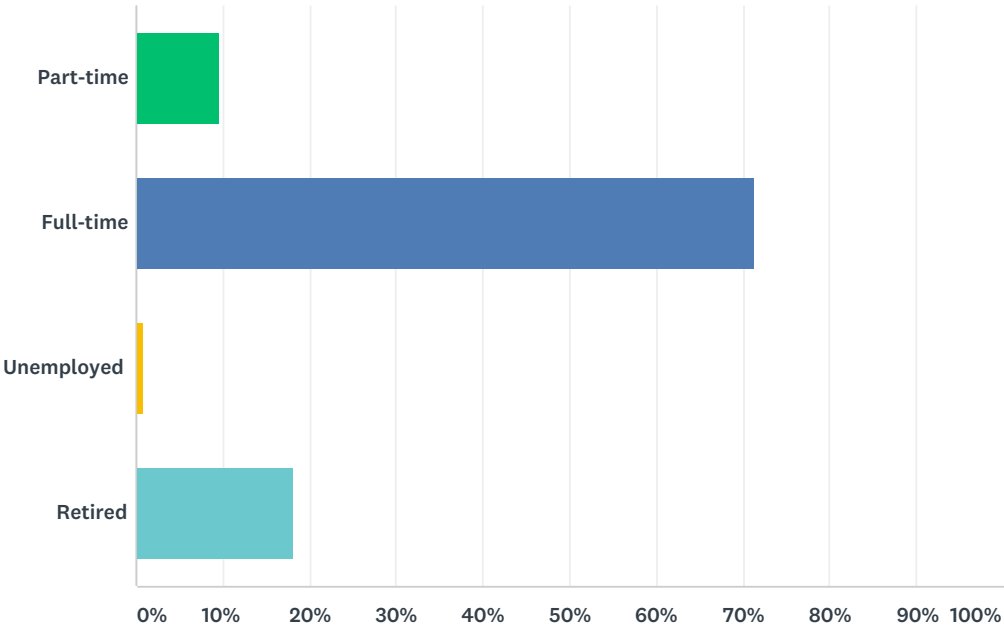


ANSWER CHOICES	RESPONSES	
Rent	10.99%	52
Own	86.47%	409
Other (please specify)	2.54%	12
TOTAL		473

#	OTHER (PLEASE SPECIFY)	DATE
1	Own rental duplex in Glenwood Springs. Live elsewhere.	1/9/2019 9:49 AM
2	previous resident visit often	12/21/2018 9:58 AM
3	Rent, building home	12/21/2018 9:28 AM
4	We own our home and rental property	12/21/2018 2:25 AM
5	Mobile home sorta rent sorta own	12/9/2018 4:40 PM
6	I own 3 houses in Garfield County. I live in one, one is long term rental for 6 years. the other was going term for 3 and now has been a VRBO for another 3. I have my own business currently and had a store downtown Glenwood for 5. Ive lived and paid taxes here for 25 years. As well I built a custom home in Silt in 2001.	12/6/2018 8:28 AM
7	Own in Glenwood Springs, Rent in Denver	12/4/2018 10:28 PM
8	Hotel	12/4/2018 5:58 PM
9	Manager On Site	12/4/2018 3:57 PM
10	I own 5 properties in Garfield County, 1 is a VRBO. 4 are long term rentals	12/4/2018 3:19 PM
11	Both	12/4/2018 6:26 AM
12	Own and live seasonally	11/30/2018 9:59 AM

Q5 Which best describes your employment status?

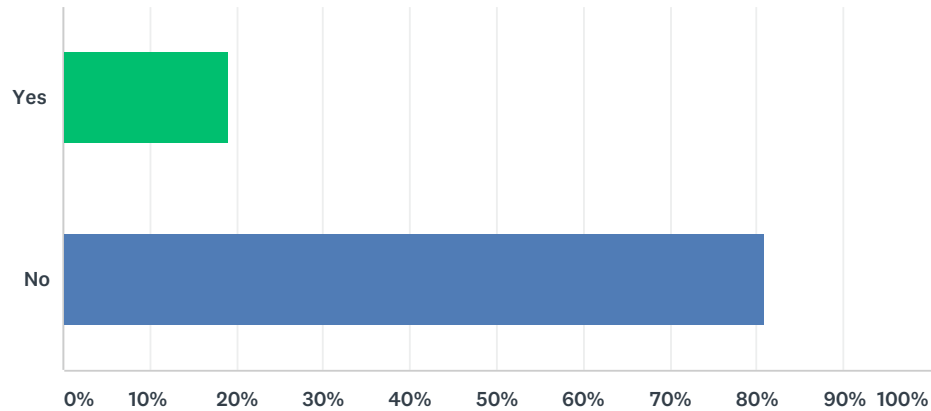
Answered: 473 Skipped: 9



ANSWER CHOICES	RESPONSES	
Part-time	9.73%	46
Full-time	71.25%	337
Unemployed	0.85%	4
Retired	18.18%	86
TOTAL		473

Q6 Do you own or operate one or more vacation rentals in Glenwood Springs?

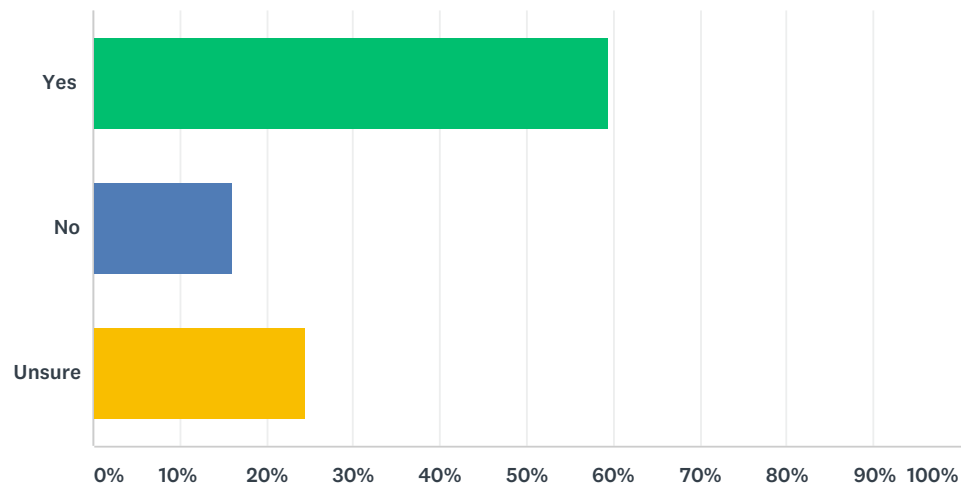
Answered: 474 Skipped: 8



ANSWER CHOICES	RESPONSES	
Yes	18.99%	90
No	81.01%	384
TOTAL		474

Q7 Do you live in a neighborhood with vacation rentals?

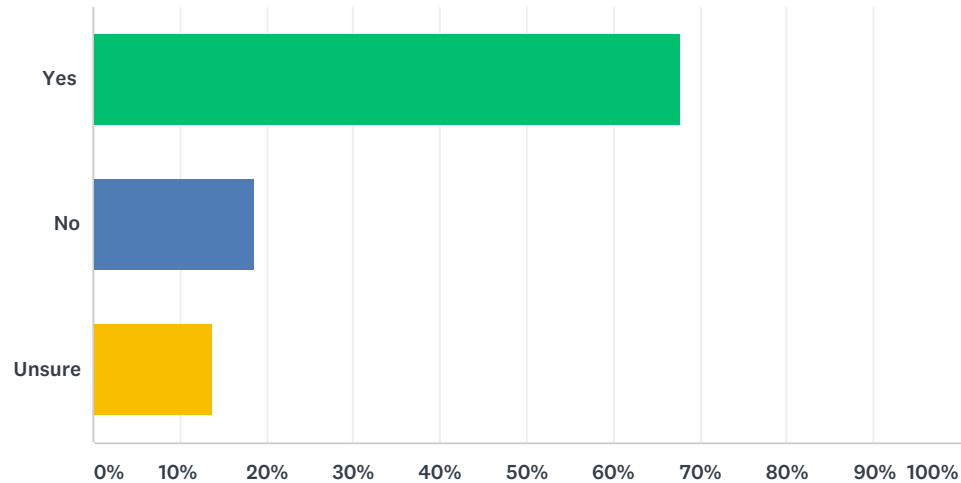
Answered: 473 Skipped: 9



ANSWER CHOICES		RESPONSES	
Yes		59.41%	281
No		16.07%	76
Unsure		24.52%	116
TOTAL			473

Q8 Do you think vacation rentals should be allowed in Glenwood Springs?

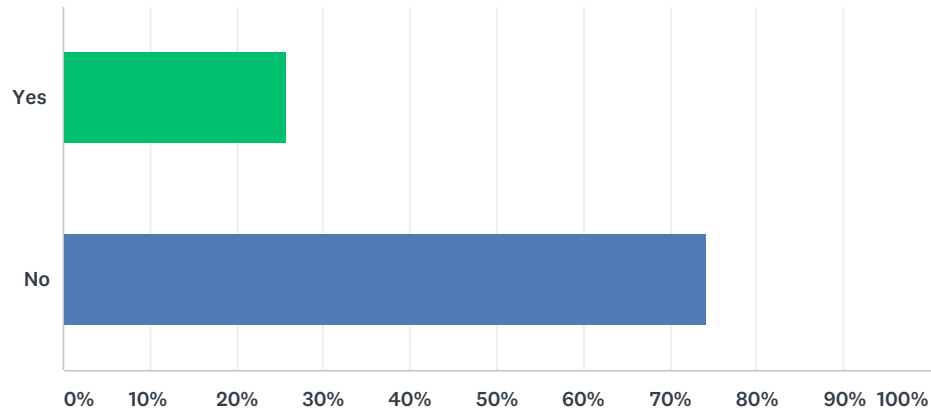
Answered: 474 Skipped: 8



ANSWER CHOICES		RESPONSES	
Yes		67.72%	321
No		18.57%	88
Unsure		13.71%	65
TOTAL			474

Q9 Do you believe that property owners should be able to have vacation rentals on their properties without any regulation?

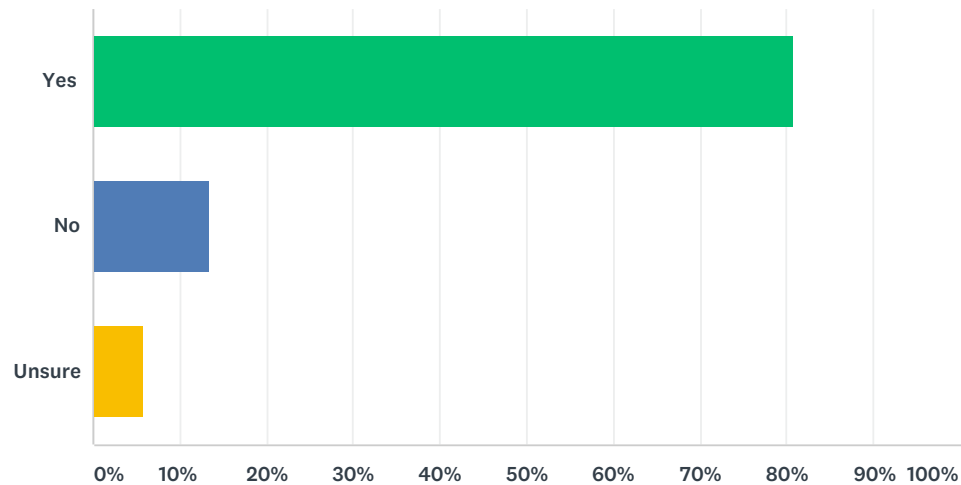
Answered: 473 Skipped: 9



ANSWER CHOICES	RESPONSES	
Yes	25.79%	122
No	74.21%	351
TOTAL		473

Q10 Do you think a permit should be required to operate a vacation rental?

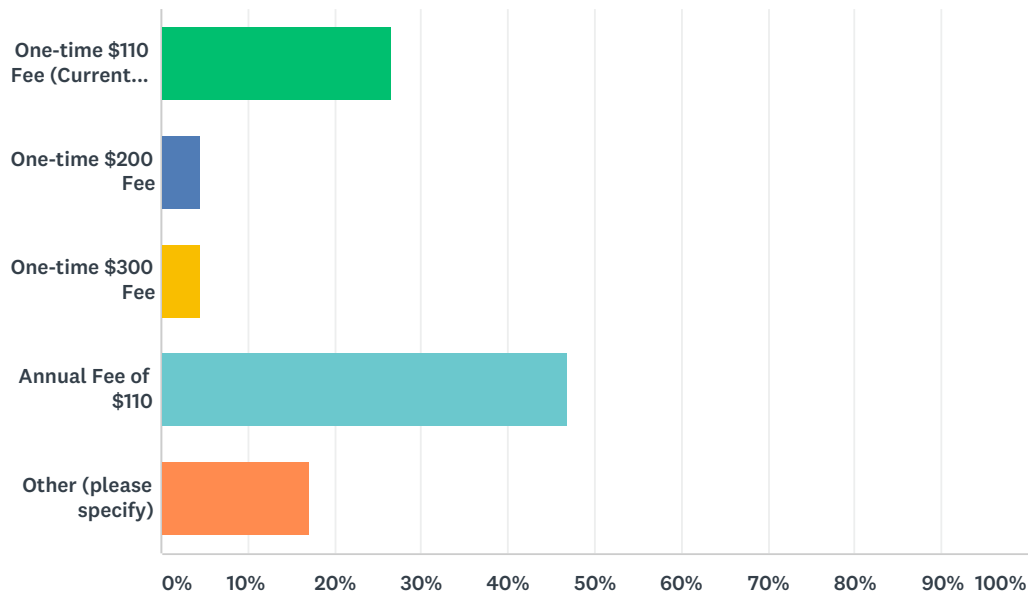
Answered: 474 Skipped: 8



ANSWER CHOICES		RESPONSES	
Yes		80.80%	383
No		13.29%	63
Unsure		5.91%	28
TOTAL			474

Q11 What do you think is an appropriate permit fee? (This is a permit fee to cover staff time and resources spent on managing vacation rentals)

Answered: 409 Skipped: 73



ANSWER CHOICES	RESPONSES	
One-time \$110 Fee (Current Cost)	26.65%	109
One-time \$200 Fee	4.65%	19
One-time \$300 Fee	4.65%	19
Annual Fee of \$110	46.94%	192
Other (please specify)	17.11%	70
TOTAL		409

#	OTHER (PLEASE SPECIFY)	DATE
1	I think a high fee should be set, occurring annually, with proceeds earmarked for affordable housing subsidies	1/10/2019 5:38 AM
2	Annual fee, possibly higher than the \$110 as that is likely only one night's rental.	1/9/2019 10:23 PM
3	annual \$100	1/9/2019 1:58 PM
4	Treat the same as lodging tax on a total bill any dedicated hospitality use must pay - property owners are competing with hotels.	1/9/2019 9:25 AM
5	properties used for short term rentals should pay property tax as a commercial property. If they rent like a hotel they should be taxed like a hotel.	1/1/2019 9:18 AM
6	If the owner lives full-time on the property, then \$110 is okay. If the owner does not live on the property they should have 10% higher property taxes.	12/31/2018 3:27 PM
7	I don't know the answer for this	12/30/2018 11:21 AM
8	should be determined by city employees who know the cost of payroll, etc. required to manage the permits	12/30/2018 10:14 AM
9	actual cost of staff time & resources	12/26/2018 1:33 PM

Vacation Rental Community Feedback Survey

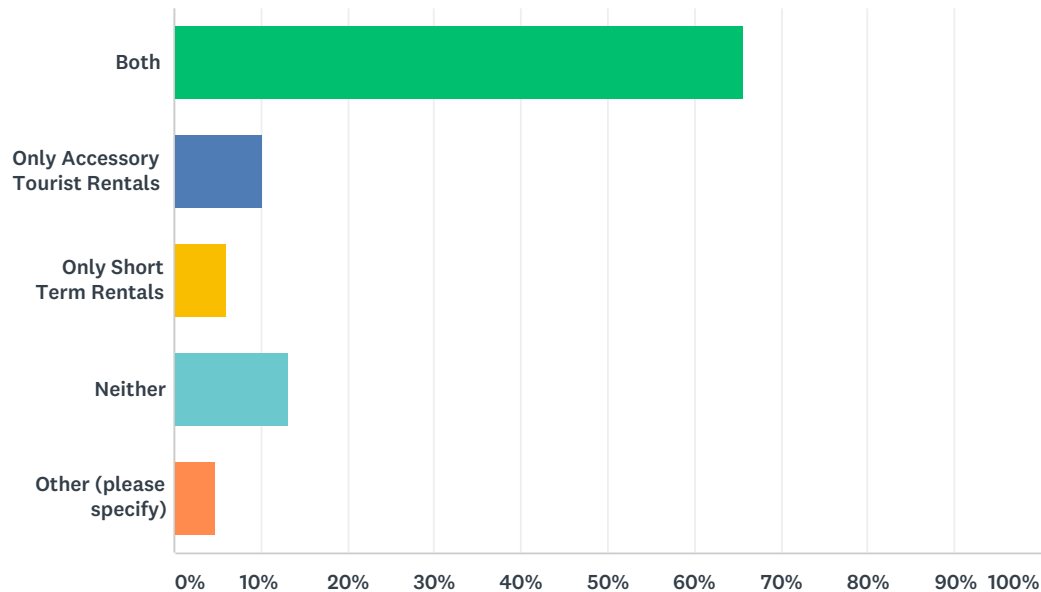
10	One time \$120 fee. Annual fee of \$50	12/23/2018 2:12 PM
11	Costs of staffs' time	12/23/2018 10:38 AM
12	This amount should be tied in with the actual COST. No one wants bigger government, but at the same time VRBOs should only be a small percentage of available rentals	12/23/2018 10:10 AM
13	\$1000 per year	12/22/2018 1:33 PM
14	Annual fee set by county after reviewing costs to manage	12/22/2018 11:46 AM
15	\$150 annually	12/22/2018 7:22 AM
16	Annual fee of \$20	12/21/2018 9:49 PM
17	Annual fee of 1,000	12/21/2018 7:29 PM
18	250/year	12/21/2018 8:38 AM
19	Annual fee of a few hundred dollars plus any tax money should be reported and go to the city	12/21/2018 7:18 AM
20	I think the fee should be a percentage of the revenue from the vacation rental	12/20/2018 9:29 PM
21	Annual \$300	12/19/2018 3:46 PM
22	1000000	12/18/2018 6:17 PM
23	I feel a fee that's associated with how many free market affordable living situations are occupied by the owner switching to VRBO, and the current rental cost climate. Basically, your short term leasing takes 3 bedrooms takes off of the affordable rental market, so a tax of xdollars (determined by current local long term rental rate).	12/18/2018 1:47 PM
24	1000 @ year	12/18/2018 1:24 PM
25	Annual \$300 fee	12/15/2018 12:21 PM
26	I don't know	12/14/2018 7:48 PM
27	Initial fee of \$100 + annual fee of \$40	12/13/2018 10:57 PM
28	Higher annual, there are way too many rentals downtown where we live.	12/12/2018 1:52 PM
29	Annual fee \$1200+	12/12/2018 12:05 PM
30	Annual \$1000	12/12/2018 9:58 AM
31	Higher monthly fee.	12/12/2018 9:56 AM
32	% of USE	12/10/2018 5:07 PM
33	Biennnial fee of \$110	12/8/2018 7:31 AM
34	Annual fee of more than \$110	12/6/2018 11:53 AM
35	\$1000 initial + \$600 per year	12/6/2018 11:39 AM
36	I'd be willing to pay a little more if it is necessary	12/6/2018 8:53 AM
37	Annual fee to be increased as well there should be taxes collected and paid to City like are done in States such as HI that we have VRBO with	12/5/2018 9:12 AM
38	depends on the use...is it a dedicated unit with year round availability versus subletting	12/4/2018 7:09 PM
39	\$25/per Rental	12/4/2018 5:59 PM
40	Do not allow.	12/4/2018 5:06 PM
41	same as business license	12/4/2018 4:01 PM
42	Annual Fee of \$1000 which will have a 4% increase yearly	12/4/2018 4:00 PM
43	I don't think they should be allowed.	12/4/2018 3:59 PM
44	50.00 annual	12/4/2018 3:19 PM
45	None, because you shouldn't have vacation rentals	12/3/2018 7:18 PM
46	What does it cost the city to administer the rental program. That plus 10% should be the fee	12/3/2018 6:32 PM

Vacation Rental Community Feedback Survey

47	annual variable amount depending upon previous year's income	12/3/2018 8:47 AM
48	\$200 per year	12/3/2018 8:46 AM
49	Any way that contributes to mitigating the impacts created	12/3/2018 6:08 AM
50	% of income, like a bed tax	12/2/2018 10:47 PM
51	need more info to decide	12/2/2018 1:19 PM
52	Percent of sales	12/2/2018 12:43 AM
53	I do not think the current system protects neighborhoods.	12/1/2018 6:51 AM
54	none	11/30/2018 11:06 PM
55	1k a year	11/30/2018 9:15 PM
56	Make it twice as much as the ADU permits. It should be cheaper and easier to permit a long-term ADU rental than to short-term.	11/30/2018 4:36 PM
57	Twice as much as an ADU fee	11/30/2018 4:34 PM
58	An annual fee of \$110 so long as the listing is active and live online.	11/30/2018 1:03 PM
59	One time permit fee around \$100 and an annual \$50 fee	11/30/2018 10:29 AM
60	Annual fee of \$500	11/30/2018 9:51 AM
61	Whatever is needed to cover cost of managing vacation rentals	11/30/2018 7:57 AM
62	Annual \$50	11/29/2018 7:44 PM
63	We already pay muni taxes on our rental. Why bleed us for more?	11/29/2018 5:41 PM
64	\$25	11/29/2018 5:29 PM
65	300 annually	11/29/2018 5:19 PM
66	Annual Fee of \$25	11/29/2018 4:24 PM
67	\$1000 annual fee	11/29/2018 12:04 PM
68	Annual Fee of \$400	11/29/2018 11:57 AM
69	0	11/29/2018 11:48 AM
70	annual \$500 at least	11/29/2018 11:29 AM

Q12 In Glenwood Springs, there are two types of vacation rentals: Short Term Rental is renting an entire dwelling. Accessory Tourist Rental is renting a single bedroom within a dwelling with onsite manager. Do you support allowing Short Term Rentals and Accessory Tourist Rentals?

Answered: 472 Skipped: 10



ANSWER CHOICES	RESPONSES	
Both	65.68%	310
Only Accessory Tourist Rentals	10.17%	48
Only Short Term Rentals	6.14%	29
Neither	13.14%	62
Other (please specify)	4.87%	23
TOTAL		472

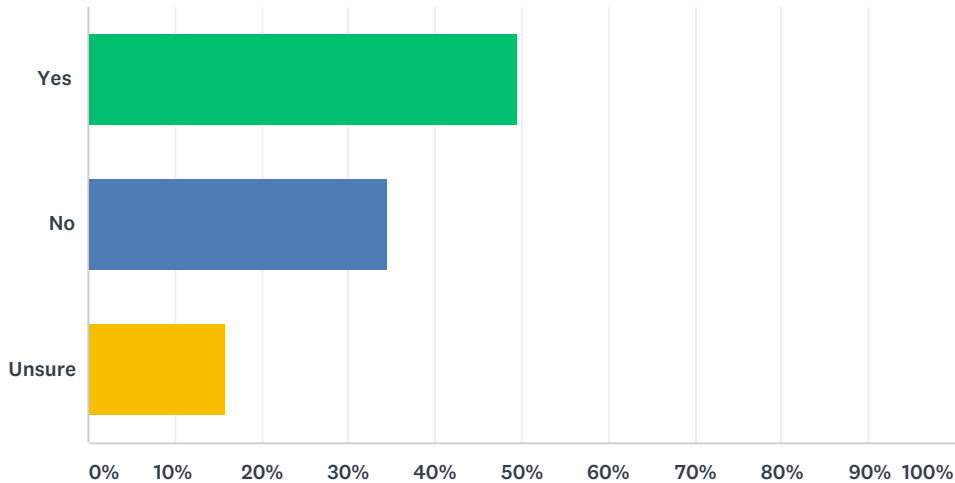
#	OTHER (PLEASE SPECIFY)	DATE
1	both, if properly regulated	1/18/2019 7:35 AM
2	If held to some level of risk that committed hospitality properties must. Proper owners are piggy-backing on others' marketing efforts - again sans any risk.	1/9/2019 9:29 AM
3	Short term rentals should be allowed only if there are enough rentals for local working citizens.	12/30/2018 1:52 PM
4	Owner of building must be a resident in Glenwood and also occupy the unit for a specific number of months	12/30/2018 11:23 AM
5	both ,if properly regulated	12/30/2018 10:15 AM
6	allow both, but only in areas with existing hotel/motels, not everywhere across the city	12/26/2018 1:35 PM
7	Both should pay business taxes like hotels	12/23/2018 10:40 AM
8	Both with STRONG conditions	12/21/2018 2:27 AM
9	Yes, but with limitations to keep the cost of living down for year-round residents.	12/18/2018 4:33 PM

Vacation Rental Community Feedback Survey

10	It seems if they are going to be allowed, there should be a cap on how many at any given time.	12/14/2018 9:45 PM
11	I believe there should be a limit to the amount of vacation rental permits	12/12/2018 11:15 AM
12	I believe that the tourist industry is a huge part of our economy. Rafting, skiing, hiking, biking, fishing , hunting, climbing. Will we also ban all of these activities? I worked 2 jobs between the ages of 18-23 to pay my rent whenI rented myself in downtown Glenwood. There were not a lot of houses then either. I had 2 roommates. We need to protect our tourism and the related activities, this is why people visit our beautiful town.	12/6/2018 8:57 AM
13	Both with regulations	12/5/2018 8:50 PM
14	Accessory Tourist Rental could be covered under landlord-tenant agreement separate rental	12/5/2018 9:13 AM
15	I am in support if there is restrictions in type of home and areas of Glenwood, for example a single home 3 bedroom should be for only long term	12/4/2018 10:24 PM
16	both but with some oversight	12/4/2018 2:29 PM
17	Unsure I need more information	12/3/2018 6:33 PM
18	Some regulated by duration ex. 6mo. or longer	12/3/2018 12:06 PM
19	Both, but with certain parameters in place. Too many long term rentals have turned into short term rentals, and this limits the local rental options for people who live here.	12/2/2018 1:21 PM
20	Depends on the area of town	12/1/2018 10:01 AM
21	Depends on the neighborhood	12/1/2018 8:39 AM
22	Not shure	11/29/2018 7:45 PM
23	Support short term rentals only for a limited amount of time - maybe 30 to 45 days per year, and only for owner-occupied homes.	11/29/2018 11:44 AM

Q13 Do you support limiting the number of vacation rentals that can occur in the City?

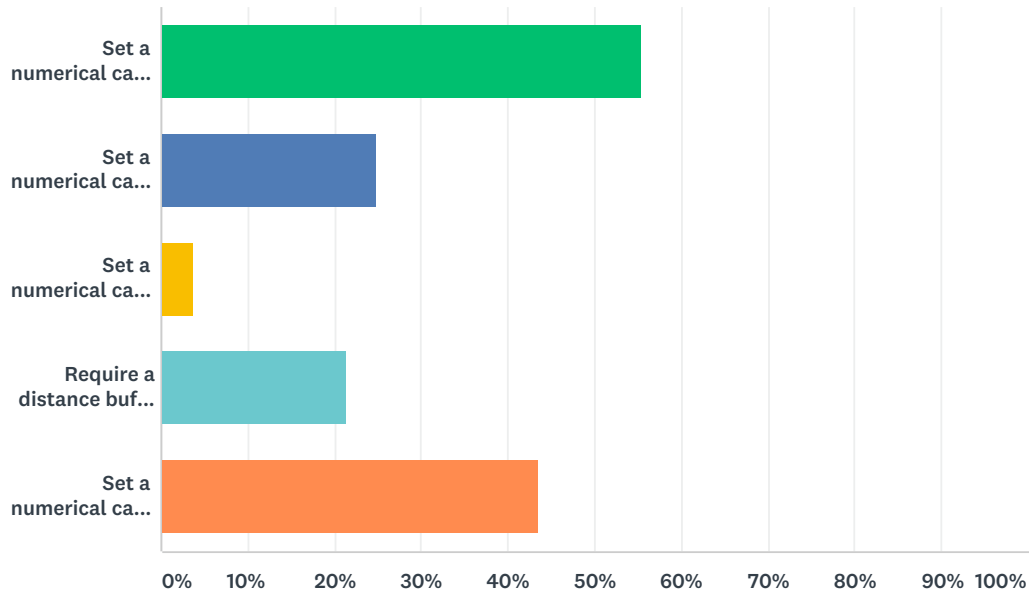
Answered: 470 Skipped: 12



ANSWER CHOICES	RESPONSES	
Yes	49.57%	233
No	34.47%	162
Unsure	15.96%	75
TOTAL		470

Q14 How do you think that vacation rentals should be limited? (Check all that apply)

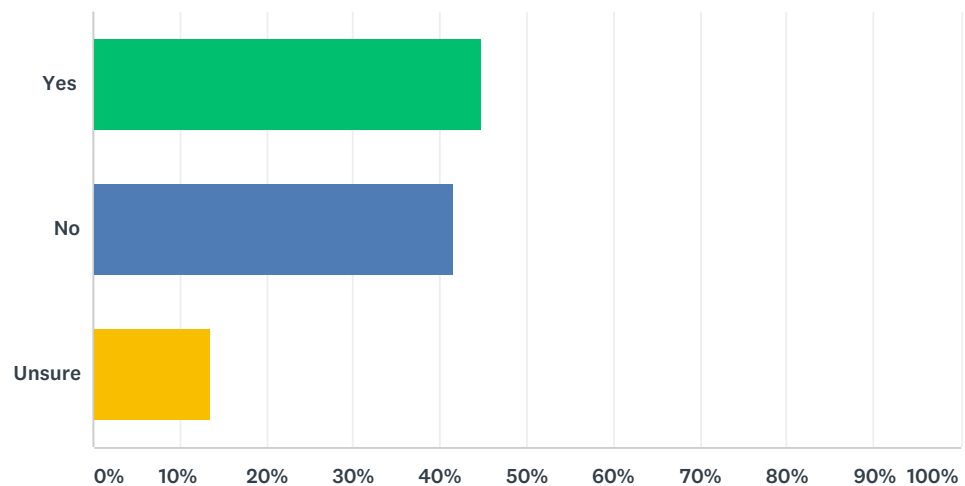
Answered: 262 Skipped: 220



ANSWER CHOICES	RESPONSES	
Set a numerical cap on ALL vacation rentals citywide.	55.34%	145
Set a numerical cap ONLY for Short term rentals (entire house rental) citywide.	24.81%	65
Set a numerical cap ONLY for Accessory Tourist rentals (single room rental) citywide.	3.82%	10
Require a distance buffer between vacation rentals, for example 300 feet.	21.37%	56
Set a numerical cap per block.	43.51%	114
Total Respondents: 262		

Q15 Do you support regulations that require an owner to occupy the residence for a minimum amount of time annually in order to operate a vacation rental?

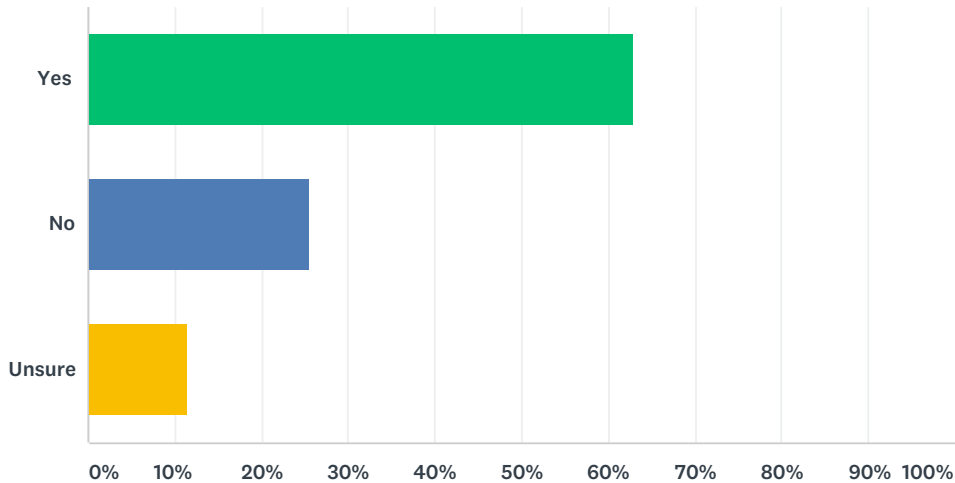
Answered: 464 Skipped: 18



ANSWER CHOICES		RESPONSES	
Yes		44.83%	208
No		41.59%	193
Unsure		13.58%	63
TOTAL			464

Q16 Should owners of a second home that is not their primary Residence be allowed to rent it out on a short term basis?

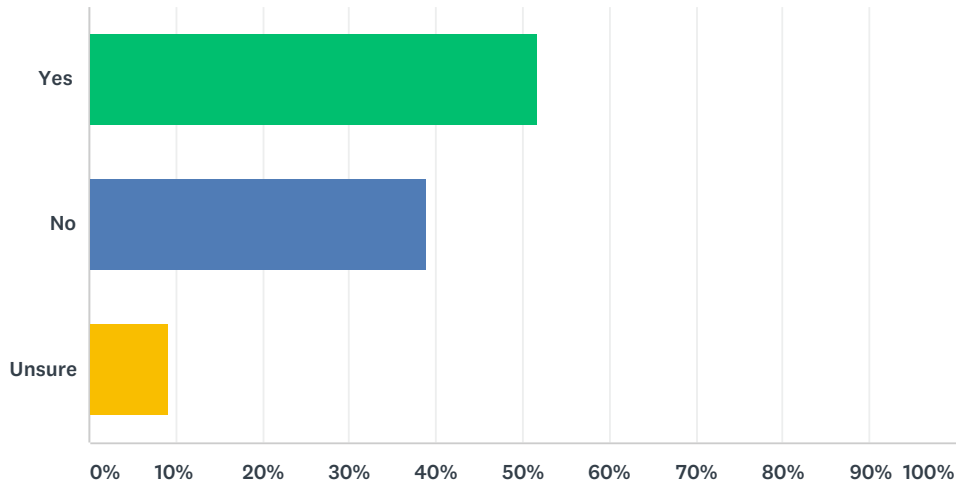
Answered: 466 Skipped: 16



ANSWER CHOICES	RESPONSES	
Yes	62.88%	293
No	25.54%	119
Unsure	11.59%	54
TOTAL		466

Q17 Do you think Neighbors should be notified for public comment when an applicant in their immediate area applies for a vacation rental permit?

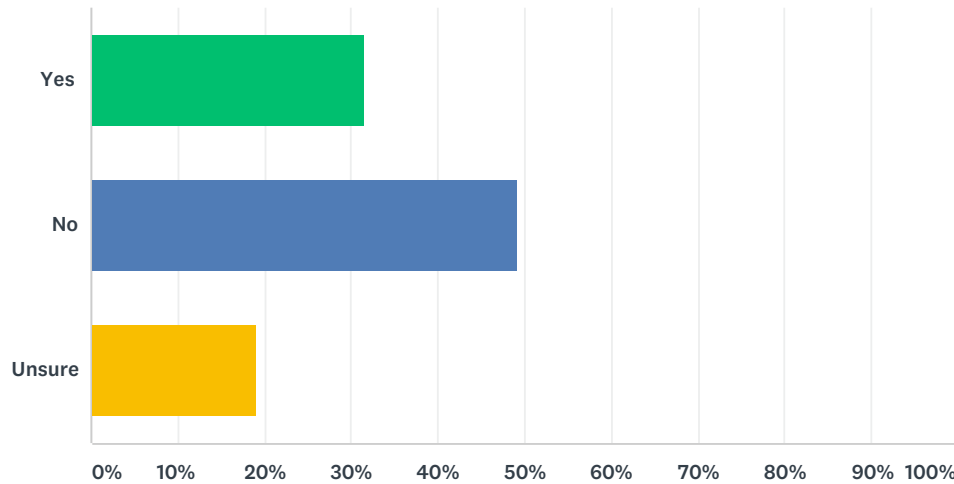
Answered: 464 Skipped: 18



ANSWER CHOICES	RESPONSES	
Yes	51.72%	240
No	39.01%	181
Unsure	9.27%	43
TOTAL		464

Q18 Do you believe that vacation rentals should be limited to certain zoning districts within the City? (Example, Residential versus Commercial zoning districts)

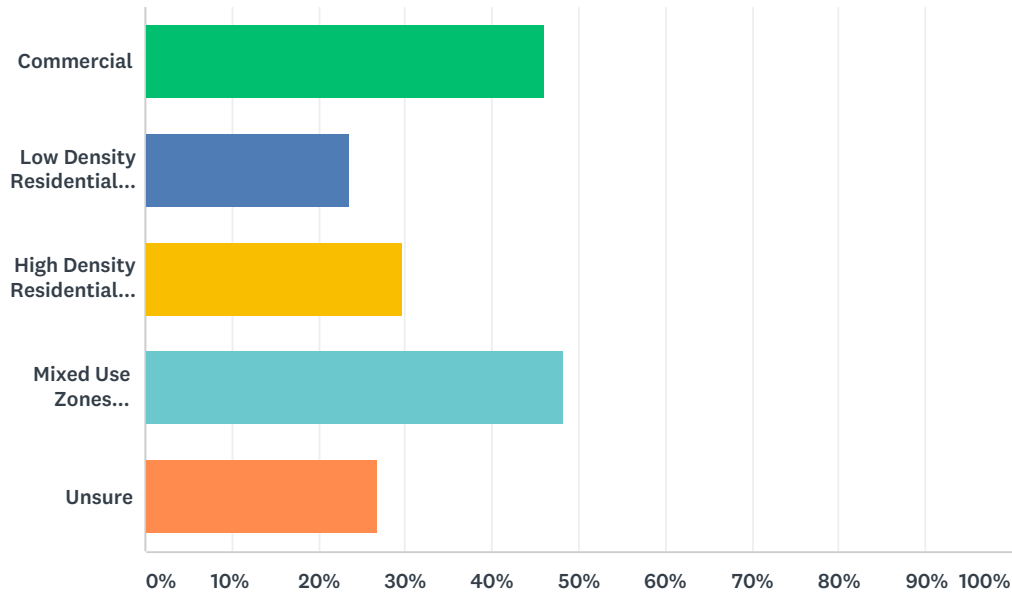
Answered: 465 Skipped: 17



ANSWER CHOICES	RESPONSES	
Yes	31.61%	147
No	49.25%	229
Unsure	19.14%	89
TOTAL		465

Q19 What zones should vacation rentals be allowed in? (select all that apply)

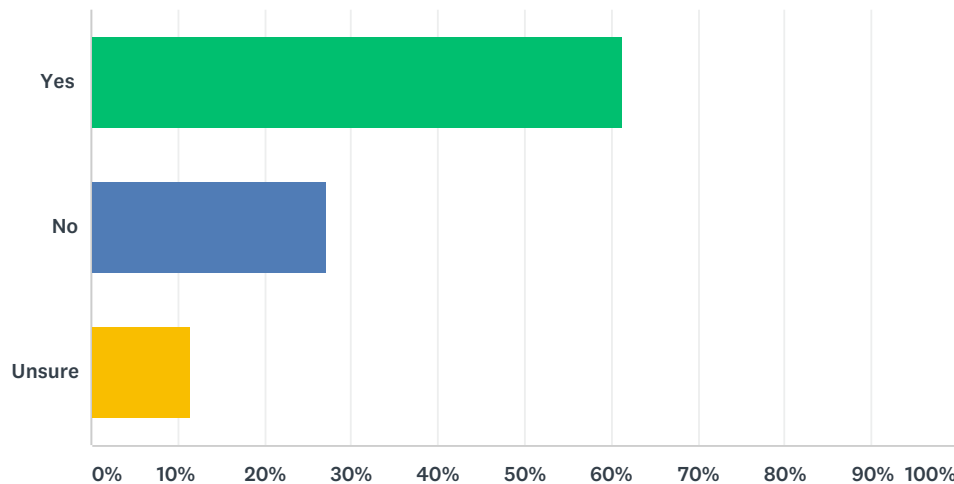
Answered: 232 Skipped: 250



ANSWER CHOICES	RESPONSES	
Commercial	46.12%	107
Low Density Residential (Single Family Neighborhoods)	23.71%	55
High Density Residential (Apartments and Multifamily)	29.74%	69
Mixed Use Zones (Residential and Commercial together)	48.28%	112
Unsure	26.72%	62
Total Respondents: 232		

Q20 Do you believe multifamily and apartment buildings should have limits on how many units can be short term rental permits? (For example, a 6 unit apartment complex can only have 3 units as vacation rentals)

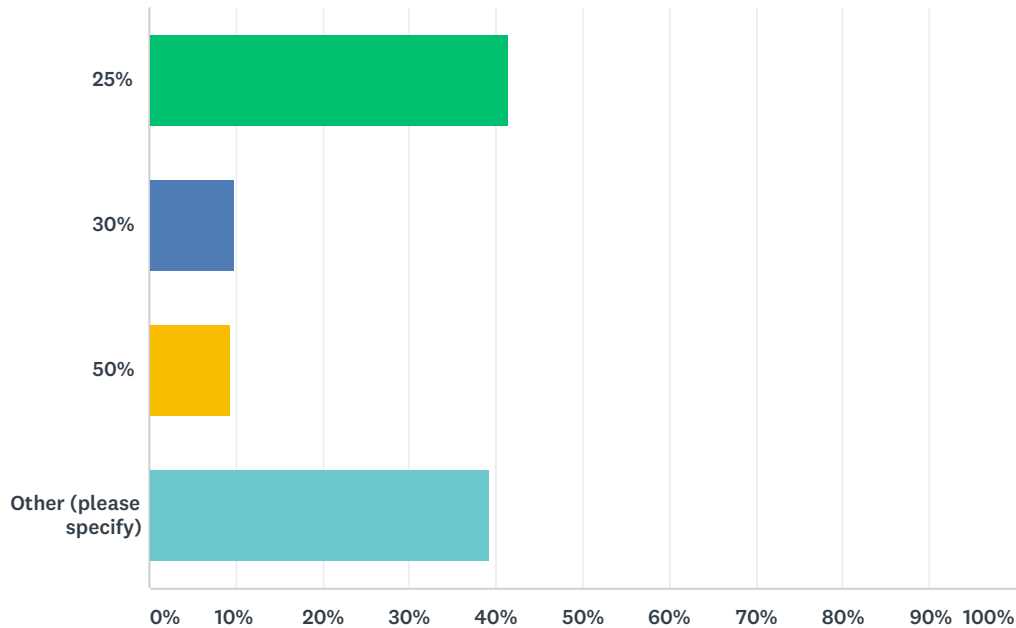
Answered: 463 Skipped: 19



ANSWER CHOICES	RESPONSES	
Yes	61.34%	284
No	27.21%	126
Unsure	11.45%	53
TOTAL		463

Q21 What should the percentage of allowable vacation rental units be?

Answered: 326 Skipped: 156



ANSWER CHOICES	RESPONSES
25%	41.41% 135
30%	9.82% 32
50%	9.51% 31
Other (please specify)	39.26% 128
TOTAL	326

#	OTHER (PLEASE SPECIFY)	DATE
1	10%	1/28/2019 7:40 AM
2	10%	1/18/2019 7:49 AM
3	10 percent	1/18/2019 7:38 AM
4	It should be a low %. This could be answered if there is a cap per block or in the nearby area.	1/17/2019 10:36 AM
5	0%	1/14/2019 2:30 PM
6	100	1/10/2019 11:03 AM
7	20%	1/10/2019 9:12 AM
8	0	1/10/2019 7:49 AM
9	Not sure	1/10/2019 5:44 AM
10	Limit short term rentals to less than 25% for sure...as that takes homes out of rental market for families and couples who need a place to LIVE!	1/9/2019 10:28 PM
11	10	1/9/2019 2:15 PM
12	5%	1/9/2019 10:33 AM
13	?	1/9/2019 9:52 AM

Vacation Rental Community Feedback Survey

14	Zero (0)%	1/9/2019 9:31 AM
15	10%	1/9/2019 8:22 AM
16	0%	1/9/2019 7:29 AM
17	0	1/6/2019 1:00 PM
18	less than 25%	12/30/2018 1:56 PM
19	Of what? All possible long term rentals?	12/30/2018 11:27 AM
20	should be based on the number of long term rental units available in the city-	12/30/2018 10:22 AM
21	NA	12/28/2018 11:02 PM
22	none	12/27/2018 10:52 AM
23	More like 10-20%.	12/23/2018 10:16 AM
24	1%	12/22/2018 1:36 PM
25	0%	12/22/2018 11:49 AM
26	10%	12/22/2018 7:24 AM
27	10	12/21/2018 5:46 PM
28	10%	12/21/2018 4:35 PM
29	5	12/21/2018 12:51 PM
30	0	12/21/2018 12:26 PM
31	10%	12/21/2018 11:48 AM
32	0	12/21/2018 10:37 AM
33	5%	12/21/2018 10:00 AM
34	?	12/21/2018 8:59 AM
35	5-10%	12/21/2018 8:56 AM
36	15	12/21/2018 7:34 AM
37	It is hard to set a percentage.	12/21/2018 7:01 AM
38	10%	12/21/2018 2:35 AM
39	0%	12/19/2018 3:35 PM
40	10	12/18/2018 11:06 PM
41	9%	12/18/2018 8:54 PM
42	0	12/18/2018 6:19 PM
43	0	12/18/2018 6:17 PM
44	Unsure. I'd like to see a study about housing cost impacts. It is too expensive to live here!	12/18/2018 4:35 PM
45	percentage is irrelevant	12/18/2018 3:21 PM
46	I need further education as to the current number of vrbo so I could make an accurate answer, as I feel are area is already flooded, especially in the diwntown area/neighbors.	12/18/2018 1:51 PM
47	10%	12/18/2018 1:27 PM
48	HOA determined	12/18/2018 8:35 AM
49	do not know	12/15/2018 12:22 PM
50	10	12/15/2018 8:32 AM
51	Lower than 25%	12/14/2018 9:47 PM
52	10%	12/12/2018 12:05 PM
53	10%	12/12/2018 11:17 AM

Vacation Rental Community Feedback Survey

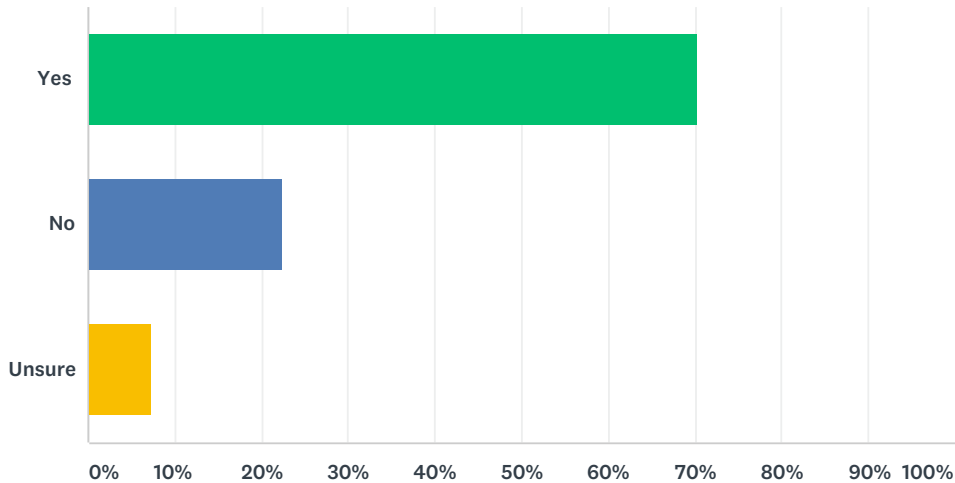
54	10-15%	12/12/2018 10:19 AM
55	Unsure	12/12/2018 10:08 AM
56	0	12/12/2018 10:00 AM
57	15	12/12/2018 9:46 AM
58	Let HOA decide.	12/11/2018 4:56 PM
59	Based on Location	12/10/2018 5:08 PM
60	10%	12/10/2018 8:46 AM
61	Unsure	12/9/2018 7:54 PM
62	10	12/6/2018 1:57 PM
63	0	12/6/2018 12:18 PM
64	10%	12/6/2018 11:41 AM
65	less than 10%	12/6/2018 8:37 AM
66	Depends on the location	12/5/2018 8:52 PM
67	15%	12/5/2018 1:04 PM
68	Zero, ideally	12/5/2018 10:56 AM
69	0%	12/5/2018 10:08 AM
70	25% or lower - should be owner occupied with all of the need for owner occupied housing in our valley	12/5/2018 9:17 AM
71	10%	12/5/2018 7:11 AM
72	Need more info	12/4/2018 7:40 PM
73	10%	12/4/2018 6:03 PM
74	Below 10%	12/4/2018 4:03 PM
75	unsure	12/4/2018 2:31 PM
76	0	12/4/2018 12:25 PM
77	10%	12/4/2018 12:39 AM
78	Not sure	12/3/2018 10:25 PM
79	0%	12/3/2018 7:21 PM
80	Let the market determine the number	12/3/2018 6:20 PM
81	0%	12/3/2018 12:10 PM
82	This deserves a little more complexity than a set percentage. A single-owner multi-family building should only be allowed one vacation rental unit, and then maybe one additional vacation rental unit in exchange for every deed-restricted affordable unit. Whatever regulations that arise from this should encourage affordable housing as much (if not more) than they discourage vacation rentals.	12/3/2018 11:40 AM
83	100%	12/3/2018 11:33 AM
84	5%	12/3/2018 10:31 AM
85	10%	12/3/2018 9:37 AM
86	15	12/3/2018 8:55 AM
87	10% or they are motels/hotels	12/3/2018 8:49 AM
88	none	12/3/2018 8:39 AM
89	Unsure	12/3/2018 7:55 AM
90	10%	12/3/2018 7:32 AM
91	10%	12/3/2018 7:25 AM

Vacation Rental Community Feedback Survey

92	No percentage limit needed- market will determine	12/3/2018 6:43 AM
93	10	12/3/2018 6:42 AM
94	Unsure	12/3/2018 6:12 AM
95	Shouldn't be allowed unless it's in commercial zone district	12/2/2018 10:50 PM
96	5	12/2/2018 10:08 PM
97	None in the "affordable" housing areas	12/2/2018 7:19 PM
98	unsure-need more into	12/2/2018 1:23 PM
99	10	12/1/2018 12:15 PM
100	10%	12/1/2018 9:44 AM
101	10% or lower. Why are they any different than a neighborhood?	12/1/2018 6:57 AM
102	10%	11/30/2018 10:00 PM
103	10	11/30/2018 6:47 PM
104	i don't understand this question - percentage of what?	11/30/2018 4:38 PM
105	10%	11/30/2018 1:48 PM
106	Unsure	11/30/2018 1:05 PM
107	10%	11/30/2018 10:55 AM
108	10	11/30/2018 10:34 AM
109	20	11/30/2018 10:06 AM
110	10%	11/30/2018 9:55 AM
111	40	11/30/2018 9:40 AM
112	15%	11/30/2018 8:15 AM
113	Let market dictate	11/30/2018 5:10 AM
114	0	11/29/2018 8:41 PM
115	15%	11/29/2018 8:28 PM
116	5%	11/29/2018 8:13 PM
117	.?	11/29/2018 7:54 PM
118	0%	11/29/2018 6:01 PM
119	for what, the high density?	11/29/2018 5:38 PM
120	Unsure - is this on percentage of apts question or general?	11/29/2018 3:21 PM
121	20	11/29/2018 3:01 PM
122	I don't know	11/29/2018 2:50 PM
123	20%	11/29/2018 2:44 PM
124	10%	11/29/2018 12:07 PM
125	1 in 6	11/29/2018 11:31 AM
126	10% or less	11/29/2018 11:28 AM
127	0	11/29/2018 11:21 AM
128	10	11/29/2018 11:20 AM

Q22 Do you believe an inspection of every vacation rental for compliance with building and fire codes should be required?

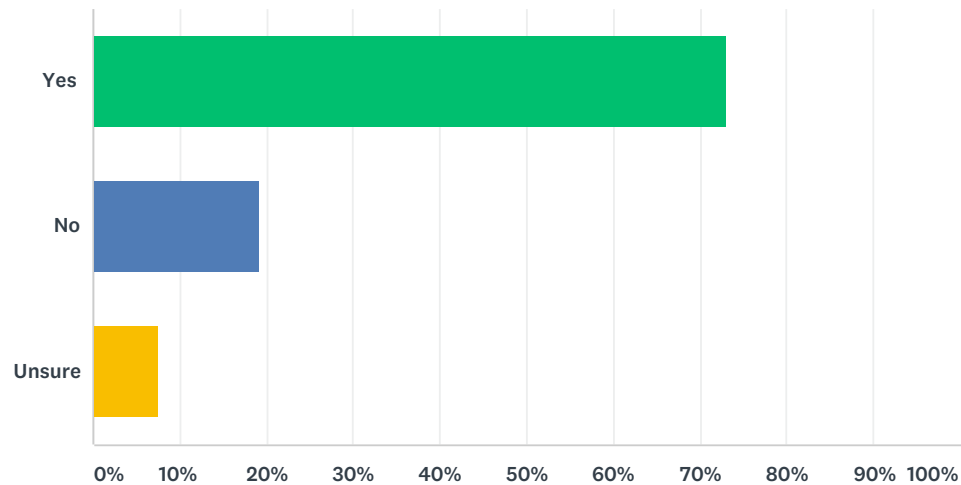
Answered: 460 Skipped: 22



ANSWER CHOICES	RESPONSES	
Yes	70.22%	323
No	22.39%	103
Unsure	7.39%	34
TOTAL		460

Q23 Do you believe the building department should set occupancy limits on the number of guests for vacation rentals?

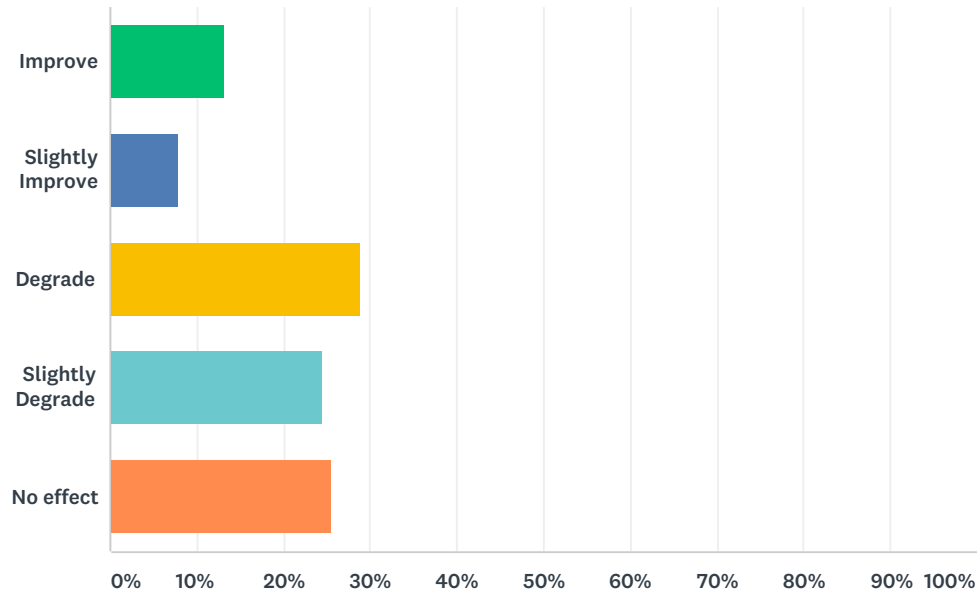
Answered: 461 Skipped: 21



ANSWER CHOICES	RESPONSES	
Yes	73.10%	337
No	19.31%	89
Unsure	7.59%	35
TOTAL		461

Q24 Do you think short term rentals improve the neighborhood? Degrade the neighborhood? Or have no effect?

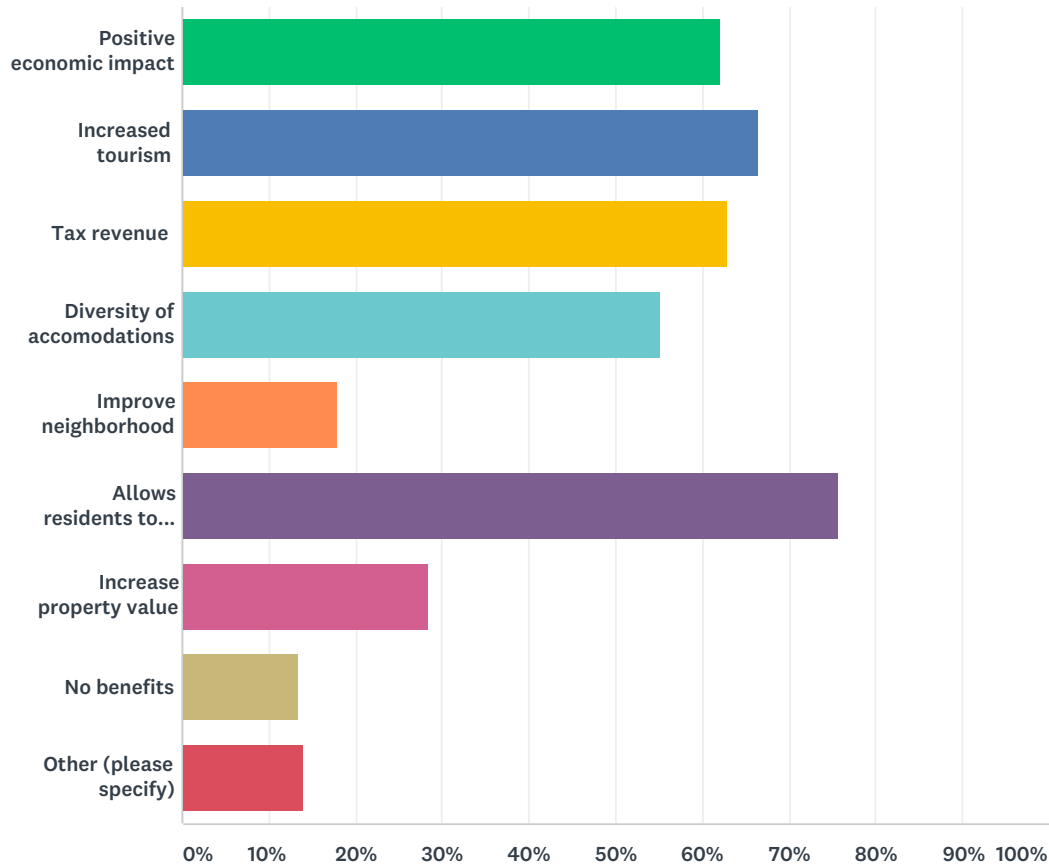
Answered: 457 Skipped: 25



ANSWER CHOICES	RESPONSES	
Improve	13.13%	60
Slightly Improve	7.88%	36
Degrade	28.88%	132
Slightly Degrade	24.51%	112
No effect	25.60%	117
TOTAL		457

Q25 Are there benefits to having vacation rentals in our community (Check all that apply)

Answered: 461 Skipped: 21



ANSWER CHOICES		RESPONSES	
Positive economic impact		62.04%	286
Increased tourism		66.59%	307
Tax revenue		62.91%	290
Diversity of accommodations		55.31%	255
Improve neighborhood		18.00%	83
Allows residents to supplement income		75.70%	349
Increase property value		28.42%	131
No benefits		13.45%	62
Other (please specify)		14.10%	65
Total Respondents: 461			

#	OTHER (PLEASE SPECIFY)	DATE
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Vacation Rental Community Feedback Survey

1	I have always thought that when someone purchases a home in Glenwood, they hold onto it forever. I see no problem with those that want to travel elsewhere and rent their home out during the time they are not living in it. I think people should be able to do that.	1/22/2019 12:08 PM
2	Vacation rentals appeal to families, families being their children, grandparents, etc. So many benefits.	1/17/2019 9:30 PM
3	Please differentiate more between accessory units and short term rentals. They both have very different positives and negatives.	1/17/2019 6:39 AM
4	VRBO should be a right by ownership. Its a way for owners to supplement their income. GWS is not getting less expensive to live. Many owners I know can scale down and still afford to stay in their homes renting a room or a floor.	1/11/2019 3:31 PM
5	allows people to come and see what living in our community is really like, house conveys this somewhat whereas a hotel room does not, also, allows someone with a family heirloom home to rent it for a couple of weeks and pay taxes, thereby maintaining the family tradition. if we are talking about history, family traditions and values, that's important	1/10/2019 11:25 AM
6	can generate funds for a specific city project; exposure to different demographic	1/9/2019 2:01 PM
7	This question is too conditional for a pat response.	1/9/2019 9:37 AM
8	Any decrease in the amount of housing available for citizens & workers is a negative.	1/6/2019 1:02 PM
9	Helps make accommodations for larger families much more affordable. Ex: 6 persons: hotel=\$5-600/ VRBO=\$2-300. Allows large families to stay in GWS and for longer periods of time with increased spending.	12/28/2018 11:36 PM
10	Vacation rentals increase community costs - extra police, parking issues, lowering of property values, degraded life styles and security for local residents. Brick and mortar buildings, licensed and inspected are the safest and most economical vacation rental program.	12/27/2018 10:59 AM
11	Homeowners experience less ware and tear on their properties than long term rentals, in many cases. Stimulates the economy through investor purchases. Allowing short term rentals is progressive and moving with niche lodging that is popular globally.	12/27/2018 10:05 AM
12	My neighborhood has had meth problems only 5 years ago, at both ends of the block. The VRBOs have cleaned that up. I really think that there should be fewer "illegal" VRBOs, though.	12/23/2018 10:27 AM
13	There is no worries with tourism in Glenwood Springs we have plenty of attractions and environment that people come here to enjoy. As a long time resident I worry about our neighborhoods losing neighbors and a revolving door of vacationers. We need to protect this above pocket books.	12/23/2018 8:44 AM
14	It decreases overall real estate values and is a selfish way to cover expenses. Live where you can afford and do not impact others in your attempt to meet your expenses.	12/22/2018 7:30 AM
15	Short-term rentals are simply another viable option for tourism in the area. The people that stay in my Airbnb are almost exclusively families with young children and we prefer it that way. They simply cannot afford the rates of staying downtown, which can be as high as \$200 per night on top of dining out for 3 meals a day and then also pay for 4-6 people to go to the Adventure Park or Hot Springs. If motels like Silver Spruce Inn, Hanging Lake Inn, Starlight Lodge, put any sort of money into their curb appeal and amenities, they'd be able to take these guests from hosts like us.	12/21/2018 2:25 PM
16	Most owners will upkeep their properties better if they have a chance to increase their income.	12/21/2018 9:55 AM
17	Look, would you want to live next door to a busy VRBO? If we want the Town of Glenwood to be a community, we have to favor the quality of life for the RESIDENTS. There should be STRONG oversight for the few units the town does let in. There should be a system to report infractions that are responded to quickly with a limit of say 3 legitimate complaints and the permit is pulled. Otherwise, town will be vacated and it will turn into a resort downtown with people who don't really care about town. Do we really want to continue to be the Disneyland of Colorado? That's the way we are heading, I fear.	12/21/2018 2:42 AM
18	Vacation rentals change the character of neighborhoods. Although the survey required me to respond to approaches that i don't agree with I really only support vacation rentals of accessory dwelling units (because they have a lesser impact on the character of the neighborhood). The ideal situation is to allow folks to airbnb a room in their house that they live in and have them long term rent their accessory unit.	12/19/2018 3:24 PM
19	Those are the ONLY benefits.	12/18/2018 8:56 PM

Vacation Rental Community Feedback Survey

20	I believe property owners should have rights to rent or occupy their own property as they see fit provided they aren't breaking any other existing laws.	12/18/2018 3:24 PM
21	All of these, sans two or 3 choices, are positive impacts. However the impact these things provide needs to be weighed against the impact the lack of housing is having on local workers and community in the rvf. Regulation undoubtedly needs to come into play.	12/18/2018 1:55 PM
22	All vacation rentals should be taxed as commercial.	12/18/2018 1:28 PM
23	Some vacation rentals can be a positive thing for a community. The properties have to be kept nicely or they are banned from the sites so that is positive; however too many rentals of this type can be devastating to a community creating less and less long-term housing for Glenwood employees and driving up rental prices for available long-term rentals. We need to come up with a fair mix or we will price ourselves out of a workforce	12/17/2018 6:29 PM
24	Do not know	12/15/2018 12:23 PM
25	allows more opportunity for visitors to experience the community than hotel complexes	12/12/2018 1:50 PM
26	Owners help improve the neighborhood. The home has to be attractive inside & outside to attract guest. No one wants to spend money to stay in a dump.	12/12/2018 1:31 PM
27	Connects guests to the community in a way that staying in a hotel doesn't. It gives tourists the flavor of our community and gives them more ownership and connection so they want to come back and take better care of our resources, tourist areas and town.	12/11/2018 8:28 PM
28	Volume of accommodations increases. GWS is short of hotel accommodations and many are not suitable for larger families and pet owners.	12/11/2018 5:00 PM
29	More interactions between locals and tourists, so outgoing people get local recommendations	12/6/2018 10:56 AM
30	It supports tourism. As I said before will we also ban hunting, fishing, motorcycle touring, hiking, mountain biking, kayaking, rafting, surfing the new wave at the water park, climbing, coming, birdwatching..... Tourism is huge in our town. Oh... lets close the hot springs pool, it brings too many people into our town. Most of the people who rent VRBOs are people who want a little more privacy than a hotel provides. They can feel as if they are at home when away from home. Cook in their own kitchen. Instances of loud partying and ruining a neighborhood is almost nonexistent.	12/6/2018 9:05 AM
31	Tax revenue is only increased if units are compliant with the coty	12/5/2018 8:53 PM
32	Property taxes should reflect commercial use. The city should be collecting a lodging tax. All taxes should include consideration for emergency services, education, transit and transportation, etc.	12/5/2018 1:09 PM
33	We have plenty of hotels for tourism visitors - some neighbors/owners have positive experiences but there has to be a limit in impact on number of guests especially with the issues our community already faces with high density neighborhoods that already experience massive parking issues with owners/tenants.	12/5/2018 9:19 AM
34	WE ARE A TOURISM COMMUNITY AND BY ALLOWING SHORT TERM RENTALS IT WILL IMPROVE ECONOMIC DEVELOPMENT. MANY PEOPLE INCLUDING MYSELF OWN SEVERAL PROPERTIES AND IF I CANNOT RENT THEM SHORT TERM AND USE THEM WHEN I ACCESS THE AREA, I WILL LEAVE IT VACANT WHICH IN TURN LIMITS AVAILABILITY OF LONG TERM RENTALS AS WELL. SHORT TERM RENTALS DO NOT IMPACT AFFORDABLE HOUSING OR LONG TERM RENTALS IN MY OPINION AND THESE NEED TO NOT BE IN THE SAME CONVERSATION.	12/5/2018 8:30 AM
35	The pros far outweigh the cons	12/4/2018 5:47 PM
36	Helps with jobs for local residents in tourist industry and basic supplies.	12/3/2018 12:41 PM
37	I lived in a townhome community that allowed VRBO. It was like living next to a hotel room. The community eventually limited the length of the rental to 6 mo. min. The safety of the neighborhood was compromised. Renters did not follow community or city rules, the entire character changed for the worse. I had rented my unit for a year. This was successful and did not impact the neighbors.	12/3/2018 12:19 PM
38	Governments should not restrict what a homeowner may do with their property. With the price of living in this valley, it is sometimes necessary to supplement income with a short-term rental. Telling a homeowner they are unable to do that is wrong.	12/3/2018 8:43 AM

Vacation Rental Community Feedback Survey

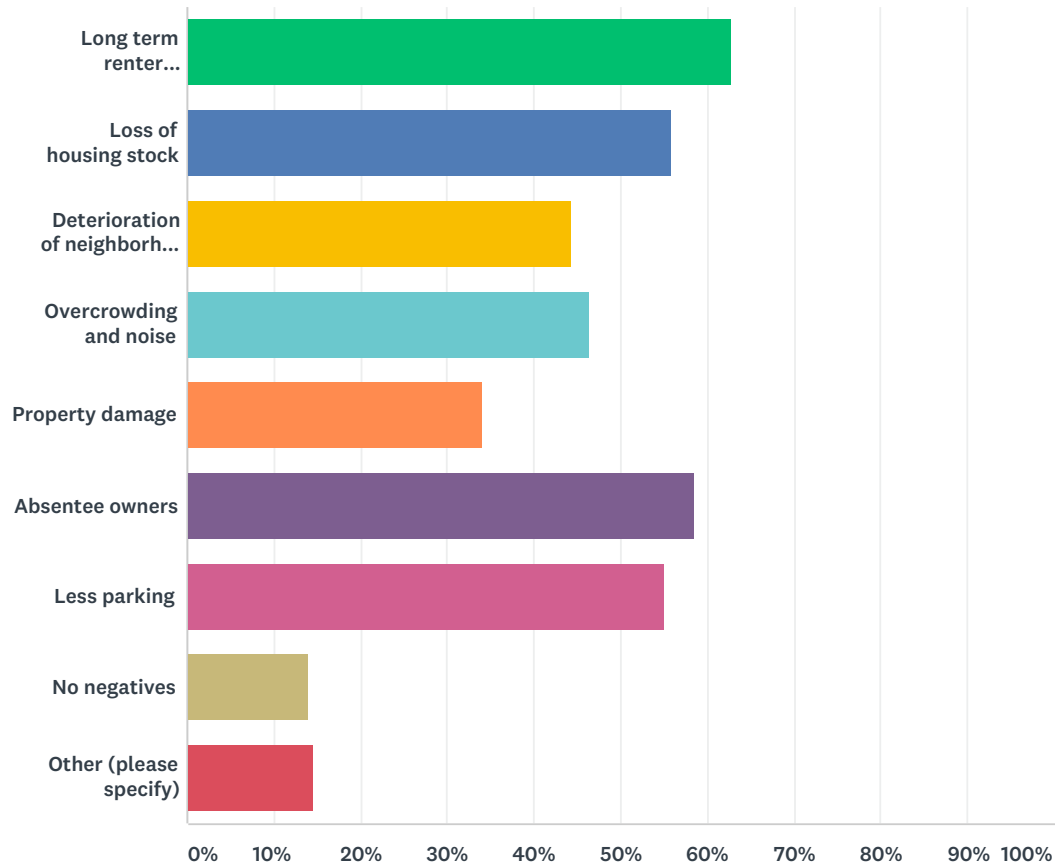
39	Vacation rentals are better for the neighborhood than having long term renters. Vacation rental properties are usually better maintained than long term rentals which are typically run down, not landscaped, etc. I live in downtown Glenwood and think that the best mix is residence that are the primary residence of the owners and vacation rentals.	12/3/2018 8:14 AM
40	Other than allowing residents to supplement their income, I see no real benefits to our community	12/3/2018 7:30 AM
41	Owners should be allowed to determine the terms of their lease. Short term rental or long term rental it is not the place of a city governments to determine terms of an owners lease. It benefits everyone when government does not over govern	12/3/2018 6:48 AM
42	We have plenty of hotels	12/2/2018 10:52 PM
43	Need more info and data	12/2/2018 8:03 AM
44	It brings more cars to already cramped parking in my neighborhood.	12/1/2018 8:46 AM
45	All of this is opinion. Will building more Hotels increase tourism, tax revenue ?	12/1/2018 7:03 AM
46	It has been my observation that people who are planning to enter the vacation rental market tend to upgrade their property, often dramatically, before putting it on the market.	11/30/2018 11:01 PM
47	From my experience, short term rentals are kept in beautiful condition, while long term rentals are often unkempt and in complete disrepair.	11/30/2018 2:54 PM
48	Short Term Vacation rental are a benefit to the community. The homeowner has to invents and maintain a competitive property to attract higher price points and clientele. Long term rental only contributes to the decay of property. Homeowners are unable to keep up with wear and tear on long term due to the lack of profit. Its difficult to evict problematic renters and recover damages. Concerdering the medium price of our local real estate- long term rental is not a viable options. Free market and respecting the rights of private property is important for the council to keep in mind. There is a reason we decided to not buy in to community with homeowners associations. Short term rental is good for the downtown community at large. The property owners are able to remodel and make improvements to the property otherwise not financially obtainable. I support regulations to ensure the homeowner is creating a safe environment and operating with in the current laws and codes.	11/30/2018 12:11 PM
49	I don't think there is a large income benefit to the city. We say we need employee housing yet we allow houses to become income investment property for out of town parties who do not want to have long term rentals but can make more in the short term market.	11/30/2018 10:44 AM
50	We have found vacation rental neighbors are happy to be here, take care of the property and the owners keep the property in excellent condition. Vs non vacation rental properties are loud, yards and property are not maintained and renters typically destroy the house.	11/30/2018 9:57 AM
51	Visitors gain an enhanced understanding of our community as a desirable place to live.	11/30/2018 9:44 AM
52	I'm a single person that was able to afford to purchase a home within this valley when the market crashed. Since then my wages have barely moved and I've had to take on extra jobs to be able to keep my home. The biggest benefit for me having a vacation rental is the ability to supplement my income without giving up my home. I can camp on weekends and provide an opportunity for someone to enjoy my home and what this valley has to offer without having to work 60+ hour weeks to make ends meet.	11/30/2018 9:40 AM
53	Gws is we're the common worker can somewhat afford to live. We don't want to become Aspen we're you pay an enormous amount of money to live in a closet. I am a home owner and take pride in my home and keeping it a single family home. I don't want inconsiderate vacationers being near my home. There's already apartment/condos behind mind me on Davis Dr. With junk piles in the yards, making my property value go down. Plus I have to look at it, it's discusting!	11/30/2018 8:33 AM
54	Allows people to afford a second home in an area they love when they otherwise might not be able to.	11/30/2018 8:02 AM
55	saving houses from foreclosure	11/29/2018 8:09 PM
56	Please respect the trusted shared economy, that is working world wide and join a global attitude of diversity, and accept broader views of traveling experiences. Focus on how to grow rather than fear change. Respect homeowner's use of their property, and continue to collect in city taxes. Learn from other cities, and this NIMBY attitude, is archaic, and unnecessary. Accept the change in how people want to travel and engage with the world. Thank you.	11/29/2018 6:50 PM

Vacation Rental Community Feedback Survey

57	From my experience operating an STR in Glenwood Springs, I found that many guests renting the home we offered for short-term rental were families that would likely not find it practical to vacation in Glenwood otherwise. The guests we hosted spent money at local businesses adding to the economy. Furthermore, not all guests we hosted were tourists. A number of guests hosted were either family members of those that live in the community who would not find it practical to make a visit without the availability of the extended STR rental, or staff members of companies that rented from 2-4 weeks for local project work. The STR fills a gap in practical accommodations offered by a hotel and long-term home/apartment rental.	11/29/2018 6:30 PM
58	Gws gets more national attention with tourism.	11/29/2018 5:59 PM
59	We make less money on our family home BUT the home stays in pristine shape. It is kept clean, perfect, no breakage, no damage so far in 2 years. We have had less luck with full time rentals.	11/29/2018 5:43 PM
60	As our society evolves I find majorly of young people I talk to do short term rentals several have said they never stay in traditional hotels	11/29/2018 5:39 PM
61	Property owners should not be restricted. Restriction will decrease property values in Glenwood Springs and limit options for tourists. As a homeowner and professional in Glenwood Springs I am strongly opposed to the city restricting vacation rentals.	11/29/2018 2:58 PM
62	I would have checked Increase Property Value, but I do not believe that it is a benefit. Glenwood Springs is already experiencing a shortage of affordable housing for middle- and lower-income households, so I believe that increasing property values is only a benefit for those who already own homes or who have a high income or substantial access to wealth.	11/29/2018 2:55 PM
63	For people that only live in a home part-time, it won't be vacant the remaining time.	11/29/2018 2:22 PM
64	Vacation rentals have an incentive to improve and maintain their property	11/29/2018 1:38 PM
65	Vacation rentals rely on reviews of guests. As such, the property is well maintained. Trash is picked up, lawns are maintained, exterior is repaired. These types of units are desired by guests. They want things a hotel cannot provide: kitchen, laundry, separate bedrooms, additional amenities. They are good for tourism. Glenwood 'sells out' on hotels in high season. Vacation rentals supplement, but should not be limited to a specific season. Economics should dictate in an open market.	11/29/2018 11:48 AM

Q26 Are there negatives to having vacation rentals? (Check all that apply)

Answered: 459 Skipped: 23



ANSWER CHOICES		RESPONSES	
Long term renter displacement		62.75%	288
Loss of housing stock		55.77%	256
Deterioration of neighborhood character		44.44%	204
Overcrowding and noise		46.41%	213
Property damage		34.20%	157
Absentee owners		58.61%	269
Less parking		55.12%	253
No negatives		13.94%	64
Other (please specify)		14.60%	67
Total Respondents: 459			

#	OTHER (PLEASE SPECIFY)	DATE
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Vacation Rental Community Feedback Survey

1	It's been proven that too many vacation rentals negatively effects the rentals for locals. The housing diminishes and it prices local workers out as owners chose to make a quick buck on vaca rentals vs renting to locals. It also can negatively effect a neighborhood with constant in and out of strangers, partying, and noise. We personally moved and bought a new house due to our old neighbors being a vacation rental. We didn't feel comfortable raising our child next to a house that has someone different in it every other day. People have walked in to the wrong home, left trash, partied and done inappropriate things (especially for family neighborhoods), etc. There needs to be a regulation on how many of these are allowed.	1/30/2019 10:17 AM
2	If you rent/own in a neighborhood with a vacation rental - you never know who is next store your neighbors always change ...	1/22/2019 12:08 PM
3	noise and parking limits for vacation rentals should comply with the area/block norms or HOA rules so as not to disturb the neighborhood	1/20/2019 7:20 PM
4	I think there are few to no negatives for accessory units. Personally, I would not want to have a year long live in tenant. However, I could use the extra money during ski season to rent out our extra bedroom/bathroom for weekend ski use. It's not an either or thing, many home owners (like myself) would only consider intermittent accessory rentals for extra income.	1/17/2019 6:39 AM
5	Increasing home costs when people are paying cash for homes to just be rented out and have no intention of living there	1/16/2019 5:18 AM
6	Would like to know more about other communities like ours.	1/12/2019 6:35 PM
7	I do not see enough negatives to warrant disallowing VRBO's Property damage would be no less than an owner renting long term and its the owner responsibility to maintain the property like any other property. It sure as heck is NOT local governments responsibility. There are counsel members who own homes with ADU's why should government have the right or obligation to manage my property.	1/11/2019 3:31 PM
8	this should not be a business venture. Speculative endeavors are not the intent of the vast majority of owners. To address 2nd home issues, consider the amount of time spent by the owner as a percentage of occupancy. Example; house is empty all winter, owner occupies for the summer and rents for some weeks before and/or after. This allows the owner to afford to keep the family home and maybe retire here and/or pass it along to following generations. History, heritage, family values, community, stability I am absolutely opposed to 100% vacation rental. A beautiful idea to help people maintain their home has been twisted to include avaricious ends and ruin it for everybody.	1/10/2019 11:25 AM
9	I live near several vacation rentals. I have also used them while vacationing in other areas and see the value and benefit. I also understand allowing home owners to have freedom to to what they would like with their property. Having said that I hate living next to several of these rentals. I was never informed this was happening, nor do I know the property owners in order to contact them if something is happening and have been disrupted by noise, parking impacts, destruction of property, etc. In other areas that I have visited, there have been strict codes that visitors are expected to adhere to, such as being inside by 9 or 10pm, no parking on the street (obviously works only in locations with parking spots and/or driveways/garages), etc. I believe something like this could help the impact on neighborhoods. Thank you for taking the time to ask for input and to carefully consider as many options as possible.	1/10/2019 8:35 AM
10	These negatives apply primarily to short term rentals.	1/9/2019 10:31 PM
11	can cause rental rates to rise	1/9/2019 2:01 PM
12	It commodifies the very notion of home and neighborhood.	1/9/2019 9:37 AM
13	I think it depends. If it's used by a resident to supplement income so they can afford to live here then I think it will be largely positive because the home owner has an incentive to insure that their renters are not having a negative effect on the home or their neighborhood. They can use ratings on Airbnb to ensure that they are only allowing renters who will be respectful. If it's used purely as an income source by someone who doesn't live in the community I think it's more likely to have a negative impact because the owner will care more about generating as much money as possible then ensuring that they have responsible and respectful tenants.	1/2/2019 5:17 PM
14	Currently the 4 short term vacation rentals near my house have not shoveled their walkways and it has been snowing today +5". One of the houses is on a corner. Very disrespectful of the people that are walking and living in the area of downtown.	12/31/2018 3:43 PM

Vacation Rental Community Feedback Survey

15	-High employee turnover due to lack of adequate, affordable housing. -Loss of talented individuals who might otherwise contribute to our community. -Long time residents losing homes in favor of vacation rentals. -Increased traffic and pollution from workers forced to drive from further and further away. -Children spending longer hours in daycare away from parents due to long commute times. -Potential for non-resident property owners with no stake in our town to create hardships for citizens who actually live here. -Shift in the nature of the town from a place to call home to a strictly tourist destination with a non-resident workforce. -Deterioration in quality of life for the majority of residents, for the profit of a few.	12/30/2018 10:48 AM
16	Council and their staff must gather verifiable and creditable information on all the above topics before making any decisions. Complaints or information received must not be considered based on impressions or conjecture. You are dealing with many families' livelihoods and use of their property.	12/28/2018 11:36 PM
17	Police calls. I will no longer be able to leave my door unlocked.	12/27/2018 10:59 AM
18	Neighboring residents not knowing the inhabitants of these rentals.	12/27/2018 10:05 AM
19	Guests don't always know what to do with their garbage. Lack of knowing who your neighbor is.	12/23/2018 10:46 AM
20	I live beside an absentee owner VRBO that is not registered with the city. Now that he owns 4 properties in GWS, I can see this getting out of hand. I think the city needs to clamp down on illegal units, and even more importantly, limit absentee owners (or all VRBO owners) to only one or two VRBOs. That way one wealthy person, or a few, can't turn the flavor of this town for their personal gain!	12/23/2018 10:27 AM
21	It degrades our single family neighborhoods such as the downtown core with our victorians turning into VRBO's. This is something we need to protect and put in regulations. I feel too many council members have their hands in this market, so certainly they do not want regulations. Government can be good in some areas when done effectively. In the age of texting and ordering online and doing so many things where you do not need to interact with a person, our neighborhoods need to be a priority promoting positive or possibly negative human interactions, but its with people that have an investment in the space, not just there for 4 days.	12/23/2018 8:44 AM
22	The owners/rental managers need to respect town curfews as it relates to NOISE. We are a working class neighborhood, people have to get up and go to work in the mornings, so NOISE from the vacationers is NOT appreciated. Owners/rental managers are often ABSENT and disrespectful of the neighborhood.	12/23/2018 8:15 AM
23	Some people are okay, but others leave trash for dogs, bear and raccoon to rummage through. I have to pick it up. There are many too many people with their many vehicles - a small two-bedroom in my neighborhood has had as many as 12 people at one time. The people who live here should be protected. For instance, only vehicles registered to the address should be allowed to park at that address and stiff fines should be against the property owners of the VRBOs for their renters' transgressions. The people who are making money hand over fist with this rental scheme will howl about this. "We're not responsible for what other people do". But they have to be. The neighbors are bearing the burden of their profitable business. Also, anytime a police officer is called to that address for noise, trash, etc., the property owner should receive a stiff fine. For the most part, these are absentee landlords, willing to have as many renters that they can pry in for their rentals. They don't feel the brunt of this. We do.	12/22/2018 1:46 PM
24	1) Stranger Danger and Criminal activity (the only person who may be vetted by VRBO or Airbnb is the person who made the reservation. None of the other adults staying in the vacation rental are vetted, so you don't know if they have criminal records-very unnerving, especially with large groups. 2) bed bugs 3) loose dogs (maybe not vaccinated), incessant barking when left outside in a strange place, using neighbors' yards as their bathrooms 4) strangers disregarding all boundaries, literally taking over your space and coming onto your property with their children and dogs 5) neighbors' driveways being partially or entirely blocked 6) unsupervised children playing in the street blocking traffic 7) trash thrown out on ground to be blown into our rivers and streams 8) decrease in property values (who would want to buy a house that is next to a hotel?) 9) fire safety (i.e., absentee owners allowing their guests to burn tiki torches and fire pits when the county is in stage 2 fire restrictions) 10) disrespect of the neighbors and neighborhoods (i.e., the attitude of "I'll be leaving in a couple of days, so what I do doesn't matter") 11) taking business away from our local hotels that pay a high accommodations tax to our city and county 12) people bringing their trailers and toys (rv's, snowmobiles, atv's), parking them where they shouldn't be parked and blocking access to neighbors' driveways 13) trash cans being left out on the street for days until the next group shows up 14) Complaints from neighbors directed to our local government employees, costing taxpayers more money, because there are no managers on site	12/22/2018 12:19 PM

Vacation Rental Community Feedback Survey

25	There appear to be codes but they are not applied. Rentals should be checked annually for safety. Occupancy is often too high stressing sewer and water systems. When rentals are sold, like the one I am in (at \$3000 per months) a FULL inspection should be required. This home has a sprinkler system for fire that was last inspected in 2011. New owner refuses to have it inspected. There is nothing in place to ensure any tenants safety or rights. The City Council has a haphazard way of approaching the rental market with an eye only on profit. It is only a matter of time before one of the over occupied and poorly maintained homes by the Boy Scout Trail burns and lives are lost.	12/22/2018 7:30 AM
26	I had a pair of skis stolen off of my porch. I immediately talked to four teenagers from California, that were in front of a nearby house, a few doors from Tony Hersey's house. (He has written to the GWS PI in opposition to vacation rentals.) The teens were drunk, and sick on the sidewalk. The police were sympathetic, but there is little that they can do.	12/21/2018 6:01 PM
27	I was a landlord and despite every available vetting process, we continually had run-ins with police, drugs, growing marijuana, having too many pets, having too many roommates, leaving dumpsters (this is a measure of trash *after* you remove it by the wheelbarrow from your home) of waste in common areas, dumping marijuana grow chemicals into the ground near the home killing trees and landscaping, flooding laundry rooms and kitchens and then not notifying anyone, you name it. Finally, the last straw was when my husband and I were physically threatened by a tenant who was arrested, and subsequently removed, from the property for domestic violence. Even then, we had no legal recourse in the courts for any damages or fines, only back rent. To those saying that you can do more to vet your tenants, see also: Christina Brusig. -- Issues like noise, trash, and parking are simply no different than long-term rentals with one glaring exception: if your Airbnb'ers next door are being loud or have 5 cars parked out front, you can bet they're leaving in a few days. Otherwise, you can get stuck with these types of neighbors in a 12-month lease. -- There already aren't enough places for people to live in the valley and to say that this is a new or emerging conversation because of short-term rentals is a farce. When the city starts really, truly making an effort at affordable housing and cracking down on slumlords who refuse to put a cent into their properties, I'll be more interested in stricter regulations for vacation rentals. -- Second homeowners and/or partial residents should not be able to have a short-term rental. These rentals require hands-on attention and intervention from owners.	12/21/2018 2:25 PM
28	Should pay commercial property tax rates if they are running a business	12/21/2018 1:57 PM
29	Vacation rentals are commercial enterprises that pay residential property taxes. They create added burdens on our infrastructure (police, ambulance and road wear). This adds more burden to the properties paying higher commercial tax rates in our unfair tax system. And does anyone verify that these properties pay income taxes on their profits?	12/21/2018 12:33 PM
30	There will be less impact if people hire the right management companies, or if the owners are held to a higher standard.	12/21/2018 9:55 AM
31	Not knowing who your neighbors are on a daily basis, not feeling as safe in your neighborhood, not having renters follow city ordinances, increase in property costs makes it more difficult for families trying to buy a house afford to buy causes more families to stay in the rental market with no long term rental inventory.	12/21/2018 9:01 AM
32	Honestly, these are the negatives. Do we want to create this scenario just so we can have more tax income? Sometimes less is more.	12/21/2018 2:42 AM
33	it goes beyond deterioration of neighborhood character, left unchecked short term rentals negatively impact community character and cohesiveness. Tourists don't go to meetings or support community events. It is a real shame that people that work in Glenwood can't live here because housing has become commercialized. Further, while it does provide more tourist options, it also competes with our hotels and lodging facilities.	12/19/2018 3:24 PM
34	Increases cost of living for year-round residents. Gentrifies areas and makes them unaffordable.	12/18/2018 4:36 PM
35	Should be no negatives, but would depend on character of owners and guest.	12/12/2018 1:31 PM
36	I have been a vacation rental owner for 24 years in Breckenridge and Glenwood. I feel it is reasonable to expect a town to collect an licensing fee and taxes should be paid. This allows for economic growth & increased tourism. Regulations requiring on site management are not necessary. Owners need to be sensitive to neighborhood concerns and be good stewards of their property.	12/12/2018 11:58 AM
37	Increase in long term rental rates due to supply and demand	12/12/2018 10:10 AM
38	Many of the hotels by the river have become run down. Probably less incentive to keep them nice.	12/11/2018 8:28 PM

Vacation Rental Community Feedback Survey

39	As long as there is a limit on how many short term rental permits are issued within city limits and there is a balance between long term and short term rentals, there are no negative impacts	12/8/2018 7:38 AM
40	Our community members are being kicked out of housing so vacation rentals can be used instead.	12/7/2018 5:46 AM
41	Losing housing for real locals is having a HUGE impact on housing availability and hence, cost	12/6/2018 10:56 AM
42	Possible damage---- this is also true with long term rental, I have experienced this twice myself with long term and I have had less damage with my VRBO. As I said before, I rented myself 25 years ago and there were not many rentals at that time either. I don't believe the VRBO market is causing a shortage in housing, these house are owned by local people.	12/6/2018 9:05 AM
43	THIS IS ALWAYS A POSSIBILITY.	12/5/2018 8:30 AM
44	loss of neighbors invested in the community	12/5/2018 7:36 AM
45	unpredictable who rents...sometimes too many vehicles in the neighborhood and parking is problematic	12/4/2018 7:17 PM
46	Property value went down. Rental prices went up. Neighborhood character changed, not neighbors that cared about the community.	12/3/2018 12:19 PM
47	100% of the vacation rental discussion should be focused on it's impact on available housing stock and affordability. The other factors are based too much in hearsay, and consist of the same nimby-ist arguments that can also be used to argue against density and affordable housing. Keeping this conversation based on affordability will keep it positive/constructive, and create other inroads for enhancing affordability moving forward as well.	12/3/2018 11:45 AM
48	I think if there are complaints such as noise, odor, etc. the owners should address them and if the problem persists, the owner's license is put on probation and could lose their permit. Overall I think VRBOs are an incentive to keep properties and neighborhoods nice. No one wants to vacation in a dump.	12/3/2018 8:38 AM
49	All of the above	12/3/2018 6:12 AM
50	It changes the feel of a neighborhood. We have two on our block at the moment. We know and interact with the owners of the rental next door and they are kind, polite, and available if we have questions or concerns but they are not here when the rental market is going non-stop all summer. It's a different family here every 2-3 days... we also don't want to be on the phone to complain because we know it's their business, but it can be annoying with parking, noisy renters during the work week while the visitors are on vacation, etc. It does change a neighborhood.	12/1/2018 12:18 PM
51	We know that we have a need of long term rental in GWS. This is making the problem MUCH worse. Furthermore, it was not my intention to purchase a house in a Hotel District.	12/1/2018 7:03 AM
52	I would like to see non-owner occupied vacation rentals capped, and owner occupied (6 months or more) without a cap. Owner occupied rentals come with many of the benefits without degrading the community that our neighborhoods offer.	11/30/2018 3:15 PM
53	Seriously? Those are the "negatives" the town can come up with for options? Maybe counsel and town employees need to visit some of our local vacation rentals that are clearly being misjudged. If you could see before and after photos of many of these properties- the improvements and care are incredible. Nothing like a deteriorating long term rental that violates many safety codes and leaves a eye sore on the downtown community. Parking may be your only argument..... but how many actually use more then a property owner or long term rental family would?	11/30/2018 12:11 PM
54	Potentially some of these negatives could apply depending on the location of the rental.	11/30/2018 10:17 AM
55	I have seen the regular rental home next door which has 2 bedrooms overwhelm our neighborhood with multiple vehicles, and more people living there than what 2 bedrooms normally support. Crystal Property does not inspect their homes nor hold renters to terms until neighbors complain. We have had None of this with the vacation rental.	11/30/2018 9:57 AM
56	The negatives are specific to each individual location/neighborhood. They might apply in one location and not another.	11/30/2018 9:44 AM
57	STR should be classified as commercial (income property) for property taxes.	11/29/2018 7:25 PM

Vacation Rental Community Feedback Survey

58	I have operated a short-term rental in Denver for 5 years and Glenwood Springs for 3 years. Although loss of housing stock and long-term renter displacement will occur, a supply and demand balance on short-term and long-term rental operations limit the number of short-term rentals that can operate on a practical basis. When competition between short-term rentals result in lower income to short-term renters, it becomes more practical for to rent long-term. As such, the market becomes self-regulating. The number of STR's that can operate on a practical basis is a very small percent of the total residential market. I closely followed Denver's Short-Term Rental policy development activities including attendance of public meetings STR Committee meetings and City Council meetings. From arguments presented, and analysis conducted, it seemed clear that the benefits short-term rentals provide the community outweigh the detriments.	11/29/2018 6:30 PM
59	No negatives yet for us. No complaints from neighbors..they all know. We are in a dual zone but predominately residential. We have it managed by relatives, don't rent during X game week and our house adds to the neighborhood, not deteriorates it.	11/29/2018 5:43 PM
60	More dogs that are not on leash or picked up after.	11/29/2018 5:43 PM
61	Many of the above can occur, owners can choose to limit number of guests. Many long term tenants do damage	11/29/2018 5:39 PM
62	The market WILL self regulate with unsafe, unpleasant, or unkept rentals. With feedback and social media, plus self regulating supply and demand, the properties that are NOT desirable will quickly be weeded out. Also, if there is too much supply, and not enough demand, short term rentals will likely be converted back to long term, but the overall condition of the property will ultimately be much better because the owners had to maintain it more frequently (or the reviews from guests will destroy their reputation). No one wants to come to Glenwood to just party and trash the place... our guests have been fantastic! It is too expensive in this town to have a cheap, run down rental.... it will NOT last!! Our long term tenants always have way more cars than short term rental tenants. Many of our guests come from Denver and take the train, or they will just have one vehicle.... most long term tenants have at least 2 or 3 vehicles!!	11/29/2018 5:34 PM
63	The negative currently is lack of affordable housing in general and the high cost of living - this isn't being impacted by VRBO options, etc...	11/29/2018 3:25 PM
64	If the City is concerned about long term rentals they should find ways to work on this problem. Limiting property owners short term rental options will not be effective in accomplishing this.	11/29/2018 2:58 PM
65	Increasing property values (which may benefit the wealthiest in the community, but harms everyone else)	11/29/2018 2:55 PM
66	Reduction of long-term residents who participate in civic affairs, potential increase in crime associated with tourists staying in residential neighborhoods in an era of expanding legalized drugs, not knowing who your neighbors are decreases sense of security for families with children, loss of community cohesion stemming from resentment of those who are profiting from their properties at the expense of others,...	11/29/2018 11:37 AM
67	No negatives that don't also occur when owners, long term renters are not respectful neighbors.	11/29/2018 11:23 AM

EXHIBIT D. Leniency Scale of Municipal Regulations.

****Information pulled from multiple sources and is not comprehensive in each category.**

ISSUE	RESTRICT	BALANCE	ENCOURAGE
Allowance & Limits	Not Allowed	Allowed but Limited	ALLOWED
	<u>Morrison, CO</u> <u>Moab, UT</u> (except at previously established) <u>Teton County, WY</u>	<u>Crested Butte</u> : 2 Categories, one primary residence with 60 night limit, and one limited to 30% housing stock <u>Boulder/Denver/Lyons</u> : Primary Residence <u>Durango</u> : 1/block face + zone limits <u>Telluride</u> : Zoning Limitations of frequency & duration <u>Green Mountain Falls</u> : 10% of Housing Stock (60) <u>Georgetown</u> : 7% of each ward housing units <u>Estes Park</u> : 588 permit limit	<u>Snowmass Village</u> <u>Frisco</u> <u>Carbondale</u> <u>Aspen</u> <u>Silverthorne</u> GLENWOOD SPRINGS: No limits by number or zoning
Fee	\$250 Annually and up	\$75-200 Annually	Buisness License fee or less than \$50 annually
	<u>Crested Butte</u> : \$750 Annually <u>Georgetown</u> : \$500/\$250 Renewal <u>Durango</u> : \$750 Land Use Permit	<u>Blue River</u> : \$200 one time/ \$75 renewal <u>Breckenridge</u> : \$175 annual/Admin fee \$50 <u>Boulder</u> : \$130/\$105 renewal <u>Telluride</u> : \$165 +\$22/bedroom annual <u>Estes Park</u> : \$200 +\$50/bedroom <u>Lyons</u> : \$175/ \$50 Renewal <u>Clear Creek County</u> : \$250 one time fee	<u>Denver</u> : \$25 annually <u>Silverthorne/ Frisco/Avon/Aspen</u> : Business License only GLENWOOD SPRINGS: One-time \$110, business license
Additional Tax	Excise Tax Funds Affordable Housing		
	<u>Crested Butte</u> : Additional %5 tax <u>Telluride</u> : Additional %5 tax		
Building Inspection	Building Inspection every year with occupancy limits	Initial Building Inspection, affidavit upon renewal	No Building Inspection
	<u>Georgetown</u> : Annual Inspection <u>Crested Butte</u> : Inspection required to obtain permit and renewal.	<u>Estes Park</u> : Initial inspection <u>Breckenridge</u> : Inspection upon complaint, affidavit <u>Durango</u> : Inspection with Land Use Application <u>Clear Creek County</u> : Initial inspection	<u>Vail</u> : Self certify requirements <u>Lyons</u> : Affidavit self certifying safety standards <u>Boulder</u> : Life Safety Compliance verification form (Both of these Cities require Primary Res) GLENWOOD SPRINGS: No building inspection
Residency Requirement	Primary Residency Required	Some Residency Requirements	No Residency Requirement
	<u>Boulder</u> <u>Lyons</u> : 9 month Residency required <u>Telluride</u>	<u>Crested Butte</u> : No limit to Primary Residence Permits, Limit to Non Primary Residence Permits	<u>Carbondale</u> <u>Aspen</u> <u>Frisco</u> <u>Snowmass</u> GLENWOOD SPRINGS: No residency requirement
Violations	Revocation	Fine Structure	Basic Municipal Fine Structure
	<u>Georgetown</u> : Revocation after 3 violations in 1 year <u>Green Mountain Falls</u> : 3 violations in 1 year <u>Crested Butte</u> : Violation penalty is revocation with 2 year suspension. <u>Vail</u> : 3 violations in 1 year, revoked for two years	<u>Breckenridge</u> : Fine Structure and Temporary License Revocation 1st: Suspension 30 days, \$200 Fine in lieu 2nd: Suspension 60 days, \$500 Fine in lieu 3rd: Suspension 90 days, \$999 Fine in lieu 4th+: Suspension 1 year, no fine in lieu	<u>Telluride</u> GLENWOOD SPRINGS: up to \$1,000 penalty, revocation of permit possible
Violation Response Time	Maximum Response Time	24 Hour Availability to Respond	No Response Time Requirement
	<u>Vail</u> : 30 Minutes, Agent must reside in 60 miles <u>Breckenridge</u> : 60 Minutes <u>Lyons</u> : 60 Minutes (Responsible Agent must be within 60 miles)	<u>Durango</u> : 24 hour Agent, If no response, penalty <u>Clear Creek County</u> : 24 Hour Agent, Must reside within 1 hour from vacation rental property	GLENWOOD SPRINGS

	<u>Estes Park:</u> (Code states "Immediate" response, no amount of time)		
Complaint System	Dedicated Vacation Rental Complaint Line		Standard Code Enforcement
	<u>Breckenridge:</u> STR HELPER, nuisance management system		GLENWOOD SPRINGS
	<u>Boulder:</u> Rental Housing Licensing Code Violation Line and Online submittal <u>Vail:</u> Online Reporting Portal		
Parking	OFF STREET PARKING REQUIRED	Parking Plan Submittal	No Parking Requirement
	<u>Estes Park:</u> 2 minimum off street, except Downtown <u>Durango:</u> 1 per Bedroom onsite <u>Green Mountain Falls:</u> Onsite Parking Plan required <u>Clear Creek County:</u> 1 space per Bedroom	<u>Lyons</u> <u>Green Mountain Falls</u> <u>Crested Butte:</u> Over 10 Occupancy requires onsite parking	<u>Estes Park</u> <u>Georgetown</u> <u>Breckenridge</u> <u>Frisco</u> <u>Avon</u> <u>Boulder</u> GLENWOOD SPRINGS: No extra parking required
Neighbor Notification	Adjacent Property Mailing	Duplex Only	No Notificaiton
	<u>Georgetown:</u> 300 Foot Owners <u>Crested Butte:</u> 100 foot owners <u>Durango:</u> 150 Foot Owners <u>Green Mountain Falls:</u> 150 foot owners <u>Estes Park:</u> 100 Foot Owners	<u>Vail</u>	<u>Carbondale</u> <u>Boulder</u> <u>Denver</u> <u>Telluride</u> <u>Blue River</u> <u>Breckenridge</u> <u>Aspen</u> <u>Avon</u> <u>Lyons</u> <u>Silverthorne</u> <u>Snowmass</u> GLENWOOD SPRINGS: No notification
Accessory Dwelling Units	ADU Vacation Rentals Prohibited	One Vacation Rental per Property (Either ADU or Main)	No Regulation
	<u>Estes Park:</u> Lots with ADU's cant have Vacation Rental <u>Lyons:</u> ADU VR not allowed, Owner occupancy of ADU while Glenwood Springs: No Vacation Rental in ADU	<u>Boulder:</u> Either ADU or Main Dwelling can be rental, not both	<u>Carbondale</u> <u>Blue River</u> <u>Silverthorne</u> <u>Breckenridge</u> <u>Avon</u> <u>Lyons</u> <u>Snowmass</u>

Exhibit E Municipal Vacation Rental Matrix

Short-Term Rental Property Ordinance Matrix

Credits: Colorado Association of Ski Towns, City of Fort Collins
Additional Information added by City of Glenwood Springs Staff

City	Primary Residence	Non-Primary Residence	Tax Required	Tax Collected: By municipality or listing agency	Vacation Rental Permit Required	Neighbor Notification	Concentration Limit	Parking Requirement	Zoning Limitations	Fees	Occupancy Requirement	Building Inspection	Other
GLENWOOD SPRINGS	Yes	Yes	Yes	Municipality	yes, non-transferrable	No	No	None	No	One time \$110	none	none	ADU vacation rentals prohibited
Avon	Yes	Yes	Yes	Municipality	Only business license	no	no	None	Yes, Only in Overlay Zone Areas Not in PUD's unless specified	Business License fee only	none	none	
Blue River	yes	yes	yes		yes, non-transferrable	no	not yet		no	\$200 first time; \$75 annually	none		In process of changing much of this.
Boulder	yes	no	yes		yes, non-transferrable	no	no		yes, determine occupancy limits	\$130 first time; \$105 for 4 year license	determined by zone		
Breckenridge	yes	yes	yes	Municipality	yes, non-transferrable	no	no		none- unless deed restricted workforce housing, then prohibited	\$75 - \$175 annually , based on bedrooms One time Admin fee \$25-150	none	Authority to inspect units granted in license language.	Single-Family Home - Special Conditions of License/BOLT License -Location Card posting requirement
Crested Butte	Yes	Yes but restricted with total Cap.	yes		yes, non-transferrable	yes, 100 foot property owners	yes, 30% cap of free market housing units for unlimited category. No limit for Primary Residence.	Over 10 Occupancy requires on site parking	yes, only allowed in certain zones	\$750 annually for Unlimited (two years paid in advance initially) \$200 Annually for Primary Residence	Only for Primary Resident License.	Yes	Max Occupancy of any property 10. Occupancy may be adjusted following physical inspection of the vacation rental property.
Denver	yes	no	yes		yes, non-transferrable	no	no		no	\$25 annually			
Durango	yes	yes	no, no mention		yes, non-transferrable	yes, 300 foot radius	yes, by zone including total number and by block face	1 off street space required	yes, only allowed in certain zones	\$750 first time	Site visit and inspection, property posted, parking requirements	Yes, Required	
Estes Park	no	yes	yes		yes for in town with fee, operating permit for county with no fee	no	588 Permit limit in Residential Zone Districts		no	\$200 base fee plus \$50 per bedroom	2 per bedroom, plus 2 up to 8 total		The Town and County have a task force to examine the 8 limitation on larger homes and other regulations such as neighbor notification and limitation on number of vacation homes within the valley, etc.
Estes Park - outside Town, inside Estes Valley	Same as Town	Same	Same		no; however, an operating permit is required per the land use code (Estes Valley Development Code)	Yes (100 foot)	Same		yes, in all residential zones, A-1 Accommodations/Low Intensity and CD - Downtown Commercial	none	Same		
Frisco	yes		yes		yes	no	none		none	\$75 business license	none		None, we are working on a new ordinance to address notification, occupancy, and several other issues.
Georgetown	yes	yes	sales/lodging		yes, non-transferrable	yes, owners within 300 feet	7% per town ward		no	\$500 first time; \$250 renewal	no		Local owner representative
Green Mountain Falls	Yes	yes	yes	Municipality	yes, non-transferrable	Yes, owners within 150 foot radius	Maximum 60 permits for town, roughly 10% of housing stock.	On site parking plan required for occupancy indicated.				Yes	
Lyons	yes, min 9 months	no	yes	Municipality	yes- non transferrable	no	no	Parking Plan submitted with application	yes, only allowed in certain zones	Annual payment	2/bedroom, Max 8 unless CUP 9 Months minimum primary resident	Yes	Rentals in ADU not allowed Owner occupancy of ADU during Primary rental not allowed Must respond w/in 60min code complaint
Morrison	PROHIBITED. The Board of trustees found that the rental or residential properties for periods of time less than 30 days would have an unacceptable adverse impact upon adjacent properties, public services and public health, safety and welfare because the nature of short-term residential occupation differs in kind and nature from residential occupation of greater than 30 days. Ordinance No. 421 July 2015												
Silverthorne	yes	yes	yes, business license		yes, business license	no	no		no	Business License fee is \$75	none		We only require a business license. We have somebody that tracks websites for rentals without a business license.
Snowmass Village	Yes	Yes	Yes	Third Party Contractor	yes, non-transferrable	No	No		No	No	Yes, under the building code		Not permitted in employee housing units, without prior approval.
Telluride	yes	yes	yes		yes	no	no		yes, restrictions in residential zone	\$165 base fee plus \$22 per bedroom	none		Restrictions in Residential Zone : no more than 3 rentals per year, w aggregate not to exceed 29 days; implemented in 2011; will revisit in 2017
Vail	Yes	Yes	Yes	Municipality	yes, non-transferrable	Yes, Duplex Only	No		No	\$150 annually	Per code, one person per 300 square feet	No	Responsible agent must respond to violations in 60min, 30 min after 11pm
Counties													
Clear Creek County	Yes	Yes	Yes	Municipality	Yes, TRANSFERABLE	100 foot owner notice		1 space per bedroom required		250 one time	Max 9 People Occupancy unless 2 acres or more	Yes, Initial Required	

Eagle County	Short-term rentals not allowed in price-capped deed-restricted units	No county wide restriction	If assessors's office is aware a unit is a rental, it is taxed as such		No	No county wide restriction	No county wide restriction		No county wide restriction	none	Eagle County Land use codes state no more than one person per every 300 square feet; this limit is not enforced		No county wide restriction
Summit County	yes	yes	Subject to the STATE sales tax and mass transit tax. License obtained from the State.		A sales tax license is required through the State of Colorado.	no	no		Not permitted in Deed Restricted Units	no	Per code, one person per 300 square feet		Not at this time
Out-of-state municipalities													
MOAB, UT	PROHIBITED UNLESS GRANDFATHERED IN												
Park City, UT	yes	yes	COMDEV does not have any enforcement.		yes, non-transferrable	yes, in cases of duplexes or if shared common areas/hallways exist between or within a building	Yes, 75 sq. ft per bedroom, at least 50sq ft of floor space per occupant (if more than 1)		yes, only allowed in certain zones or with CUP's in certain zones	\$149.00 Admin Fee, \$28.74 per bedroom fee, \$17.00 Yearly renewal	Yes, 75 sq. ft per bedroom, at least 50sq ft of floor space per occupant (if more than 1)		Site visit and safety inspection
Ketchum, ID	yes	yes	yes		yes, business license	no	no		yes (CC, T & STO zones only)	no	Max 30 days/guest		no
Teton County, WY	No	No	PROHIBITED. No residential										

Glenwood Springs
Vacation Rentals Public Meeting
January 16, 2018

Meeting Objective: To gather detailed public input on what specific requirements are desired and how it maintains/improves community's quality of life; provide Council with further detailed information about residents' perspective regarding management of vacation rentals in Glenwood Springs.

Over 55 people attended the public meeting on management of vacation rentals. The meeting gathered preferences and more detailed reasons for those preferences in six areas (and the options):

1. Application fee – annual (<\$100, \$100-\$300, \$300+), one-time(<\$100, \$100-\$300, \$300+), or a hybrid (larger one-time, smaller annual).
2. Limit the number of vacation rentals –per block, city wide, have a buffer between them, or no limit.
3. Limit for multifamily single-owner buildings – 25%, 20%, 15%, or 10%.
4. Require Fire and Safety Inspections – yes, or no.
5. Limit occupancy – 2 people per bedroom, per room plus number per square feet of common space, or no limit.
6. Primary residency requirement – primary resident, part-time, no residency requirement.

I. Process

Participants listen to a presentation on the survey responses to these six management areas. Then the public provided their preference for all six areas using a sticker to select their preference on each topic (per question; see Appendix A for poll results). After the six areas were polled, participants move into small group discussions to provide more detailed information about each strategy/question; providing reasons for their preferences to a small-group facilitator (see Appendix B for small group facilitator notes). After 15 minutes, participants moved to a new question, a new small group discussion. In all, participants joined four small group discussions (15 minutes each).

II. Executive Summary

Polling Results

Areas with clearer results:

- 82% (41 of 50) - Fire and safety inspections should be required
- 74% (36 of 49) - For multifamily single-owner buildings only 10% should be allowed to be vacation rentals (16% preferred 25%, 6% preferred 20%)

- 57% (28 of 49)- No primary residency requirement (33% preferred a primary residency requirement)
- 54% (29 of 54) – No limit to the number of vacation rentals, not limited citywide or per block nor require a buffer between them. (26% preferred a per block cap, 19% preferred a Citywide cap)

The other two questions' highest response was 45%

- 45% (23 of 51) – Occupancy should be limited to 2 per bedroom (31% preferred a per bedroom plus some based on square feet of common space, and 26% preferred no occupancy limit)
- 45% (19 of 42) – Fee should be \$100-\$300 annually (33% preferred \$300+ annually, and 17% preferred the hybrid – larger application fee, smaller annual fee)

Common Discussion Comments

A few common concerns were raised by participants across several management strategy discussions:

- Impact on available housing for locals;
- Impact on availability of affordable housing for locals;
- Impact on City feel and sense of community; and
- Consistent regulations/treatment across long- and short-term rentals, bed & breakfasts and hotels (fairness across).

The question that garnered the biggest groups during discussion rounds was: Should vacation rentals be limited (citywide, per block, or buffer, or not at all)?

III. Discussion – Why are certain management methods preferred

Participants, in four 15-minute rounds, provided additional details on why the preferred one strategy over another. Below is a summary of the comments made during small group discussions on each question; these do not reflect consensus or majority comments or perspectives (see Appendix A for all polling results and Appendix B for all small group facilitator flip-chart notes).

1. ***What should the Vacation Rental Application Fee be?*** (Options: 1. Annual fee of \$100 or less; 2. Annually \$100-\$300; 3. Annually \$300 or more; 4. One-time payment of \$110 or less; 5. One-time \$120 - \$300; 6. One-time \$300 or more; or 7. Hybrid-higher one-time fee with a smaller annual fee)

Poll: 45% preferred an annual \$100-\$300 fee; 33% preferred annual fee of more than \$300; 17% like the hybrid option (higher application fee, smaller annual fee).

Discussions:

Comments in support of a Higher Fee:

- Amount should cover the costs for the City to:
 - provide better program oversight;
 - provide better education to owners/operators; and
 - provide enforcement of rules and accuracy of reporting.
- A higher amount ensures people are more committed to their investment, and know how to run a professional business.
- A higher fee covers the privilege to earn money in a residential neighborhood.
- One person said the annual fee is better because: The expense to City happens every year; and STRs owners should have to signoff each year on any new rules or procedures.
- Short-term rentals (STRs) are for commercial purposes and should be considered a business (fee will be covered quickly by rentals).

Suggestions:

- It is for a commercial purpose the owner should be required to pay commercial property tax on top of any fees.
- Set a lower fee for smaller space (e.g., lower for renting a room versus a whole house).

Comments in support of a Lower fee:

- Why should STRs pay an application fee if a hotel can just get a business / sales tax license for less money.
- Taxpayers pay enough taxes (e.g., both sales tax and an accommodations tax); adding a fee is just getting greedy.

2. ***How should Vacation Rentals be limited?*** (Options: 1. numerical cap - ex. max. 200 allowed in the city; 2. Numerical cap per block - ex. max 2 per block; 3. Buffer distance between each vacation rental - ex. min 200 feet btwn; or 4. No limit)

Poll Results: 54% preferred no limit; 26% preferred a cap per block, and 19% like a citywide cap.

Discussion:

Support for “No Cap” because...

- STRs provide options for visitors –
 - provide amenities not in hotels (washer/dryer, kitchen);
 - provides a “local” experience; and
 - provides a potentially more affordable option than a hotel.

- Cap is not needed because –
 - the market is self-limiting;
 - STRs makes up only a small amount of overall city housing;
 - other regulations could limit the amount (occupancy, inspections); and
 - this won't achieve the intent to control for bad visitors (cannot control quality of long-term neighbors, how could one control visitors?).
- STRs are good for the community –
 - often STRs are in better shape (pretty to be competitive);
 - STRs provide a way for residents to afford to live in Glenwood; and
 - their visitors contribute to the local economy (restaurants, shops, attractions).
- Cap would be unfair - Setting caps lock out owners from the option of having an STR.
- Concern - Limiting the number could drive up the average nightly rate for staying in an STR.

A limit/cap is needed because too many STRs will...

- Decrease available housing for locals; secondarily, impacting local businesses ability to attract employees.
- Raise the cost of housing for locals.
- Decrease the community feel and create dead neighborhoods (no one knows their neighbors).
- *Concern (by block)* - There is a challenge of limiting STRs by block, how is the size of a block determined?
- *Concern (citywide)* - Setting a city-wide limit does not disperse STRs.

Suggestions/Consider

- If a limit is set, how would currently permitted STRs be included/managed?
- If a limit is set, there needs to be some due process to review STR permits.
- Consider how to address permit holders that do not actively rent out units; a cap should be for those owners that will actually operate a STR.
- Downtown neighborhoods have the most impact from STRs.

Other Vacation Rental Management Comments

- If no parking is available, don't issue STR permits.
- Don't make owners responsible for the conduct of their guests; you don't make owners responsible for the conduct of their long-term renters.
- Regulation of STR and long-term rentals should be the same.

- 3. *How should Vacation Rentals be limited in Multifamily buildings with a single owner?*** (Options: 1. 25% of the unit total, or at least 1; 2. 20% of the unit total, or at least 1; 3. 15% of the unit total, or at least 1; or 4. 10% of the unit total, or at least 1

Poll Results: 74% preferred the lowest 10% cap for single-owner multifamily buildings; 16% preferred the highest 25% cap.

Discussion:

(note: participants may have confused the idea of “single-owner” multifamily buildings with multiple owner buildings.)

Concerns Considered

- If more units are STR there will be a decrease in available housing for locals.
- Any limit will be tough to enforce.
- If more units are STR there will be a loss of affordable housing for locals.
- Parking issues - apartment buildings becoming hotels.
- Limits investment.
- Financing issues – could an owner get financing if cap was too small, or a cap at all?
- Already too many regulations (City, VRBO, AirBnB).

Comments

- A limit is not needed, the market will determine the amount.
- STRs benefit tourism and the City with sales tax, occupancy tax and use of local businesses.

Suggestions

- Perhaps 1 per X number of units, instead of percentage.
- City should seek out advice on the issue.

4. *Should Fire and Safety Inspections be conducted for Vacation Rentals?* (Options: 1. Yes, require Fire and Safety Inspection for vacation rentals; or 2. No, not needed leave as is now.

Poll Results: 82% preferred fire and safety inspections be required; 18% said they weren't needed.

Discussion:

Comments for requiring Fire and Safety Inspections

- STRs are commercial use, like hotels, and should be treated as commercial properties.
- Inspections are needed for fire safety, it is important.
- Inspections offer the people staying at that property a layer of protection; and renters assume the unit/house has been inspected by the city.
- Upgrading the STR house/unit is the cost of doing business.
- Inspections will regulate the total number of listings, not everyone will want to make improvements.
- Accessory Dwelling Units are required to have inspections, so vacation rentals should be required as well.

Suggestions

- Inspection should be conducted every other year.
- Send a questionnaire every year asking the owner if they have made any improvements.
- Inspections should be posted in the rental to show it is was completed and they passed, and should also include the number of occupants allowed.

Comments for no Fire and Safety Inspection requirement

- Online ratings will self-regulate safety, if a house is not safe website ratings will reflect it.
- Inspecting every short-term rental will take too much staff time.
- Long-term rentals don't require an inspection, why do short-term rentals?
- This will increase the cost of the permits.

5. ***Should the building department set occupancy limits?*** (Options: 1. Yes, no more than 2 people per bedroom; 2. Yes, people per bedroom with additional in common areas based on square footage. (based on International Property Maintenance Code); or 3. No, not needed. Owners of rentals set occupancy limit on online listings.)

Poll Results: 45% preferred a 2-per bedroom occupancy limit; 31% preferred a per bedroom plus some based on square footage of common areas; and 24% preferred no limit, not needed.

Discussion:

Comments for setting an Occupancy Limit

- Manages possible noise, trash and parking problems.
- Occupancy limits should be the same for hotels, short-term and long-term rentals.
- Need to manage for overcrowding.
- Glenwood is overcrowded, and there is a lack of housing.
- Safety is an issue when piling people in.

Concern

- How will it be enforced?

Suggestions/Consider

- Number of bathrooms is a factor for occupancy.
- What about large bedrooms, maybe base it on square feet.
- Parking should be a part of the STR permit process as it relates to occupancy.
- Must have local contact for permits, someone to contact if there is a violation.
- Residential parking permits would eliminate short term renters from parking on street.

- Enforce occupancy with renewal process, if break a rule the owner cannot renew their permit.
- Initiate a complaint system with penalties for reported problems.

Comments in opposition of setting an Occupancy Limit

- Self-regulating is fine.
- Occupancy is the home owner's responsibility.
- Owner shouldn't be responsible for renter's behavior.
- STRs are more affordable for groups, than hotels.

6. ***Do you support a Primary Resident requirement?*** (Options: 1. Yes, as primary resident (would require proof that it is owner's primary residence); 2. Yes, as part-time with minimum residency; or 3. No, not needed)

Poll Results: 57% preferred no residency requirement; 33% preferred a primary residency requirement.

Discussion:

Comments in support of Primary Residence requirement

(note: although the poll showed majority did not want this, most of the comments during discussions were about concerns that would lead to the requirement)

- Loss of housing in the city due to out-of-town owners buying up the houses.
- Outside owners/interests take money out of the community.
- City character changes with non-owner occupied STRs, particularly if owned by investment corporations; we are losing our small-town feel.
- Need local engagement with rental owners.
- Local owners connect with and contribute to the community.
- Unobserved short-term renters cause more damage to neighborhoods.
- Rules are harder to enforce with absentee owners, and absentee owners are not abiding by the rules; how does the City contact out-of-town owners with violations?
- Ensures homes aren't turned into party hotels.
- Helps address the declining availability of employee housing.
- Helps address the declining amount of affordable housing
- Improves control of issues and oversight of the property.
- Local owners contribute to the tax base and the community

Suggestions/Consider

- Consider seasonal employment needs when considering length of occupancy time.
- Regulations are unbalanced with how Bed & Breakfasts are required to have parking/on site manager etc., should be the same for vacation rentals.
- Consider a local ownership requirement instead of Primary Residency, perhaps the owner's primary residence must be in the 81601-zip code?

- Consider requiring use of a local management company instead of Primary Residency requirement.

Comments opposed to a Primary Residency Requirement, support no requirement.

- If property damage is the key concern, short-term renters are not as bad as long-term renters, and the average age of a short-term renter is 50 years old (more likely to not do major damage) which is older than long-term renters.
- Will be challenging to enforce.
- Would limit investment in the community.
- Many STR properties are too expensive for long-term renters, leaving property owners with little choice.
- Bars people from entering the rental ownership market.

APPENDIX A: Polling Results from the Meeting

Question/Answers	Results #	Results %
1. What should the Vacation Rental Application Fee be?	42	
Annual Fee - \$100 or less	1	2.4%
Annual Fee - \$100-\$300	19	45.2%
Annual Fee - \$300 or more	14	33.3%
One-Time - \$110 or less	4	9.5%
One-Time - \$120-\$300	4	9.5%
One-Time - \$300 or more	0	0%
Hybrid – Higher application fee, smaller annual fee	7	16.7%
2. How should Vacation Rentals be limited?	54	
City Wide numerical cap (ex. Max. 200 allowed in the city)	10	18.5%
Per block numerical cap per block (ex. Max 2 per block)	14	25.9%
Buffer distance between each (ex. Min 200 feet btwn)	1	1.9%
No limit	29	53.7%
3. How should Vacation Rentals be limited in Multifamily buildings with a single owner? (survey responses indicate a desire for limit)	49	
25% of the unit total, or at least 1 <i>Example: 1 vacation rental for buildings up to 7 units, 2 vacation rentals for buildings with 8-11 units, 3 vacation rental permits for buildings with 12-15 units and so on.</i>	8	16.3%
20% of the unit total, or at least 1 <i>Example: 1 vacation rental for buildings up to 9 units, 2 vacation rentals for buildings with 10- 14 units, 3 vacation rental permits for buildings with 15-19 units and so on.</i>	3	6.1%
15% of the unit total, or at least 1 <i>Example: 1 vacation rental for buildings up to 13units, 2 vacation rentals for buildings with 14-19 units, 3 vacation rental permits for buildings with 19-26 units and so on.</i>	2	4.1%
10% of the unit total, or at least 1 <i>Example: 1 vacation rental for buildings up to 19 units, 2 vacation rentals for buildings with 20-29 units, 3 vacation rental permits for buildings with 30-39 units and so on.</i>	36	73.5%
4. Should Fire and Safety Inspections be conducted for Vacation Rentals?	50	
Yes, require them. Reinstituting building inspections does mean that property owners may have to complete some renovation work prior to receiving a permit.	41	82%
No, not needed Owners sign an affidavit stating that fire and building safety measures are met and accept all liability.	9	18%

Question/Answers	Results #	Results %
5. Should the building department set occupancy limits? This was previously identified by the Building department and listed on the permit for maximum persons.	51	
Yes, no more than 2 people per bedroom	23	45.1%
Yes, people per bedroom with additional in common areas based on square footage. (Based on International Property Maintenance Code)	16	31.4%
No, not needed. Owners of rentals set occupancy limit on online listings.	12	23.5%
6. Do you support a Primary Resident requirement? Some communities, such as Denver, Lyons, Boulder and Crested Butte require vacation rental property be the owners Primary Residence.	49	
Yes, as primary resident (would require proof that it is the owner's primary residence)	16	32.7%
Yes, as part-time with minimum residency	5	10.2%
No, not needed	28	57.1%

APPENDIX B: Small Group Facilitator Flip-Chart Notes

Small Group Facilitator Flip Chart Notes
<i>What should the Vacation Rental Application Fee be? (Options: 1. Annual fee of \$100 or less; 2. Annually \$100-\$300; 3. Annually \$300 or more; 4. One-time payment of \$110 or less; 5. One-time \$120 - \$300; 6. One-time \$300 or more; or 7. Hybrid-higher one-time fee with a smaller annual fee)</i>
<u>Comments for a Higher Fee:</u> • Charge a higher fee to provide more/better oversight of the program • Make it high enough to cover the cost of educating operators about their options • Should be more than \$300, this is a commercial purpose and that investment is recoverable in a couple of stays • Higher fee will make people more committed to their investment • It is for a commercial purpose the owner should be required to pay commercial property tax on top of any fees • High enough to cover the cost of administration to the City; taxpayers should not have to subsidize someone's private business • Higher fee (\$1000 annually): a. As a barrier of entry to reduce the number of "fly-by-night" owners who don't know how or won't run a professional business; and b. For the privilege of earning money in a residential neighborhood

- High enough to fund the city to enforce rules and reporting; ensure people accurately report number of rentals (e.g., not being able to say they rented it three times in a month when they actually rented it 20 times)
- Support for Annual fee: a. the expense to City happens every year; b. STRs owners should have to signoff each year on any new rules or procedures.

Comments for a Lower fee:

- Why should STRs pay an application fee if a hotel can just get a business / sales tax license for less money
- We pay both a sales tax and an accommodations tax; the City makes a ton of money on us, adding a fee is just getting greedy

Suggestion:

- Set a lower fee for smaller space (e.g., lower for renting a room versus a whole house)

How should Vacation Rentals be limited? (Options: 1. numerical cap - ex. max. 200 allowed in the city; 2. Numerical cap per block - ex. max 2 per block; 3. Buffer distance between each vacation rental - ex. min 200 feet btwn; or 4. No limit)

Comments for “No Cap”

Good to have NO Cap because:

- Provides homeowners with supplemental income (mentioned 4 times).
- Provides amenities not found in standard hotels (kitchens, washer/dryer, etc.)(mentioned 4 times).
- Not needed - The number of Short-Term-Rentals (STR) is self-limiting; the cap will be market driven. (mentioned 3 times)
- Cannot control quality of long-term neighbors, why control STRs?(mentioned 3 times)
- STRs provide affordable housing options for tourists
- Provides “local” experience for tourists.
- Properties are maintained to a higher degree than other properties (because of competition from other STRs and client comments)
- STRs are a small percentage of the overall housing
- STR guests contribute to the local economy – restaurants, shops, attractions

Suggestions/Consider

- Manage STRs through other regulations such as occupancy limits and inspections.

Concerns

- Setting caps lock out owners from the option of having an STR

Comments for a Cap

Good to implement a cap because:

- Limiting number of STRs may help with housing for locals.(mentioned 4 times)
- STRs are affecting the ability of local businesses to attract employees. (mentioned 3 times)
- STRs are raising the cost of housing in the city. (mentioned 3 times)
- Set a limit to protect neighborhoods
- There is a declining sense of community (mentioned 3 times)
- STRs create dead neighborhoods where neighbors do not know neighbors.
- There is an overwhelming number of STRs already in the city.
- STRs are driving down the economy.

Suggestions/Consider

- Consider how to address permit holders that do not actively rent out units. Open cap to those owners that will actually operate a STR.
- Local management needed to limit parties in STRs
- Like the Crested Butte method of capping STRs
- Greatest impact of STRs if felt in downtown neighborhoods
- There needs to be some due process to review STR permits

Concerns

- Limiting the number could drive up the average nightly rate for staying in an STR
- *Re: by-block option* - There is a challenge of limiting STRs by block – how is the size of a block determined?
- *Re: citywide option* - Setting a city-wide limit does not disperse STRs
- If you set a limit, how do you deal with the STRs already permitted?

Comments on Vacation Rentals Unrelated to Question

- If no parking is available don't issue STR permits
- Don't make owners responsible for the conduct of their guests; you don't do this for long-term rentals.
- Regulation of STR and LTR should be the same.

How should Vacation Rentals be limited in Multifamily buildings with a single owner? (Options: 1. 25% of the unit total, or at least 1; 2. 20% of the unit total, or at least 1; 3. 15% of the unit total, or at least 1; or 4. 10% of the unit total, or at least 1

Concerns

- Limits availability of housing for locals
- Tough to enforce
- Loss of affordable housing
- Parking issues with apartment buildings becoming hotels.
- Limits investment.
- Financing issues.
- There are too many regulations (City, VRBO, AirBnB)

Comments

- Market will determine (2)
- This is not an affordable housing issue; low wages are the issue, not short-term rentals
- Short term rentals benefits tourism, sales tax, occupancy tax and business.

Suggestions

- HOA should govern building limits. (2)
- Perhaps 1 per X number of units, instead of percentage.
- City should seek out advice on the issue.

Should Fire and Safety Inspections be conducted for Vacation Rentals? (Options: 1. Yes, require Fire and Safety Inspection for vacation rentals; or 2. No, not needed leave as is now.

Yes, Good to require

- We have older housing stock in Glenwood and therefore lots homes will not be up to today's standards, not fair to ask everyone upgrade
- Should have the exact same standard for inspections as hotels
- Inspections are needed for fire safety, it is important
- Inspections offer the people staying at that property a layer of protection
- People renting assume units are approved by the city, that it should be safe.
- Upgrading your house is the cost of doing business
- Inspections will regulate the total number of listings
- This is a commercial use and it should be treated like one.
- If a Certificate of Occupancy has already been issued it should be up to code and it should need an inspection
- Accessory Dwelling Units are required to have inspections, so vacation rentals should be required as well
- Since the time and code change, so should one's house and it should be brought up to code
- This will regulate the total number of rentals because not everyone will want to make the improvements

Suggestions

- Inspection should be conducted every other year
- Send a questionnaire every year asking the owner if they have made any improvements
- Inspections should be posted in the rental to show it is done and passed, including the number of occupants allowed

No, not needed

- Online ratings will self-regulate, if a house is not safe ratings will reflect that
- Inspecting every short-term rental will take too much staff time
- Long term renters don't require an inspection why do short term renters
- Why do long term rentals have no inspections, but short-term rentals do

- Renters will self-regulate on various websites if the property is not safe.... But, the bad owners ruin it for the good owners when it comes to inspection
- If inspections are required it will increase the cost of the permits

Should the building department set occupancy limits? (Options: 1. Yes, no more than 2 people per bedroom; 2. Yes, people per bedroom with additional in common areas based on square footage. (based on International Property Maintenance Code); or 3. No, not needed. Owners of rentals set occupancy limit on online listings.)

Comments for setting an Occupancy Limit

- Manages possible noise, trash and parking problems
- Easy to advertise the 2 per bedroom limit
- Occupancy should be equitable for both long term and short-term rentals, (i.e. hotel occupancy is set).
- Long term, short term and hotels should be equal in regulation.
- Need to manage for overcrowding, hard to do, but need to do it
- Glenwood is overcrowded
- With City Regulation, gives owner teeth to enforce/persuade limits.
- Same regulations as hotels.
- Helps with parking and noise impacts
- Safety is an issue when piling people in.
- A lack of housing in GWS overall.

Concerns

- What about large bedrooms, maybe base it on square feet.
- What happens when someone violates the limits? Hard to regulate.
- How will it be enforced? (2)

Suggestions/Consider

- Number of bathrooms is a factor for occupancy as well.
- Need building inspections.
- Enforce a parking limitation too
- Parking should be a part of the STR permit process as it relates to occupancy.
- Needs enforcement
- Must have local contact for permits, someone to contact if there is a violation.
- Could use parking regulations as way to enforce occupancy regulations.
- Residential parking permits would eliminate short term renters from parking on street.
- Enforce occupancy with renewal process, if break rule cannot renew permit.
- Should be a complaint system with penalties for reported problems.

Comments in opposition of setting an Occupancy Limit

- Self-regulating is fine
- Occupancy is the home owner's responsibility
- Owner shouldn't be responsible for renter behavior.

- Self-limiting through the advertising of what a home can accommodate.
- STRs are more affordable for groups, than hotels.

***Do you support a Primary Resident requirement?** (Options: 1. Yes, as primary resident (would require proof that it is owner's primary residence); 2. Yes, as part-time with minimum residency; or 3. No, not needed)*

Comments for a Primary Residence Regulation

- Loss of housing in the city due to out-of-town people buying up the houses.
- Don't want out of town owners.
- Outside interest takes money out of the community.
- No community connection with non-owner occupy.
- Need local engagement with rental owners.
- Local owners connect with and contribute to the community.
- No way to contact out-of-town owners.
- Vacation rentals creating a workforce housing shortage.
- Short-term renters cause more damage to neighborhood.
- Depends on how long the occupancy for a Primary Residence is (is 9 months too long?).
- Rules are harder to enforce with absentee owners, and they are not abiding by the rules.
- When corporations buy up investment properties the character will change.
- Losing the small town feel with increase in non-resident STRs; they will shape the future of GWS.
- Ensures homes aren't turned into party hotels.
- Reducing amount of employee housing availability.
- This could be a crisis in 10 years if nothing is done now to limit.
- Too many vacation rentals push up long term rental prices. (2)
- Owners need to be invested in the community.
- City needs to regulate.
- Improves control of issues and oversight.
- Local owners contribute to the Tax base and the community
- Need to keep the financial benefits of STRs in the City, not to outside investment companies.
- Short term rentals are causing the breakdown of rentals.

Suggestions/Consider

- Consider our seasonal employment when considering length of occupancy time.
- Regulations are unbalanced with how Bed and Breakfasts are required to have parking/on site manager etc., should be the same for Vacation Rentals.
- Want Local Ownership instead of Primary Residency, perhaps owner must be in 81601 zip code?
- Local Management Companies could be required instead of Primary Residency

Comments opposed to a Primary Residency Requirement, support no requirement.

- IRS has a 14-day occupancy limit for deduction purposes making an occupancy requirement less and less desirable for people who want to run a rental.
- Long term renters cause more damage to property
- Average age of STR is in 50's which is nicer than long term renter demographic.
- Enforcement and regulation of this seems challenging. (2)
- Would limit investment in the community.
- Many STR properties are too expensive for long term renters, leaving property owners with little choice.
- Houses are too expensive to break even with mortgages with long term renters.
- Bars people from entering the market.
- Too many loopholes in effectively regulating Primary Residence or part time residency.

Comment/Note Cards Submitted

- Whatever is decided by Council, hopefully there will be a follow up 1-2 years down the road to see if new policy is working and supported by the community.
- It is important to consider the financial contribution of short-term rentals to the City.

APPENDIX C: Agenda

**Glenwood Springs
Vacation Rentals Public Meeting
Community Center - 100 Wulfsohn Rd, Glenwood Springs
January 16, 2018; 6:00-8:00pm**

Meeting Objective: To gather detailed public input on what specific requirements are desired and how it maintains/improves community's quality of life; provide Council with further detailed information about residents' perspective regarding management of vacation rentals in Glenwood Springs.

6:00 Welcome, Agenda Preview, Meeting purpose

6:05 Presentation: The benefits and challenges of vacation rentals for Glenwood; and public survey results regarding possible regulations.

6:35 Gather Public Input: Sticky-Dot polling – To help direct small group discussions, participants will select a preference for each question (one sticky-dot per question).
Process: Participants will select and put a sticky-dot on their preferred answer.

6:45 Gather Public Input: Discussion – To gather more detailed input from as many people as possible, participants will rotate in small groups per question.
Process: World-Café – participants will rotate in small groups through four questions (15 minutes each) to provide more detail about a question and whether a certain requirement is important or not, and how it will help or hurt. Each question will have a staff facilitator to gather the input and ask probing questions. Participants are asked to spread out evenly among all questions to ensure more input/discussion is given to all questions.

1. What should the Vacation Rental Application Fee be?
 - a. Annual Fee
 1. \$100 or less, annually
 2. \$100-\$300, annually
 3. \$300 or more, annually
 - b. One-time payment
 1. \$110 or less, one-time
 2. \$120 - \$300, one-time
 3. \$300 or more, one-time
 - c. Application Fee (bigger one time) with annual fee (smaller renewal)
2. How should Vacation Rentals be limited? (Survey responses indicate desire for a numerical limit)
 - a. Numerical cap (ex. Max. 200 allowed in the city)
 - b. Numerical cap per block (ex. Max 2 per block)
 - c. Buffer distance between each vacation rental (ex. Min 200 feet btwn)
 - d. No limit
3. How should Vacation Rentals be limited in Multifamily buildings with a single owner? (survey responses indicate a desire for limit)
 - a. 25% of the unit total, or at least
Example: 1 vacation rental for buildings **up to 7 units**, 2 vacation rentals for buildings with **8-11 units**, 3 vacation rental permits for buildings with **12-15 units** and so on.
 - b. 20% of the unit total, or at least 1
Example: 1 vacation rental for buildings **up to 9 units**, 2 vacation rentals for buildings with **10- 14 units**, 3 vacation rental permits for buildings with **15-19 units** and so on.
 - c. 15% of the unit total, or at least 1
Example: 1 vacation rental for buildings **up to 13units**, 2 vacation rentals for buildings with **14-19 units**, 3 vacation rental permits for buildings with **19-26 units** and so on.
 - d. 10% of the unit total, or at least 1
Example: 1 vacation rental for buildings **up to 19 units**, 2 vacation rentals for buildings with **20-29 units**, 3 vacation rental permits for buildings with **30-39 units** and so on.
4. Should Fire and Safety Inspections be conducted for Vacation Rentals?
 - a. Yes, require Fire and Safety Inspection for vacation rentals. Reinstating building inspections does mean that property owners may have to complete some renovation work prior to receiving a permit.
 - b. No, not needed leave as is now. Owners sign an affidavit stating the fire and building safety measures are met and accept all liability.
5. Should the building department set occupancy limits? This was previously identified by the Building department and listed on the permit for maximum persons.
 - a. Yes, no more than 2 people per bedroom.
 - b. Yes, people per bedroom with additional in common areas based on square footage. (based on International Property Maintenance Code)
 - c. No, not needed. Owners of rentals set occupancy limit on online listings.
6. Do you support a Primary Resident requirement? Some communities, such as Denver, Lyons, Boulder and Crested Butte require vacation rental property be the owners Primary Residence.
 - a. Yes, as primary resident (would require proof that it is owner's primary residence)
 - b. Yes, as part-time with minimum residency
 - c. No, not needed.

7:50 Next Steps

8:00 Adjourn

Memorandum



To: Planning and Zoning Commission & City Council
From: Housing Commission
Date: February 13, 2019
Re: VACATION RENTALS

The Housing Commission reviewed current Vacation Rental program regulations, public opinion through an online survey and public meeting, as well as research on different municipal approaches provided by staff. After careful analysis of these issues and consideration of Comprehensive Plan goals and Housing Commission goals, the following recommendations are submitted for City Council consideration.

The Housing Commission's goal is to create a diversity of housing size and type, including homeownership and rental, in order to house Glenwood's workforce, Students, Retirees, and other populations as identified, including homeless population.

The City of Glenwood Springs's Comprehensive Plan includes several community goals that pertain to the topic and execution of vacation rental policy. Those are;

- Maintain small town character while maintaining the livability of Glenwood Springs
- Preserve and increase the vibrancy and commercial success of the Downtown
- Provide housing opportunities for the entire community
- Maintain Glenwood's role as a regional center
- Promote sustainable economic diversity
- Support social diversity

In order to uphold the Housing Commission Goal, as well as those outlined in the Comprehensive Plan, the Housing Commission seeks to recommend equitable solutions that protect public interests such as housing affordability, while retaining the economic benefits to the community and residents that vacation rentals can afford. Those recommendations are as follows.

Application Fee

The Housing Commission recommends a reoccurring fee, either annual or biennial depending on permit renewal timeline, for the operation of a Vacation Rental. The application fee would be required at time of initial application and at each subsequent renewal. The amount of the fee should be closely tied to staff time spent administering the program.

Building Inspections

Housing Commission recommends returning to the previous policy of requiring a building inspection to be completed prior to the issuance of a vacation rental permit, for compliance with life safety and building code measures. The frequency and interval of such inspections should be determined with consideration to staff time and capacity.

Multifamily Single Owner Building Limitations

The Housing Commission recommends the current policy of a 25% limit on the number of units in a single owner multifamily building that can operate as vacation rentals.

Numerical Limit on total Vacation Rentals

The Housing Commission recommends City Council review this topic and consider a limit on the number of vacation rentals. The growth capability of the vacation rental industry poses concerns for the availability of long term housing stock in Glenwood Springs. The Housing Commission recommends that City Council define what level of vacation rentals, based on a percentage of the housing stock, is appropriate for upholding the Community housing goals of Glenwood Springs.

Violations and Penalty Schedule

The Housing Commission recommends adopting a violation and suspension schedule similar to Georgetown and Green Mountain Falls Colorado that limits the number of violations that can occur before a vacation rental permit is revoked. This approach incentivizes compliance and poses clear terms for revoking a vacation rental permit. Currently the Director is given authority to revoke a permit with unclear parameters for when it should occur.

Excerpt from Green Mountain Falls Municipal Code:

All permitted short term rentals are subject to inspection under this Chapter. Licenses may be revoked or not renewed by the [Director] if license conditions and requirements are not met or if more than three (3) violations of license conditions or the requirements of this Chapter are found within one license year.

EXHIBIT H. Building Department Recommendation



Memorandum

To: City Council
From: Rick Fout, Building Official
GWS Building Department
Date: February 7, 2019
Re: VACATION RENTAL BUILDING INSPECTIONS

In response to public inclination for building inspections of Vacation Rentals as indicated in the online survey and public meeting, the Building Department submits these comments for consideration.

1. Requiring Inspections-

The Building Department supports renewing building inspections for vacation rental properties to check for, in general, existing serious life safety issues.

2. Inspection Frequency and type-

We recommend said properties should be inspected by the Building and Fire Department at time of application, and upon any renewal of permit (two years). Major inspection concerns from the Bldg. Dept. perspective include:

- (a) Appropriate egress openings (window or door), from all bedrooms.
- (b) Smoke alarms and CO alarms in all required locations (battery type OK).
- (c) Availability of a fire extinguisher and posted map to it plus all egress pts.
- (d) Safe condition of appliances, furnaces, hot water heaters, any flues, etc.
- (e) Present and appropriate interior and exterior stairway handrails and balcony guards.
- (f) Properly placed house numbers on front of building in plain sight of emergency responders, and any other serious life safety issues that exist.

3. Cost of Inspection-

Rather than going back to the random amount of \$94 we would like to raise the inspection fee to \$100. That would cover the staff's time in most cases, one hour in the field and one hour back at the office, at our standard charge of \$50 per hour.

4. Occupancy-

For a typical vacation rental (detached back-yard building or separate-entry portion of main residence) the type of occupancy is **Residential, Group R-3** under the general description as a "Boarding House (transient) with 10 or fewer occupants." The final total allowed being set by the inspector and the owner, and following the ICC's International Property Maintenance Code, specifically Section 404 (copies available).

EXHIBIT H. FIRE DEPARTMENT RECOMMENDATION



Memorandum

To: City Council
From: Greg Bak, Fire Protection Analyst
Glenwood Springs Fire Department
Date: February 7, 2019
Re: VACATION RENTAL BUILDING INSPECTIONS

In response to public inclination for building inspections of Vacation Rentals as indicated in the online survey and public meeting, the Fire Department submits these comments for consideration.

1. Requiring Inspections

The Fire Department strongly supports the idea of building inspections for vacation rental properties.

2. Inspection Frequency and type

We recommend said properties should be inspected by the Building and Fire Department at time of application, and upon any renewal of permit. Major inspection concerns from the fire perspective include:

- (a) Egress from the unit (as designed and maintained);
- (b) Access to the unit by fire and EMS crews;
- (c) Smoke/C-O detection and notification;
- (d) Availability of a fire extinguisher;
- (e) Safe use of heat-producing appliances;
- (f) Ensuring that the property OWNER understands that adherence to outdoor burning (recreational and cooking) regulations is the OWNER's responsibility. These regulations are readily available from the Fire Department.

3. Cost of Inspection:

Fire Inspections are performed free of charge. Since these properties are in actuality used for commercial purposes, if there is to be a plan review process I recommend the normal charge for such review.

4. Occupancy:

For a typical vacation rental (detached back-yard building or separate-entry portion of main residence) the type of occupancy is **Residential, Group R-3** under the general description as a "Boarding House (transient) with 10 or fewer occupants."

RESOLUTION 2017-54

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GLENWOOD SPRINGS, COLORADO, PROVIDING AN AMNESTY PERIOD TO ALLOW THE LICENSING AND PERMITTING OF SHORT-TERM AND ACCESSORY TOURIST RENTALS.

WHEREAS, the City of Glenwood Springs (“Glenwood Springs” or the “City”) requires all owners of short-term and accessory tourist rentals in the City to be obtain business and sales tax licenses and a permit for the operation of their lodgings; and

WHEREAS, renting any property as a short-term or accessory tourist rental without first obtaining local business and sales tax licenses and a permit, and remitting all applicable local sales tax to the City is a violation of the Glenwood Springs Municipal Code and punishable by fines of up to \$1,000.00 each day; and

WHEREAS, the City’s staff performs regular review of publicly available information to locate unpermitted short-term and accessory tourist rentals in City, and in doing so, identifies short-term and accessory tourist rentals that have not been permitted or remitted applicable sales taxes; and

WHEREAS, the City Council for the City of Glenwood Springs finds and declares that it is in the public good and interest to provide an amnesty period for any un-permitted short-term and accessory tourist rentals to be licensed and permitted with the City in order to ensure the future, orderly collection of applicable sales taxes.

NOW, THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF THE CITY OF GLENWOOD SPRINGS, COLORADO, THAT:

Section 1. Recitals. The foregoing recitals are incorporated herein as if set forth in full.

Section 2. Applicability. This Resolution shall apply to any short-term or accessory tourist rental unit within the City of Glenwood Springs that does not have a required sales tax license and/or permit as of the effective date of this Resolution.

Section 3. Amnesty Period. Any unlicensed and/or unpermitted short-term or accessory tourist rental within the City may apply for and receive the required licenses and rental permits without penalty if applied for by December 8, 2017.

Section 4. Affidavit. In receiving required licenses applicants shall be required to sign an affidavit regarding the minimum standards and inclusions required by the City and assuming responsibility for the safety of the rental for occupancy, as set forth on the attached **Exhibits A and B**, incorporated herein by this reference.

INTRODUCED, READ, AND PASSED THIS 2ND DAY OF NOVEMBER 2017.

CITY OF GLENWOOD SPRINGS, COLORADO



ATTEST:



Michael Gamba, Mayor

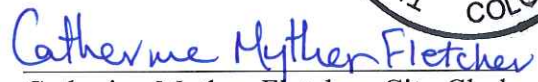

Catherine Mythen Fletcher, City Clerk

Exhibit A



SHORT TERM RENTAL PERMIT
APPLICATION

Short term rental means the rental of an entire dwelling unit for monetary consideration for a period of time less than thirty (30) consecutive days, not including a bed and breakfast, residency unit, boarding or rooming house, accessory tourist rental, or hotel. This definition does not include offering the use of one's property where no fee is charged or collected.

GENERAL INFORMATION

OWNER:

Name: _____ Business/Tax License # _____

Mailing Address: _____

Phone No.: (home/office) _____ (mobile) _____

E-Mail Address: _____

RENTAL PROPERTY INFORMATION:

Physical Address: _____

Complex Name.: _____

Number of Bedrooms: _____ Number of Dedicated Parking Spaces: _____

RESPONSIBLE PARTY: ☐ Owner ☐ Designated Responsible Party (below)

Name: _____ Company: _____

Mailing Address: _____

Phone No.: (home/office) _____ (mobile) _____

E-Mail Address: _____

Exhibit A

AFFIDAVIT

By signing this Affidavit I represent that all information contained in this application is true and correct to the best of my knowledge and acknowledge and agree to abide by the requirements and restrictions of the Glenwood Springs Municipal Code as pertains to short-term rentals and affirm the following:

1. I have obtained a City of Glenwood Springs business and sales tax license as required under Title 050 of the Glenwood Springs Municipal Code and will promptly remit all applicable taxes in conformance with state and local law. If an individual or business entity acts as the Responsible Party, only one business license shall be required.

2. The rental of the property herein described is permissible under all applicable local zoning and land use regulations under the Glenwood Springs Municipal Code and any covenants and restrictions imposed by any owners' association with authority over the property.

3. I agree that the City of Glenwood Springs does not inspect accessory tourist rentals for conformance with applicable building codes prior to occupancy, that I am responsible for maintaining the property for health and safety, and to indemnify, defend, and hold harmless the City of Glenwood Springs, including its officers, agents, and employees, from any action resulting from damage, loss, injury, including death, of any occupant of the rental property herein described.

4. I have read and understand the requirements, restrictions, and standards of Section 070.040.120 of the Glenwood Springs Municipal Code and shall strictly comply therewith.

Note: A Short-term Rental Permit will only be issued after the application has been reviewed and approved in accordance with the Glenwood Springs Municipal Code. Specific terms and conditions may be included in the permit. All permits will be issued to the owner(s) of the property. A change in ownership requires the new property owner to apply for a new permit. Short-term rental permits expire at the end of odd numbered years. Property owners will be sent a new application form prior to expiration of their permit.

Owner(s) Signature: _____ Date: _____
_____ Date: _____

ADMINISTRATIVE USE ONLY:

Application received by: _____ Date: _____

Application fee collected ☐ Amount: _____

Exhibit B



ACCESSORY TOURIST RENTAL PERMIT APPLICATION

Accessory Tourist Rental means the rental for monetary compensation of not more than one (1) bedroom for transient lodging to guests in those residential units which contain a minimum of two (2) bedrooms; is owner occupied or is occupied by a resident manager; and which comply with the provisions of Section 070.040.130 of the Glenwood Springs Municipal Code. This definition does not include a bed and breakfast or short-term rental.

GENERAL INFORMATION

OWNER:

Name: _____ Business/Tax License # _____

Mailing Address: _____

Phone No.: (home/office) _____ (mobile) _____

E-Mail Address: _____

RENTAL PROPERTY INFORMATION:

Physical Address: _____

Complex Name.: _____

Number of Bedrooms: _____ Number of Dedicated Parking Spaces: _____

(A minimum of two (2) bedrooms is required, one (1) for the resident manager or property owner to reside in and one (1) for guests.)

Provide a brief description of the bedroom that is to be used for the Accessory Tourist Rental. (For example, "upstairs back bedroom with two queen beds," or similar description.)

RESIDENT MANAGER: ☐ Owner ☐ Designated Resident Manager (below)

Exhibit B

(Either the property owner or a designated resident manager is required to live in the residential dwelling unit that will be used as an accessory tourist rental)

Name: _____

Phone No.: (home/office) _____ (mobile) _____

E-Mail Address: _____

AFFIDAVIT

By signing this Affidavit I represent that all information contained in this application is true and correct to the best of my knowledge and acknowledge and agree to abide by the requirements and restrictions of the Glenwood Springs Municipal Code as pertains to accessory tourist rentals and affirm the following:

1. I have obtained a City of Glenwood Springs business and sales tax license as required under Title 050 of the Glenwood Springs Municipal Code and will promptly remit all applicable taxes in conformance with state and local law. If an individual or business entity acts as the Responsible Party, only one business license shall be required.

2. The rental of the property herein described is permissible under all applicable local zoning and land use regulations under the Glenwood Springs Municipal Code and any covenants and restrictions imposed by any owners' association with authority over the property.

3. I agree that the City of Glenwood Springs does not inspect accessory tourist rentals for conformance with applicable building codes prior to occupancy, that I am responsible for maintaining the property for health and safety, and to indemnify, defend, and hold harmless the City of Glenwood Springs, including its officers, agents, and employees, from any action resulting from damage, loss, injury, including death, of any occupant of the rental property herein described.

4. I have read and understand the requirements, restrictions, and standards of Section 070.040.130 of the Glenwood Springs Municipal Code and shall strictly comply therewith.

Note: An Accessory Tourist Rental Permit will only be issued after the application has been reviewed and approved in accordance with the Glenwood Springs Municipal Code. Specific terms and conditions may be included in the permit. All permits will be issued to the owner(s) of the property. A change in ownership requires an application for a new permit. Accessory Tourist Rental permits expire at the end of odd numbered years. Property owners will be sent a new application form prior to expiration of their permit.

Owner(s) Signature: _____ Date: _____

_____ Date: _____

ADMINISTRATIVE USE ONLY:

Application received by: _____

Date: _____

Application fee collected ☐

Amount: _____

404.1 Privacy. Dwelling units, hotel units, housekeeping units, rooming units and dormitory units shall be arranged to provide privacy and be separate from other adjoining spaces.

404.2 Minimum room widths. A habitable room, other than a kitchen, shall not be less than 7 feet (2134 mm) in any plan dimension. Kitchens shall have a clear passageway of not less than 3 feet (914 mm) between counterfronts and appliances or counterfronts and walls.

404.3 Minimum ceiling heights. Habitable spaces, hallways, corridors, laundry areas, bathrooms, toilet rooms and habitable basement areas shall have a clear ceiling height of not less than 7 feet (2134 mm).

Exceptions:

1. In one- and two-family dwellings, beams or girders spaced not less than 4 feet (1219 mm) on center and projecting not more than 6 inches (152 mm) below the required ceiling height.
2. Basement rooms in one- and two-family dwellings occupied exclusively for laundry, study or recreation purposes, having a ceiling height of not less than 6 feet 8 inches (2033 mm) with not less than 6 feet 4 inches (1932 mm) of clear height under beams, girders, ducts and similar obstructions.
3. Rooms occupied exclusively for sleeping, study or similar purposes and having a sloped ceiling over all or part of the room, with a clear ceiling height of at least 7 feet (2134 mm) over not less than one-third of the required minimum floor area. In calculating the floor area of such rooms, only those portions of the floor area with a clear ceiling height of 5 feet (1524 mm) or more shall be included.

404.4 Bedroom requirements. Every bedroom shall comply with the requirements of Sections 404.4.1 through 404.4.5.

404.4.1 Area for sleeping purposes. Every bedroom occupied by one person shall contain at least 70 square feet (6.5 m²) of floor area, and every bedroom occupied by more than one person shall contain at least 50 square feet (4.6 m²) of floor area for each occupant thereof.

404.4.2 Access from bedrooms. Bedrooms shall not constitute the only means of access to other bedrooms or habitable spaces and shall not serve as the only means of egress from other habitable spaces.

Exception: Units that contain fewer than two bedrooms.

404.4.3 Water closet accessibility. Every bedroom shall have access to at least one water closet and one lavatory without passing through another bedroom. Every bedroom in a dwelling unit shall have access to at least one water closet and lavatory located in the same story as the bedroom or an adjacent story.

404.4.4 Prohibited occupancy. Kitchens and nonhabitable spaces shall not be used for sleeping purposes.

404.4.5 Other requirements. Bedrooms shall comply with the applicable provisions of this code including, but not limited to, the light, ventilation, room area, ceiling height and room width requirements of this chapter; the plumbing facilities and water-heating facilities requirements of Chapter 5; the heating facilities and electrical receptacle requirements of Chapter 6; and the smoke detector and emergency escape requirements of Chapter 7.

404.5 Overcrowding. Dwelling units shall not be occupied by more occupants than permitted by the minimum area requirements of Table 404.5.

TABLE 404.5
MINIMUM AREA REQUIREMENTS

SPACE	MINIMUM AREA IN SQUARE FEET		
	1-2 occupants	3-5 occupants	6 or more occupants
Living room ^{a,b}	No requirements	120	150
Dining room ^{a,b}	No requirements	80	100
Bedrooms	Shall comply with Section 404.4		

For SI: 1 square foot = 0.093 m².

a. See Section 404.5.2 for combined living room/dining room spaces.

b. See Section 404.5.1 for limitations on determining the minimum occupancy area for sleeping purposes.

404.5.1 Sleeping area. The minimum occupancy area required by Table 404.5 shall not be included as a sleeping area in determining the minimum occupancy area for sleeping purposes. All sleeping areas shall comply with Section 404.4.

404.5.2 Combined spaces. Combined living room and dining room spaces shall comply with the requirements of Table 404.5 if the total area is equal to that required for separate rooms and if the space is located so as to function as a combination living room/dining room.

404.6 Efficiency unit. Nothing in this section shall prohibit an efficiency living unit from meeting the following requirements:

1. A unit occupied by not more than two occupants shall have a clear floor area of not less than 220 square feet (20.4 m²). A unit occupied by three occupants shall have a clear floor area of not less than 320 square feet (29.7 m²). These required areas shall be exclusive of the areas required by Items 2 and 3.
2. The unit shall be provided with a kitchen sink, cooking appliance and refrigeration facilities, each having a clear working space of not less than 30 inches (762 mm) in front. Light and ventilation conforming to this code shall be provided.
3. The unit shall be provided with a separate bathroom containing a water closet, lavatory and bathtub or shower.
4. The maximum number of occupants shall be three.

404.7 Food preparation. All spaces to be occupied for food preparation purposes shall contain suitable space and equipment to store, prepare and serve foods in a sanitary manner. There shall be adequate facilities and services for the sanitary disposal of food wastes and refuse, including facilities for temporary storage.

EXHIBIT L. City Council 3/1/2018 Report and Minutes



City Council STAFF REPORT City of Glenwood Springs March 01, 2018

Agenda Item:	Discussion of changes to 070.040.120 and 070.040.130 regarding vacation rentals
Action Requested:	City Council requested that the public be invited to provide comments about proposed changes to the regulations and requirements for vacation rentals
Presented By:	Jenn Ooton, Economic and Community Development Director Gretchen Ricehill, Economic and Community Development Assistant Director Hannah Klausman, Planner II
Background Info:	On January 4, Council held a work session to discuss potential changes to the Code of Ordinances related to vacation rentals in the following categories: • Whether to allow accessory dwelling units to be used as short-term/accessory tourist rentals. • Percentage of multi-family buildings under single ownership allowed to be rented as a short-term/accessory tourist rental • Permit expiration Subsequent to the work session in January, Council indicated a desire to take public comment on potential changes to regulations around short-term rentals. This staff report is provided as background for that public comment. (It addresses the first two bulleted items, but does not revisit the permit expiration.) The Municipal Code currently does not allow accessory dwelling units (ADUs) to be rented as short-term or accessory tourist rentals. Short-term rentals are defined as rentals for an entire dwelling unit for a period of less than 30 days. Accessory tourist rentals are those vacation rentals in which a single room is rented. City Council at the Jan. 4, 2018, work session indicated interest in allowing either a primary house on a property or the ADU on the property to be rented as a vacation rental, but not both. The draft ordinance attached with this staff report represents potential changes to 070.040.120 Short Term Rentals and 070.040.130 Accessory Tourist Rentals that were discussed at the work session, and is attached here only for discussion purposes. The ordinance as drafted would allow either the primary dwelling or an ADU to be rented as a vacation rental. In the case of accessory tourist rentals, the ordinance proposes to clarify language allowing for the bedroom rental when the residential dwelling unit is occupied by a long-term tenant. Currently, the

code technically allows for an accessory tourist rental only when the dwelling unit is occupied by the property owner or by a resident manager.

When first created in the late 1990s, City Council recognized the need to provide long-term attainable housing throughout the entire community. In exchange for creating small affordable housing units, a property owner is given the opportunity to build a small unit on their property where, in many zone districts, one would otherwise not be allowed. ADUs are currently charged 0.25 EQR in water and sewer system improvement fees, in part to incentivize the construction of these smaller units. In January, City Council did not give direction regarding changing this rate if ADU's are removed from the attainable housing inventory and converted to vacation rental use.

At the January work session, City Council indicated an interest in changing the percentage of short-term rentals and accessory tourist rentals allowed to be rented within multi-family residential projects in single ownership downtown. City Council also discussed a scaled option based on the number of residential units. Currently, the Development Code states that no more than 25 percent (but at least one unit) of multi-family residential buildings under single ownership can be rented as short-term/accessory tourist rentals.

The draft ordinance proposes changes within the C/2 Commercial Core that would allow the first four units of a multi-family residential project to be rented as vacation rentals and an additional 50 percent of units in multi-family buildings with 5-8 units to be rented as vacation rentals, in addition to the initial four. It would allow an additional 25% of the units in excess of eight to be rented as vacation rentals for residential properties that have 9 or more units. (See Exhibit A attached). All other zone districts would remain limited to the existing 25 percent stipulation for allowable short term rental units unless changed by Council.

For clarity, staff has included the definitions for these categories, as well as other similar land uses, below.

Short Term Rental: (allowed in all zones)

The rental of an entire dwelling unit for monetary consideration for a period of time less than thirty (30) consecutive days, not including a bed and breakfast, residency unit, boarding or rooming house, or hotel.

Accessory Tourist Rental: (allowed in all zones)

The rental for monetary compensation for any period of less than thirty (30) consecutive day, of not more than one (1) bedroom in those residential dwelling units which contain a minimum of two (2) bedrooms; are owner-occupied or occupied by a resident manager.

	Hotel: (prohibited in residential zones) A building or group of buildings where transient lodging is offered in bedrooms, sleeping rooms, and dwelling units. The building or buildings may include accessory facilities such as parking, restaurants, meeting rooms, on-site check in lobbies, recreation areas or similar facilities commonly associated with lodging. The term "hotel/motel" does not include bed and breakfast, short term rental or an accessory tourist rental. Bed & Breakfast: (SUP in Residential Zones) <u>A detached single-family dwelling, which is owner-occupied or occupied by a resident manager, where individual bedrooms are offered as single accommodations to guests for transient lodging and which facility includes incidental eating and drinking service from a single kitchen serving only residents and guests and is not operated in the manner of a commercial restaurant, or as a facility for commercial activities such as for-profit private parties or receptions, retail sales or similar activities.</u>
Issues:	None.
Action Alternatives:	Provide direction on one or more of the topics above.
Staff Recommendation:	None. Discussion Only.

Exhibit A: Multifamily Unit Examples

4 Unit Building (All 4 STR/ATR)

1	2
3	4

6 Unit Building (5 STR/ATR)

1	2
3	4
50% beyond 4	Long Term

8 Unit Building (6 ATR/STR)

1	2
3	4
50% beyond 4	50% beyond 4
Long Term	Long Term

9 Unit Building (8 ATR/STR)

1	2	3
4	5	6
7	8	Long Term

10 Unit Building (8 STR/ATR)

1	2	3
4	5	6
7	8	Long Term
Long Term		

12 Unit Building (9 STR/ATR)

1	2	3
4	5	6
7	8	25% beyond 4
Long Term	Long Term	Long Term

KEY

Short Term
Additional Short Term
Long Term

ORDINANCE NO. ____

Series of 2018

**AN ORDINANCE OF THE CITY OF GLENWOOD SPRINGS,
COLORADO, AMENDING THE GLENWOOD SPRINGS MUNICIPAL
CODE REGARDING THE REGULATION AND PERMITTING OF
SHORT-TERM AND ACCESSORY TOURIST RENTALS IN THE CITY.**

WHEREAS, the City of Glenwood Springs (“Glenwood Springs” or the “City”) is a home-rule municipality organized pursuant to Article XX of the Colorado Constitution and with the authority of the Glenwood Springs Home Rule Charter; and

WHEREAS, Sections 070.040.120 and 070.040.130 of the Glenwood Springs Municipal Code set forth the City’s regulations and permitting requirements for the operation of short-term and accessory tourist rentals within the City, as those terms are currently defined; and

WHEREAS, the City’s current system of regulation prohibits the permitting of a single property as both a short-term and accessory tourist rental and, furthermore, restricts the overall percentage of multi-family dwellings that may be permitted as for such uses; and

WHEREAS, the Glenwood Springs City Council desires to expand the number and classifications of dwelling units that can be permitted as short-term and accessory tourist rentals and, by doing so, to allow for greater opportunities for property owners to use their properties and visitors to the City to enjoy the City and its amenities; and

WHEREAS, the Glenwood Springs City Council finds and declares that the amendments to the Glenwood Springs Municipal Code regarding short-term and accessory tourist rentals set forth herein are proper in light of the reasonable needs and desires of the City and in the promotion of the public health, safety, and welfare of the City’s residents and visitors.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GLENWOOD
SPRINGS, COLORADO, ORDAINS THAT:**

Section 1. The forgoing recitals are incorporated herein as if set forth in full.

Section 2. Section 070.040.120 of the Glenwood Springs Municipal Code is hereby amended as follows, with double underlined text added and ~~strike through language deleted~~:

070.040.120 - Short Term Rentals.

- (a) *Intent.* The City of Glenwood Springs recognizes that there are benefits to allowing owners of residential units within the City to rent their dwelling units for periods of time less than thirty (30) days. Short term rental of dwelling units bring additional visitors to the City, can allow owners to recoup housing costs, and provides revenues for the City through the additional tax collections. The provision of short term rentals offers additional diversification to the resort and travelling professional accommodations market. However,

due to the potential for adverse impacts, short term rentals must be regulated by the City to protect the health, safety, and welfare of owners, neighbors, and visitors.

- (b) *Applicability.* The requirements of this section shall apply to any residential dwelling unit within the City of Glenwood Springs. This section does not apply to any residential use within a planned unit development unless specifically listed as a use allowed by the planned unit development. Nor does this section apply to any dwelling unit permitted as an accessory dwelling unit.

- (c) *Definition.* As used in this section, the following term shall have this meaning ascribed to it:

Short term rental means the rental of an entire dwelling unit for monetary consideration for a period of time less than thirty (30) consecutive days, not including a bed and breakfast, residency unit, boarding or rooming house, or hotel. This definition does not include offering the use of one's property where no fee is charged or collected.

- (d) *Requirements, Restrictions, and Standards.* The following requirements, restrictions, and standards shall apply to short term rentals:

- (1) The City of Glenwood Springs is not a party to and does not enforce any private covenants. Private covenants may restrict the ability for owners to engage in short term rentals.
- (2) There shall be a designated responsible party, located within the local region, available for immediately responding to any issues arising from the short term rental. The designated responsible party may be the owner of the property.
- (3) The owner or responsible party shall collect and pay all applicable local, state, and federal taxes including sales and lodging taxes.
- (4) The owner or responsible party is responsible for ensuring the short term rental meets all applicable local, state, and federal regulations. For example, C.R.S. § 38-45-101 et seq. requiring carbon monoxide alarms in residential property. ~~The property owner, responsible party, or other persons shall not reside in the short term vacation rental unit during periods of short term rental; however, the property owner or permanent tenants not part of the short term rental party may occupy the accessory dwelling unit on the property as their residence.~~
- (5) The owner or responsible party is responsible for obtaining all required licenses in accordance with Title 050 of the Glenwood Springs Municipal Code.
- (6) Occupancy limitations of a short term rental shall be established by the International Property Maintenance Code (IPMC) and shall be indicated on the short term rental permit.
- (7) On properties with an accessory dwelling unit, only either the primary dwelling or the accessory dwelling unit on the property, but not both, shall be eligible for a short term rental permit.
- (8) All vehicles shall be parked in designated parking areas, such as driveways and garages, or on-street parking, where permitted. No parking shall occur on lawns or sidewalks.

- (9) The owner shall be responsible for ensuring that the short term rental complies with Section 100.010.060 of the Glenwood Springs Municipal Code entitled Garbage, refuse, and trash collection. Owners and responsible parties shall make arrangements for proper garbage, refuse, and trash collection.
- (10) The following information must be posted in a prominent and visible location in the short term rental:
 - a. City of Glenwood Springs license(s) and short term rental permit;
 - b. Contact information for owner and/or responsible party, including a phone number for 24 hour response to emergencies;
 - c. Description of location of fire extinguishers and emergency egress; and
 - d. Any other information deemed necessary by the Community Development Director or Building Official to ensure the public's health and safety.
- (11) Multi-family buildings on a single lot and under single ownership shall have the following district regulations:
 - a. C/2 Commercial Core:
 - (i) The first four (4) units may be permitted as short term rentals;
 - (ii) In multi-family buildings having five (5) to eight (8) units, no more than fifty percent (50%) of the units in excess of four (4) may be permitted as short term rentals;
 - (iii) In multi-family buildings having more than eight (8) units, no more than twenty-five (25%) of the units in excess of eight (8) may be permitted as short term rentals.
 - b. In all other zone districts, no more than twenty-five percent, but at least one (1) unit may be permitted as short term rentals.

~~In a multi-family building under single ownership, no more than twenty-five (25) percent but at least one (1) unit may be permitted as a short term rental.~~
- (12) All advertising of a short term rental, including advertising on website vacation booking sites, shall display the City of Glenwood Springs short term rental permit number and business license number.
- ~~(13) A property owner may not be issued both a short term rental permit and an accessory tourist rental permit on the same property at the same time; however, should an owner wish to change the use of a permitted short term rental, he or she may do so by filing an application for an accessory tourist rental in accordance with Section 070.040.130—accessory tourist rentals. Upon issuance of a new accessory tourist rental permit, the existing short term rental permit is automatically revoked.~~
- (e) *Application requirements.* The owner shall submit the application on the form provided by the Community Development Director and shall pay the application fee set by City Council resolution. The Community Development Director may require submittal of such additional

information as is deemed necessary to demonstrate compliance with the requirements of the Glenwood Springs Municipal Code including, but not limited to, building code and inspection requirements.

- (f) *Short Term Rental Permit.* All short term rentals shall require a permit from the Community Development Director. This permit shall only be issued after the short term rental application has been approved in accordance with the Glenwood Springs Municipal Code and shall specify any terms and conditions of the permit. All permits shall be issued to the owner of the property. A change in ownership shall necessitate the issuance of a new permit. ~~Permits shall be issued for a period of two (2) years and shall expire at the end of odd numbered years. Permit fees shall be set by resolution of City Council.~~
- (g) *Revocation of Permit.* A short term rental permit may be revoked at any time by the Community Development Director should it be determined that the use is not being operated in compliance with this section or any other section of the Glenwood Springs Municipal Code.
- (h) *Appeals.* Appeals of administrative decisions may be made in accordance with Section 070.010.050 of the Glenwood Springs Municipal Code.

Section 3. Section 070.040.130 of the Glenwood Springs Municipal Code is hereby amended as follows, with double underlined text added and ~~strike through language deleted~~:

070.040.130 - Accessory Tourist Rentals.

- (a) *Intent.* This section provides standards for the establishment of accessory tourist rentals, which are intended to provide an option for property owners of residential dwelling units to rent a single bedroom in their home for compensation to guests for stays of less than thirty (30) days.

The City's Comprehensive Plan recognizes and encourages policies to retain the City's tourism industry while maintaining the City's small town character through the preservation of its residential neighborhoods. The allowance and regulation of low impact tourist accommodations provides an additional lodging option for travelers who wish to vacation in a residential setting, and a source of supplemental income to homeowners, while still ensuring the protection of the public health, safety and welfare.

- (b) *Applicability.* The accessory tourist rental is accessory to the primary use of a residential dwelling unit as a residence for families/households. An accessory tourist rental use shall only be allowed upon issuance of an accessory tourist rental permit and shall not be allowed within a planned unit development unless specifically listed as an allowed use in the planned unit development. An accessory tourist rental permit shall not be allowed in any accessory dwelling unit.
- (c) *Definitions.* As used in this section, the following terms shall have the meanings ascribed below:

Accessory tourist rental means the rental for monetary compensation of ~~not more than one~~ (1) or bedrooms for transient lodging to guests in those residential dwelling units which contain

a minimum of two (2) bedrooms; are owner-occupied, occupied by a long-term tenant, or occupied by a resident manager; and which comply with the provisions of this section.

Bedroom means an enclosed space within a dwelling unit that is designed or could be used for sleeping purposes and which may also contain closets and have access to a bathroom, but which has a permanent door permitting complete closure and separation from all kitchen, living room, and hallway areas.

Resident means a person or family who lives and sleeps in a place with intention to establish his domicile or permanent residence.

Resident manager means a resident who is authorized by the owner of a property to oversee the day-to-day function and operations of the owner's property.

Transient lodging means the occupancy of a bedroom, sleeping unit, or a dwelling unit for compensation to any person(s), partnership, association, corporation, estate, representative, or any other combination of individuals by whatever name known, for any period of less than thirty (30) consecutive days under any concession, permit, right of access, license to use or other agreement, or otherwise.

(d) *Requirements, Restrictions, and Standards.* The following requirements, restrictions, and standards shall apply to accessory tourist rentals:

- (1) The City of Glenwood Springs is not a party to and does not enforce any private covenants. Private covenants may restrict property owners from engaging in the rental of their home or a portion of their home for periods of less than thirty (30) days.
- (2) The owner of the property or a resident manager must reside within one (1) of the bedrooms within the dwelling unit which is to be used as the accessory tourist rental and shall be present on the premises for the duration of the rental.
- (3) The owner shall collect and pay all applicable local, state, and federal taxes including sales and lodging taxes.
- (4) The owner is responsible for ensuring the accessory tourist rental meets all applicable local, state, and federal regulations. For example, C.R.S. § 38-45-101 et seq. requiring carbon monoxide alarms in a residential property.
- (5) The owner is responsible for obtaining all required licenses in accordance with Title 050 of the Glenwood Springs Municipal Code.
- (6) Use and Occupancy Restrictions. The accessory tourist home is further restricted in use as follows:
 - a. Parties renting ~~the designated bedroom for transient~~ an accessory tourist rental shall have access to a private or shared full bathroom.
 - ~~b. Guest stays may only occur within the dwelling unit that the owner or resident manager occupies.~~
 - ~~c. The use is limited to one (1) designated bedroom with a maximum occupancy for two (2) people.~~
 - ~~d.~~ b. The bedroom used for guest stays shall not include a kitchen or partial kitchen.

- ec. Occupancy of the accessory tourist rental shall not exceed the occupancy allowed for single-family use as defined in the Glenwood Springs Municipal Code, i.e. one (1) or more persons living together on the premises of a dwelling unit, but it shall not include more than five (5) persons unrelated by blood or marriage. Occupancy limits shall be established by International Property Maintenance Code (IPMC) and shall be listed on the accessory tourist rental permit.
- f. Residential units eligible for an accessory tourist rental permit shall not be issued or hold permits for another land use that would further impact traffic at the site of the accessory tourist rental, including special use permits for another land use per the applicable zone designation of the property, or a license or permit issued through another regulatory agency; except that properties issued a special use permit for a single-family dwelling in the Hillside Preservation Overlay zone district or minor home occupation permit shall be eligible for an accessory tourist rental permit.
- (7) On properties with an accessory dwelling unit, only either the primary dwelling or the accessory dwelling unit on the property, but not both, shall be eligible for an accessory tourist rental permit and the owner, long-term tenant, or resident manager must reside in the dwelling unit used as the accessory tourist rental.
- (8) All vehicles associated with the single-family residence and accessory tourist rental use shall be parked in designated parking areas, such as driveways and garages, or on-street parking, where permitted. No parking shall occur on lawns or sidewalks.
- (9) The owner shall be responsible for ensuring that the accessory tourist rental complies with Section 100.010.060 of the Glenwood Springs Municipal Code entitled Garbage, refuse, and trash collection. Owners and resident managers shall make arrangements for proper garbage, refuse, and trash collection.
- (10) The following information must be posted in a prominent and visible location in the designated bedroom permitted as an accessory tourist rental:
- City of Glenwood Springs' license(s) and accessory tourist rental permit;
 - Contact information for owner and/or resident manager, including phone number for twenty-four (24) hour response to emergencies;
 - Description of location of fire extinguishers and emergency egress; and
 - Any other information deemed necessary by the Community Development Director or Building Official to ensure the public's health and safety.
- (11) Multi-family buildings on a single lot shall have the following district regulations:
- C/2 Commercial Core:
 - The first four (4) units may be permitted as accessory tourist rentals;
 - In multi-family buildings having five (5) to eight (8) units, no more than fifty percent (50%) of the units in excess of four (4) may be permitted as accessory tourist rentals;

(iii) In multi-family buildings having more than eight (8) units, no more than twenty-five (25%) of the units in excess of eight (8) may be permitted as accessory tourist rentals.

b. In all other zone districts, no more than twenty-five percent, but at least one (1) unit may be permitted as accessory tourist rentals provided the owner, long-term tenant, or resident manager occupies the accessory tourist rental.

~~In a multi-family building under single ownership, no more than twenty-five (25) percent but at least one (1) unit may be permitted as an accessory tourist rental provided the owner or resident manager occupies the accessory tourist rental.~~

(12) All advertising of an accessory tourist rental, including advertising on website vacation booking sites, shall display the City of Glenwood Springs accessory tourist rental permit number and business license number.

~~(13) A property owner may not be issued both an accessory tourist rental permit and a short term rental permit on the same property at the same time; however, should an owner wish to change the use of a permitted accessory tourist rental, he or she may do so by filing an application for a short term rental permit in accordance with Section 070.040.120 Short Term Rentals. Upon issuance of a new short term rental permit, the pre-existing accessory tourist rental is automatically revoked.~~

(e) *Application requirements.* The owner shall submit the application on the form provided by the Community Development Director and shall pay the application fee set by City Council resolution. The Community Development Director may require submittal of such additional information as is deemed necessary to demonstrate compliance with the requirements of the Glenwood Springs Municipal Code, including, but not limited to, building code and inspection requirements.

(f) *Accessory Tourist Rental Permit.* All accessory tourist rental uses shall require a permit from the Community Development Director. This permit shall only be issued after the residential dwelling unit and bedroom designated for transient lodging has been approved in accordance with the Glenwood Springs Municipal Code. The accessory tourist rental permit shall specify any terms and conditions of the permit. All permits shall be issued to the owner of the property. A change in ownership shall necessitate the issuance of a new permit. ~~Permits shall be issued for a period of two (2) years and shall expire at the end of odd numbered years.~~ Permit fees shall be set by resolution of City Council.

(g) *Revocation of Permit.* An accessory tourist home permit may be revoked at any time by the Community Development Director should it be determined that the use is not being operated in compliance with this section or any other section of the Glenwood Springs Municipal Code.

(h) *Appeals.* Appeals of administrative decisions may be made in accordance with Section 070.010.050 of the Glenwood Springs Municipal Code.

INTRODUCED, READ ON FIRST READING, PASSED AND ORDERED PUBLISHED
BY TITLE ONLY THIS 1ST DAY OF MARCH 2018.

CITY OF GLENWOOD SPRINGS, COLORADO

Michael Gamba, Mayor

ATTEST:

Catherine Mythen Fletcher, City Clerk

INTRODUCED, READ ON SECOND READING, PASSED AND ORDERED
PUBLISHED BY TITLE ONLY TO BE EFFECTIVE TEN DAYS FOLLOWING THE DATE
OF SECOND PUBLICATION THIS 15TH DAY OF MARCH 2018.

CITY OF GLENWOOD SPRINGS, COLORADO

Michael Gamba, Mayor

ATTEST:

Catherine Mythen Fletcher, City Clerk



MINUTES
CITY OF GLENWOOD SPRINGS
REGULAR CITY COUNCIL MEETING
MARCH 1, 2018
101 W. 8TH STREET
6:00 P.M.

9 Roll Call

Mayor Mike Gamba called the meeting to order at 6:00 p.m. Present at roll call: Shelley Kaup, Rick Voorhees, Steve Davis, Jonathan Godes, Jim Ingraham and Todd Leahy.

Also present were Debra Figueroa, City Manager; Karl Hanlon and Jon Hoisted, City Attorneys; Jennifer Ooton, Assistant City Manager; Jill Peterson, Deputy City Clerk; Gary Tillotson, Fire Chief; Terri Partch, City Engineer; Gretchen Ricehill, Assistant Economic and Community Development Director; Steve Boyd, Finance Director; Brian Smith, Director of Parks and Recreation.

10 Pledge of Allegiance

Mayor Gamba led in the Pledge of Allegiance.

11 Citizens Appearing Before Council. (For items NOT on Agenda - comments limited to 3 minutes)

Rachel Windh spoke about the need for Arts and Culture programs in the city.

Chris Stuben noted that he felt that some trees were in violation of the municipal code and took care of them.

Diane Steuben requested that members of the Council drive between the Sunlight Bridge and Sopris Elementary School to observe the condition of the road before taking action on conducting an engineering study for the rebuild of South Midland.

12 Agenda Changes

Item 14 the city council appointment was removed as it was considered on February 28.

Item 16a was removed and will be considered at a future meeting.

13 Council Comments

Mayor Gamba noted he was not opposed to a full reconstruction of Midland Avenue and clarified the South Bridge project was not a \$100 million-dollar project, it was a \$45 million-dollar project which would require additional partners for the project.

14 City Council Appointment

The item was removed from the agenda as an appointment to the Councilor At-Large seat occurred at a special meeting on February 28, 2018.

15 Swearing in of Newly Elected Council Members

Jill Peterson issued the oath of office to new City Council member, Jim Ingram. The council members welcomed Mr. Ingraham to serve as councilor to fill the At-large seat until April 2019.

15a Election of Mayor Pro-Tem

Councilor Davis nominated Councilor Leahy as the next Mayor Pro Tem as he had previously served in this capacity prior to Kathryn Trauger. Jim Ingraham seconded the nomination.

Councilor Godes nominated Councilor Kaup as he saw this as a great leadership role for Shelley.

Councilors Kaup and Leahy accepted the nomination.

Jill Peterson read the results:

Kaup: Godes, Voorhees, Kaup

Leahy: Davis, Gamba, Ingraham, Leahy

Councilor Leahy was elected as Mayor Pro Tem.

16 Consent Agenda:

- A. Receipt of Minutes of the February 15, 2018 Regular Meeting
- B. Community Garden Renewal Agreements
- C. Award of Bid – BD 2018-007, 2018 Police Package Full Size SUV
- D. Award of Bid – BD 2018-010, 2018 #2500 HD ¾ ton 4x4 Pickup with a Snow Plow
- E. Award of Bid – BD 2018-011, #3500 HD Extended Cab Pickup
- F. Award of Bid – BD 2018-012, Extended Cab, Mid-Size or Compact 4X4 Pickup
- G. Ordinance No 5, Series of 2018; An Ordinance of the City of Glenwood Springs, Colorado, Repealing Section 050.050.020 of the Glenwood Springs Municipal Code Regarding Bicycle Licenses (SECOND READING)
- H. Ordinance No 6, Series of 2018; An Ordinance of the City of Glenwood Springs, Colorado, Amending 020.020. of the Glenwood Springs Municipal Code Regarding Number of Commissioners and Powers and Duties of the River Commission (SECOND READING)
- I. Agreement with Northslope Capital Advisors
- J. Extension of Fee Waivers in 2018 for Outdoor Seating on Public Sidewalks & Public Plaza Areas
- K. Resolution 2018-10; A Resolution of the City Council of the City of Glenwood Springs, Colorado, Authorizing the Mayor or Mayor Pro-tem to Execute Closing Documents Related to the Sale of Property at 413 9th Street, Glenwood Springs, Colorado

Mayor Pro-Tem Leahy moved, seconded by Councilor Voorhees, to approve the consent agenda excluding item 16a which had been removed.

The Motion passed unanimously.

17 Land Access and Lease Option Agreement South Canyon

Karl Hanlon presented a draft lease option for the exploration and potential development of some facilities in South Canyon. The agreement is a lease option which would allow Canyon Hot Springs to access the property for exploration and assessment initially with a termination date of July 31, 2018. If

the Leasee wished to pursue an application. The application term would commence on August 1, 2018 and terminate on July 31, 2019

Brian Smith, gave a brief history on the amenities in South Canyon and the need to manage the area better to provide a benefit to the public. This lease allows Canyon Hot Springs the ability to test the area to see if future development is a viable option.

Steve Beckley, stated that the next year would be spent exploring and testing soils and wells. If the exploration indicates there is a viable option, an application would be submitted to both the City and the County for the appropriate approvals which would include a public comment period.

Mayor Gamba opened the item for public comment.

Gerald Olt spoke against the project. He was concerned about the wildlife and the historical significance of the area.

Tye Richardson expressed concern about the fire danger in the proposed camp grounds and the wildlife.

Craig Amichaux had concerns regarding the coal seam and high fire danger.

Ken Ransom noted there were lots of Hot Springs operators in the State and asked if an asset this large should be put out to bid. He was concerned with the potential developer paying the City 5% of the gross revenue generated on the leased area.

Bruce Stuben was concerned with the wildlife and the shifting ground.

Mayor Gamba closed public comment.

After further discussion, the Council directed the City Attorney to make revisions to the lease to allow for City termination of the lease and contingencies on the gross percentage of revenues generated.

Councilor Kaup moved, seconded by Councilor Davis, to continue the Land Access and Lease Option Agreement in South Canyon with direction to the City Attorney to make the discussed revisions.

The Motion passed unanimously.

18 Discussion of Amendments to Sections 070.040.120 and 070.040.130 Regarding Vacation Rentals

Jenn Ooton gave a brief history on vacation rentals. Based on prior Council direction, an Ordinance was drafted to allow the option for either the primary dwelling or an accessory dwelling unit (ADU) to be rented as a vacation rental, but not both. Council had also directed to allow an increase in the number of units within a multi-family building that could be used for a vacation rental.

Mayor Gamba opened the item for public comment:

Kevin Brady stated he was opposed to the changes as it might drastically change the number of vacation rentals which had an impact on housing.

Clark Anderson stated he was both a resident and owned a multi-family building with vacation rentals in the downtown. He felt housing affordability was a market issue and that the lack of rentals affected affordability. He stated there is a need for real people to be able to live in the downtown.

Damon Arreyondo commented that he was concerned with allowing ADU's to be used for vacation rentals as the units are lost to long term renters. He stated workers spend their dollars in the City. Taxes for vacation rentals should be the same as hotels.

Ken Murphy said he has seen the numbers from the VRBOS and there is growth but it affects staffing, employees, parking and housing and he would like to talk more about the impacts and managing proponents.

Joel Belmont liked the idea and wants to encourage the use of an ADU.

Ingrid Wussow noted pros and cons for both ADU's and long-term rentals and there would need to be a good sense of balance.

Michael Dunn noted that this ordinance would reduce the housing supply and employees are needed to service the visitors.

Jennifer Vanian commented on the vacation rental business.

Brad Hancock noted the original intent of ADU was for affordable housing. Does not feel that the City should be restraining what people do with their property. He was concerned about the parking.

Marco Dehm, here as a citizen. He supports the ADU change. Think you should be able to rent ADU. Cannot support the Multifamily change

Mayor Gamba closed public comments.

Councilor Kaup moved, seconded by Councilor Ingraham, to table this item and to allow staff to conduct community outreach and further research on short term rentals.

The Motion passed unanimously.

19 Report from City Administration

- A. City Manager:
 - Opportunity Zones
 -

The Opportunity Zones program was enacted as part of the 2017 tax reform package to address uneven economic recovery and lack of growth. This provides a tax incentive for investors to reinvest unrealized capital gains into low-income urban and rural communities.

- B. City Attorney:

No comments were noted by the City Attorney.

20 Executive Session to Conduct a Conference with the City Manager and City Attorney for the Purpose of Discussing the City's Purchase, Acquisition, Lease, Transfer or Sale of Real Property; Determining Positions Relative to Matters That May be Subject to Negotiations, Developing Strategy for Negotiations, and Instructing Negotiators; and to Conduct a Conference with the City Attorney to Receive Legal Advice in Accordance with C.R.S. 24-6-402(4)(a), (b) and (e), related to Former Library Building, CDOT IGA, and West Glenwood Mall

Mayor Gamba requested a motion to move into executive session at 9:18 p.m.

Councilor Godes moved, seconded by Councilor Kaup, to go into executive session for the Purpose of Discussing the City's Purchase, Acquisition, Lease, Transfer or Sale of Real Property; Determining Positions Relative to Matters That May be Subject to Negotiations, Developing Strategy for Negotiations, and Instructing Negotiators; and to Conduct a Conference with the City Attorney to Receive Legal Advice in Accordance with C.R.S. 24-6-402(4)(a), (b) and (e) related to the Former Library Building, CDOT IGA, and West Glenwood Mall

The executive session was adjourned at 10:10 p.m.

21 Contract for Sale of Former Library Building – 413 9th Street

Councilor Godes moved, seconded by Councilor Kaup to modify the terms of the contract to pay 50% of additional repair costs not to exceed \$15,000.

Ayes: Gamba, Kaup, Godes, Davis, Ingraham, Leahy

Nays: Voorhees

22 Adjournment

The meeting was adjourned at 10:13 p.m.

EXHIBIT M. Police Complaints

Date Issued	Address	Date	Incident type	Incident/Case #	Call Type	Disposition	Comments
9/10/2018	1104 Blake Avenue	10/10/2018	Abandoned Vehicle	18-18749	Dispatched	Red Tag	
1/6/2015	210 7th Street	8/19/2018	Suspicious Event	18-15359	Officer Initiated	Warning	
		7/26/2018	Parking Prob/Comp	18-13936	Dispatched	UTL	
6/24/2013	815 Blake Avenue	7/25/2018	Code Violation	18-13865	Officer Initiated	Warning	Bushes
		7/20/2017	Parking Prob/Comp	17-15968	Dispatched	Warning	
		7/6/2017	Parking Prob/Comp	17-14772	Dispatched	n/a	
		3/15/2017	Code Violation	17-5650	Officer Initiated	Warning	illegal Dumping
		2/10/2016	Parking Prob/Comp	16-2894	Dispatched	Ticket	
		8/13/2015	Parking Prob/Comp	15-14055	Dispatched	Ticket	
		11/4/2014	Parking Prob/Comp	14-18216	Dispatched	Ticket	
		7/12/2013	Parking Prob/Comp	13-10932	Dispatched	Ticket	
5/31/2018	814 Minter Avenue	7/14/2018	Abandoned Vehicle	18-13239	Dispatched	n/a	
4/12/2018	815 Pitkin Avenue	7/17/2018	Assist Citizen	18-13394	Dispatched		Tree Branches on Powerline
		6/12/2018	Harassment	18-10992	Dispatched	Warning	
		4/29/2018	Code Violation	18-8060	Officer Initiated	Warning	trash
3/14/2013	315 Sunny Hills Lane	9/19/2018	Civil	18-17501	Officer Initiated	n/a	
		9/19/2018	Civil	18-17495	Officer Initiated	UTL	
		1/10/2017	Alarm	17-852	Burglary Alarm	False Alarm	
		9/17/2016	Alarm	16-18114	Dispatched	n/a	
		3/29/2016	Animal	16-5822	Dispatched	n/a	
		7/29/2015	Code Violation	15-12895	Officer Initiated	Summons	Trash
		7/28/2015	Trespass	15-12861	911 Dispatch	unfounded	
		3/13/2014	Alarm	14-3683	Dispatched	False Alarm	
		1/1/2014	Alarm	14-46	Dispatched	False Alarm	
		12/12/2013	Alarm	13-18820	Dispatched	False Alarm	
		12/11/2013	Alarm	13-18745	Dispatched	False Alarm	
		12/11/2013	Alarm	13-18739	Dispatched	False Alarm	
		12/8/2013	Alarm	13-18593	Dispatched	False Alarm	
		9/9/2013	Alarm	13-14238	Dispatched	False Alarm	
2/20/2018	1202 Pitkin Avenue	3/21/2018	Suspicious Event	18-5392	911 Dispatch	UTL	
2/12/2018	837 Stoneridge CT	10/18/2018	Code Violation	18-19313	Dispatched	call serviced	nieghbor AirBB parking issues
		6/11/2018	Civil	18-10891	Dispatched	call serviced	

11/22/2017	906 Cooper Avenue	5/31/2018	Code Violation	18-10152	Dispatched	call serviced	Oil Spill
12/13/2013	802 Garfield Avenue	4/29/2018	Code Violation	18-8070	Officer Initiated	Ticket	trash can
		8/7/2016	Noise Complaint X2	16-14801	Dispatched	Warning	
		7/8/2016	Civil	16-12534	Officer Initiated	n/a	civil standby
		10/7/2015	Theft/Larceny	15-18010	Dispatched	Report/Case	Theft of items while guest stayed there
		6/3/2015	Animal	15-9042	Dispatched	n/a	dog call
		2/6/2015	Parking Prob/Comp	15-2135	Officer Initiated	Warning	
		5/1/2014	Bear Call	14-6123	Officer Initiated	Warning	Bear trash
12/4/2017	712 Bennett Avenue	4/12/2018	Parking Prob/Comp	18-6928	Officer Initiated	Red Tag	
12/7/2017	740 Palmer Ave Unit A	4/11/2018	Bear Call	18-6806	Officer Initiated	Ticket	Bear trash
12/4/2017	413 22nd St	8/5/2018	Welfare Check	18-14557	Dispatched	call serviced	
10/10/2017	1132 Walz Ave	3/17/2018	Assist EMS	18-5071	911 Dispatched	call serviced	
		10/19/2017	Assist EMS	17-25180	911 Dispatched	call serviced	
		10/18/2017	Animal	17-25082	911 Dispatched	call serviced	Bear at large
1/31/2014	115 1/2 3rd Street	7/16/2017	Citizen Assist	17-15610	Dispatched	call serviced	
		5/18/2016	Code Violation	16-8681	Officer Initiated	call serviced	unknown
		3/17/2016	Suspicious Event	16-5189	Dispatched	call serviced	
		5/20/2015	Animal	15-8087	Officer Initiated	Warning	
		3/4/2015	Sex Offender Reg.	15-3695	Officer Initiated	call serviced	
		9/15/2014	Bear Call	14-15067	Dispatched	call serviced	Bear at large
10/29/2013	1112 Walz Avenue	8/30/2017	Bear Call	17-20345	Officer Initiated	PA issued	
		7/25/2017	Citizen Assist	17-16379	Officer Initiated	call serviced	
		9/4/2014	Bear Call	14-14402	Officer Initiated	call serviced	
4/21/2014	550 Greenway Drive	7/29/2016	Assist	16-14148	Dispatched	call serviced	
		7/28/2016	Missing Person	16-13970	Dispatched	call serviced	
12/5/2015	1023 Bennett Avenue	8/19/2017	Suspicious Event	17-18920	Dispatched	Warning	
10/10/2012	1318 Pitkin Avenue	12/28/2017	Abandoned Vehicle	17-29759	Officer Initiated	Red Tag	
		12/15/2017	Parking Prob/Comp	17-29048	Officer Initiated	Red Tag	
		12/13/2017	Parking Prob/Comp	17-28938	Officer Initiated	Red Tag	
5/6/2013	1028 Bennett Avenue	12/29/2017	Abandoned Vehicle	17-29790	Officer Initiated	Red Tag	
		5/8/2016	Abandoned Vehicle	16-8133	Dispatched	Red Tag	
		5/7/2016	Parking Prob/Comp	16-8094	Dispatched	call serviced	
		1/18/2016	Abandoned Vehicle	16-1187	Officer Initiated	Red Tag	

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9/15/2015 1017 Cooper Avenue	10/5/2018 Assist Citizen	18-18457	Dispatched	call serviced	
	8/16/2018 Harassment	18-15202	Dispatched	call serviced	
	5/9/2018 Harassment	18-8703	Dispatched	call serviced	
	12/30/2016 Code Violation	16-26050	Officer Initiated	Warning	unknown
	10/3/2016 Trespass	16-19338	911 dispatched	Report/Case	
	6/6/2016 Civil	16-9979	911 dispatched	call serviced	
	4/7/2016 Civil	16-6253	911 dispatched	call serviced	
	1/21/2016 Assist Citizen	16-1421	Officer Initiated	call serviced	
4/22/2013 1219 Colordo Avenue	8/22/2017 Assist Fire	17-19333	911 dispatched	call serviced	
	2/4/2017 Animal	17-2845	Dispatched	call serviced	
	5/22/2016 Suspicious Event	16-8988	911 dispatched	call serviced	
	2/8/2014 Follow up	14-1952	Dispatched	call serviced	snow removal
	6/4/2013 Follow up	13-8396	Officer Initiated	call serviced	
	6/3/2013 Code Violation	13-8341	Officer Initiated	call serviced	trash warning
6/8/2015 415 8th Street	6/4/2018 Code Violation	18-10373	Officer Initiated	call serviced	political sign
	1/17/2018 Parking Prob/Comp	18-1018	Officer Initiated	call serviced	
	10/16/2017 Code Violation	17-24860	Dispatched	PA issued	Bear trash
12/10/2015 415 1/2 8th Street	6/21/2016 Code Violation	16-11125	Officer Initiated	Warning	Tree
12/17/2015 210 7th Street ?????? Ur	8/19/2018 Suspicious Event	18-15359	Officer Initiated	Warning	
	7/26/2018 Parking Prob/Comp	18-13936	Dispatched	UTL	
	5/18/2018 Assist Citizen	18-9349	Dispatched	call serviced	
	12/23/2017 Parking Prob/Comp	17-29508	Dispatched	parking ticket	
	12/8/2017 Alarm	17-28661	Dispatched	n/a	
	2/22/2017 Alarm	17-4131	Dispatched	call serviced	
11/12/2014 805 Blake Ave #3	3/1/2016 Noise Complaint	16-4250	Dispatched	Warning	
11/14/2012 1005 Colorado Ave	3/20/2017 Alarm	17-6149	Dispatched	False Alarm	
	9/10/2016 Assist Fire	16-17572	Dispatched	call serviced	
	1/17/2016 Assist Fire	16-1132	Dispatched	call serviced	
	12/19/2015 Alarm	15-22418	Dispatched	call serviced	
	11/11/2015 Alarm	15-20224	Dispatched	call serviced	
	10/21/2015 Alarm	15-18988	Dispatched	False Alarm	
	10/15/2015 Alarm	15-18625	Dispatched	call serviced	
	9/8/2015 Burglary	15-15908	Dispatched	Report/Case	
	7/16/2015 Code Violation	15-11926	Officer Initiated	Report/Case	trash

	9/12/2013	Code Violation	13-14373	Officer Initiated	Warning	bear trash	
	5/25/2013	Assist Fire	13-7863	Dispatched	call serviced		
	1/14/2013	Parking Prob/Comp	13-696	Dispatched	Red Tag		
8/19/2015	728 Bennett Ave	2/9/2018	Code Violation	18-2664	Officer Initiated	Warning	unknown
		11/7/2017	Civil	17-26698	Officer Initiated	n/a	
		11/7/2017	Civil	17-26683	Dispatched	call serviced	
		4/1/2017	Animal	17-6979	Dispatched	Summons	vicious animal
		11/8/2016	Code Violation	16-22276	Officer Initiated	Warning	removal of property
		10/13/2016	Code Violation	16-20252	Officer Initiated	Warning	political sign
		9/5/2016	Suspicious Event	16-17081	Dispatched	call serviced	
		11/21/2015	Animal	15-20739	Dispatched	call serviced	
? 08/31/2015	717 1/2 Grand Avenue	7/22/2018	Alarm	18-13649	Dispatched	call serviced	
		5/25/2018	Theft/Larceny	18-9818	911 dispatched	Report/Case	
		4/14/2017	Alarm	17-8033	Dispatched	call serviced	
		11/26/2016	Citizen Assist	16-23710	Dispatched	call serviced	
		7/26/2016	Parking Prob/Comp	16-13855	Dispatched	parking ticket	
		6/22/2016	Alarm	16-11242	Dispatched	call serviced	
		3/4/2016	Parking Prob/Comp	16-4382	Dispatched	call serviced	
		11/25/2015	Alarm	15-20955	Dispatched	call serviced	
		9/3/2015	Suspicious Event	15-15577	Dispatched	call serviced	
		7/30/2015	Transient	15-12997	Dispatched	call serviced	
		6/10/2015	Transient	15-9436	Dispatched	call serviced	
		6/9/2015	Transient	15-9396	Dispatched	call serviced	
		4/19/2015	Alarm	15-6389	Dispatched	call serviced	
		2/21/2015	Assist Citizen	15-3063	Dispatched	call serviced	
		7/27/2014	Alarm	14-12997	dispatched	call serviced	
1/27/2016	910 Red Mountain Dr	9/14/2018	Code Violation	18-17153	Officer Initiated	Warning	garage sale signs
1/3/2014	509 Maple Street	2/10/2018	Parking Prob/Comp	18-2750	Officer Initiated	Red Tag	
		9/5/2017	Parking Prob/Comp	17-21016	Dispatched	call serviced	
		7/31/2017	Code Violation	17-16897	Dispatched	warning	illigal camping
		10/21/2016	Suspicious Event	16-20875	Dispatched	Warning	illigal camping
		7/29/2014	Animal	14-11964	Dispatched	Warning	
		7/18/2014	Trespass	14-11063	Dispatched	UTL	illigal camping
2/23/2016	515 Maple Street	8/31/2018	Follow up	18-16210	Officer Initiated	call serviced	

	8/31/2018 Warrant	18-16207	911 Dispatched	Arrest	
	8/20/2018 Transient	18-15444	Dispatched	UTL	illigal camping
	10/7/2017 Parking Prob/Comp	17-24233	Officer Initiated	Red Tag	
	7/24/2017 Code Violation	17-16324	Dispatched	UTL	illigal camping
	9/6/2016 Assist Citizen	16-17269	Dispatched	call serviced	illigal camping
3/18/2016 509 W 12th St	10/3/2017 Code Violation	17-23869	Officer Initiated	call serviced	need to pull permit
	10/21/2016 Follow up	16-90925	Officer Initiated	call serviced	
	10/21/2016 Animal	16-20918	Officer Initiated	call serviced	
4/18/2016 1700 Midland Ave	7/10/2018 Sex Offense	18-12988	911 Dispatched	UTL	men urinating
	12/2/2017 Animal	17-28349	Dispatched	call serviced	barking dogs
	10/13/2017 Motorist Assist	17-24732	Dispatched	call serviced	
	9/21/2016 Trespass	16-18441	Dispatched	Report/Case	cold theft
	9/21/2016 Trespass	16-18439	Dispatched	call serviced	someone used home
	7/1/2016 Assist Citizen	16-11957	Officer Initiated	call serviced	
	6/16/2016 Assist	16-10699	Officer Initiated	call serviced	
	6/3/2016 Suspicious Event	16-9771	Officer Initiated	call serviced	
4/15/2016 714 23rd Street	4/18/2017 Parking Prob/Comp	17-8291	Dispatched	Warning	
	3/31/2017 Parking Prob/Comp	17-6906	Dispatched	Red Tag	
4/14/2016 650 Greenway Dr	6/20/2016 Code Violation	16-11080	Officer Initiated	PA issued	animal trash
6/15/2016 516 W 12th St	2/9/2018 Parking Prob/Comp	18-2635	Officer Initiated	parking ticket	
	10/3/2017 Parking Prob/Comp	17-23871	Officer Initiated	Red Tag	
	8/26/2016 Building Check	16-16260	Officer Initiated	call serviced	
	8/25/2016 Trespass	16-16218	Dispatched	Report/Case	
7/25/2016 1027 Cooper Ave	8/14/2018 Vehicle Lockout	18-15118	Dispatched	call serviced	
	7/6/2017 Abandoned Vehicle	17-17802	Officer Initiated	Warning	
	5/21/2017 Suspicious Event	17-10942	Dispatched	unfounded	
6/24/2016 1002 Cooper Ave	6/4/2018 Code Violation	18-10398	Officer Initiated	call serviced	political sign
	10/4/2017 Code Violation	17-23944	Officer Initiated	Warning	
	7/2/2017 Parking Prob/Comp	17-14388	Officer Initiated	Red Tag	
	10/31/2016 Code Violation	16-21716	Officer Initiated	call serviced	
7/27/2016 1030 Blake Ave	10/7/2018 Bear Call	18-18553	911 dispatched	n/a	
	2/27/2018 Theft/Larceny	18-3885	Dispatched	Report/Case	
	8/1/2016 Assist Citizen	16-14381	Dispatched	call serviced	

10/4/2016	1116 Walz Avenue	3/26/2018	Suspicious Event	18-5672	Dispatched	call serviced
		1/20/2018	Parking Prob/Comp	18-1285	Officer Initiated	Red Tag
11/11/2016	3114 S Grand Ave	8/13/2017	Disturbance	17-18165	Dispatched	call serviced
12/19/2016	1109 Colorado Ave	5/20/2017	Code Violation	17-10806	Officer Initiated	Ticket trash
3/6/2017	2205 Bennett Avenue	8/8/2018	Fraud	18-14711	Officer Initiated	Report/Case
		8/2/2018	Fraud	18-14388	Dispatched	Report/Case
3/31/2017	725 Bennett Ave	8/19/2017	Code Violation	17-18966	Officer Initiated	PA issued trash
4/5/2017	1127 Blake Avenue	5/13/2017	Theft/Larceny	17-10274	Dispatched	Report/Case
		4/30/2017	Disturbance	17-9212	911 dispatched	call serviced
		6/21/2018	Assist Citizen	18-11649	Dispatched	call serviced
		8/27/2017	Assist Citizen	17-19945	Officer Initiated	call serviced
		8/27/2017	DUI	17-19941	Officer Initiated	Summons
		8/26/2017	Disturbance	17-19940	Dispatched	Arrest
4/5/2017	1116 Cooper Ave	7/10/2017	Assist Fire	17-15179	Dispatched	call serviced
		4/26/2017	Code Violation	17-9131	Officer Initiated	call serviced dresser in roadway
		4/5/2018	Parking Prob/Comp	18-6452	Officer Initiated	call serviced
5/10/2017	746 (1/2) ? Palmer Ave	12/24/2017	Assist Fire	17-29554	911 Dispatch	call serviced
		9/4/2017	Bear Call	17-20841	Officer Initiated	PA issued bear trash
		10/13/2018	Code Violation	18-18969	Dispatched	call serviced branches on street
		7/27/2018	Animal	18-14018	Dispatched	Warning
5/19/2017	715 (1/2) ? Cooper Ave	4/2/2018	Drug Investigation	18-6203	Dispatched	Report/Case
		1/31/2018	Animal	18-2049	Dispatched	UTL
		7/17/2014	Bear Call	17-19574	Dispatched	call serviced bear trash
	710 Bennett Ave #B	11/8/2016	Code Violation	16-22278	Officer Initiated	Warning items of property on city right of way
		9/11/2016	Suspicious Event	16-17665	Dispatched	Summons
		4/17/2016	Animal	16-6814	Dispatched	Warning
		4/11/2016	Follow up	16-6451	Officer Initiated	call serviced
		4/2/2016	Follow up	16-5995	Officer Initiated	utl
		3/22/2016	Animal	16-5454	Dispatched	Report/Case
		3/15/2016	Animal	16-5047	Dispatched	Warning
		1/26/2016	Animal	16-1757	Officer Initiated	Warning
		1/15/2016	Assist Citizen	16-1063	Officer Initiated	call serviced

	1/10/2016 Follow up	16-692	Dispatched	call serviced	
	1/9/2016 Follow up	16-627	Dispatched	call serviced	
	10/17/2014 Assist EMS	14-17125	Dispatched	call serviced	
7/18/2017 2550 STHY 82	9/21/2018 Building Check	18-17588	Officer Initiated	call serviced	
	7/29/2018 Welfare Check	18-14156	Officer Initiated	call serviced	
	3/3/2018 Transient	18-4146	Dispatched	call serviced	camping
	1/18/2018 Assist Fire	18-1166	Dispatched	False Alarm	
	9/8/2017 Alarm	17-21408	Dispatched	False Alarm	
	9/4/2017 Alarm	17-20829	Dispatched	False Alarm	
	9/3/2017 Alarm	17-20736	Dispatched	False Alarm	
	8/27/2017 Suspicious Event	17-19996	Dispatched	call serviced	
	8/29/2017 ATL	17-19931	Dispatched	call serviced	
7/28/2017 1524 Blake Ave	5/5/2018 Code Violation	18-8446	Officer Initiated	Warning	couch on property
9/5/2014 3305 Hager Lane	2/11/2018 Assist Fire	18-2835	Dispatched	call serviced	
	9/7/2017 Assist Fire	17-21200	Dispatched	call serviced	
9/6/2017 111 Market Drive	9/29/2018 Animal	18-18053	Dispatched	n/a	
	6/5/2018 Animal	18-10440	Dispatched	call serviced	
	10/31/2017 Theft/Larceny	17-26107	Officer Initiated	Report/Case	
5/21/2015 1016 Minter Ave	8/8/2018 Code Violation	18-14757	Dispatched	UTL	fire ban
	4/30/2018 Civil	18-8094	Dispatched	call serviced	
	8/26/2017 Citizen Assist	17-19926	Dispatched	n/a	
	1/26/2017 Code Violation	17-2064	Officer Initiated	Summons	snow dumping
	6/13/2015 Code Violation	15-9612	Dispatched	call serviced	easment
3/26/2015 509 8th St	12/14/2017 Parking Prob/Comp	17-28997	Officer Initiated	Red Tag	
	12/1/2017 Parking Prob/Comp	17-28230	Officer Initiated	Red Tag	
	7/10/2017 Alarm	17-15143	Dispatched	call serviced	
	3/20/2017 Assist	17-6187	Dispatched	UTL	
	8/19/2015 Code Violation	15-14499	Dispatched	Warning	trash
	6/24/2015 Suspicious Event	15-10434	Dispatched	UTL	
	4/29/2015	911 15-6933	Dispatched	call serviced	
5/30/2013 3310 Hager Ln	8/13/2017 Assist EMS	17-18142	Dispatched	call serviced	
	5/27/2017 Assist EMS	17-11480	Dispatched	call serviced	
	9/1/2015 Burglary	15-15428	Dispatched	call serviced	burglary attempt

		6/7/2014 Assist Fire	14-8317	Dispatched	call serviced	
		8/9/2013 Parking Prob/Comp	13-12562	Officer Initiated	Warning	Vacation renter parking issue
5/30/2013	716 Lincoln Ave	8/17/2017 Assist Fire	17-18756	Dispatched	n/a	
		6/16/2016 Bear Call	16-10692	Dispatched	UTL	
5/22/2013	1620 Lincolnwood Dr	10/4/2018 911	18-18413	Dispatched	Warning	
		9/21/2018 Assist Other Agency	18-17594	Dispatched	Report/Case	
		2/8/2016 Animal	16-2701	Officer Initiated	Warning	
		12/21/2014 Animal	14-20630	Dispatched	call serviced	
		7/23/2014 Domestic	14-11541	Dispatched	call serviced	
11/9/2012	1605 Bennett Ave	10/9/2018 Follow up	18-18680	Dispatched	call serviced	
		10/9/2018 Bear Call	18-18664	Dispatched	call serviced	
		10/9/2018 911	18-18665	Dispatched	call serviced	
		8/30/2018 Assist	18-16141	Dispatched	call serviced	
		12/15/2014 Abandoned Vehicle	14-20319	Dispatched	Warning	
		7/25/2014 Abandoned Vehicle	14-11658	Dispatched	Red Tag	
2016-2018	1801 Midland Ave	none in 2016-2018				
2016-2018	1031 Pitkin Ave	12/2/2016 Animal Call	2016-24067	Dispatched	call serviced	
		6/1/2017 Code Violation	2017-11859	Officer Initiated	Call serviced	House used as VRBO w/o permit
		7/3/2017 Code Violation	2017-14460	Officer Initiated	Call serviced	overgrown bushes
		7/21/2017 Disturbance	2017-16107	Dispatched	Call serviced	irate guest
		6/16/2018 Burglary	2018-11053	Dispatched	report taken	
5/31/2017	1313 Oak Way Ave.	10/27/2016 Code Violation	2016-21370	Officer Initiated	warning	furniture on city right of way
		4/18/2018 Code Violation	2018-7292	Officer Initiated	Call serviced	unknown
2016-2018	1524 Blake Ave	5/5/2018 Code Violation	2018-8446	Officer Initiated	warning	couch
2016-2018	1810 Ouray Rd	None in 2016-2018				
2016-2018	605 Highlands Dr	None in 2016-2018				
2016-2018	85 Ptarmigan Ln	None in 2016-2018				
2016-2018	915 Pitkin Ave	7/5/2017 Theft/Larceny	2017-14672	Dispatched	call serviced	
		8/15/2017 Attempt to Locate	2017-18313	Dispatched	Call Serviced	
		8/27/2017 REDDI Report	2017-20010	Dispatched	Arrest	DUI

		10/6/2017 Animal Call	2017-24133	Dispatched	UTL
2016-2018	1023 Bennett Ave	8/19/2017 Suspicious Event	2017-18920	Dispatched	Warning
2016-2018	709 Silver Oak Drive	None in 2016/2018			
	95 Fairview Drive	None in 2016/2018			
2016-2018	503 Spring Street #3	None in 2016-2018			
2016-2018	3960 Sky Ranch Dr	7/3/2017 Parking Complaint	2017-14452	Officer Initiated	warning

39 Code Violation Calls	9 were Dispatced
	30 Officer Initiated

ORDINANCE NO. 11

Series of 2018

**AN ORDINANCE OF THE CITY OF GLENWOOD SPRINGS,
COLORADO, AMENDING SECTION 070.040.120 AND 070.040.130
REGARDING THE REGULATION OF SHORT-TERM AND
ACCESSORY TOURIST RENTALS IN THE CITY.**

WHEREAS, the City of Glenwood Springs (“Glenwood Springs” or the “City”) is a home-rule municipality organized under Article XX of the Colorado Constitution and with the authority of the Glenwood Springs Home Rule Charter; and

WHEREAS, Sections 070.040.120 and 070.040.130 of the Glenwood Springs Municipal Code set forth the City’s regulations and permitting requirements for the operation of short-term and accessory tourist rentals within the City, as those terms are currently defined; and

WHEREAS, Sections 070.040.120 and 070.040.130 of the Glenwood Springs Municipal Code provide that any applications for short-term and accessory tourist rentals shall be accompanied by a fee set by resolution of the Glenwood Springs City Council;

WHEREAS, the City Council desires to specify a permit application fee for short-term and accessory tourist rentals and add penalty provisions addressing violations of Sections 070.040.120 and 070.040.130 to deter such violations; and

WHEREAS, the Glenwood Springs City Council finds and declares that the amendments to the Glenwood Springs Municipal Code regarding short-term and accessory tourist rentals set forth herein are proper in light of the reasonable needs and desires of the City and in the promotion of the public health, safety, and welfare of the City’s residents and visitors.

NOW, THEREFORE, IT IS ORDAINED BY THE CITY COUNCIL OF THE CITY OF GLENWOOD SPRINGS, COLORADO, THAT:

Section 1. The foregoing recitals are incorporated herein as if set forth in full.

Section 2. Section 070.040.120 of the Glenwood Springs Municipal Code is hereby amended as follows, with double underlined text added and ~~strike through language deleted~~:

070.040.120 – Short Term Rentals

(e) *Application Requirements.* The owner shall submit the application on the form provided by the Community Development Director and shall pay the application fee set by City Council resolution, on a one-time basis, regardless of the number of permit renewals. The Community Development Director may require submittal of such additional information as is deemed necessary to demonstrate compliance with the requirements of the Glenwood Springs Municipal Code, including, but not limited to, building code and inspection requirements.

(i) Penalties for Violations. Any violation of this Section 070.040.120 shall be deemed a misdemeanor and upon conviction of same shall be punished by a fine of \$250 for the first offense and by a fine of not less than \$100 and up to \$1,000 for each day of a subsequent offense.

Section 3. Section 070.040.130 of the Glenwood Springs Municipal Code is hereby amended as follows, with double underlined text added and ~~strike through language deleted~~:

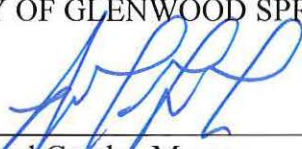
070.040.130 – Accessory Tourist Rentals

(e) Application Requirements. The owner shall submit the application on the form provided by the Community Development Director and shall pay the application fee set by City Council resolution, on a one-time basis, regardless of the number of permit renewals. The Community Development Director may require submittal of such additional information as is deemed necessary to demonstrate compliance with the requirements of the Glenwood Springs Municipal Code, including, but not limited to, building code and inspection requirements.

(i) Penalties for Violations. Any violation of this Section 070.040.130 shall be deemed a misdemeanor and upon conviction of same shall be punished by a fine of \$250 for the first offense and by a fine of not less than \$100 and up to \$1,000 for each day of a subsequent offense.

INTRODUCED, READ ON FIRST READING, PASSED, AND ORDERED PUBLISHED BY TITLE ONLY THIS 17TH DAY OF MAY 2018.

CITY OF GLENWOOD SPRINGS, COLORADO



Michael Gamba, Mayor

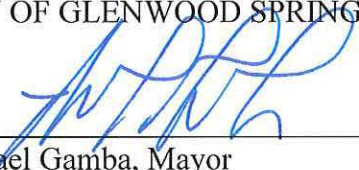
ATTEST:



Catherine Mythen Fletcher, City Clerk

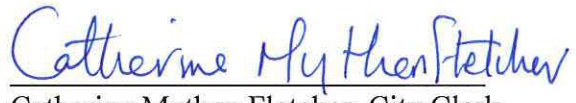
INTRODUCED, READ ON SECOND READING, AND ORDERED PUBLISHED BY TITLE ONLY TO BE EFFECTIVE TEN DAYS FOLLOWING THE DATE OF SECOND PUBLICATION THIS 7TH DAY OF JUNE 2018.

CITY OF GLENWOOD SPRINGS, COLORADO



Michael Gamba, Mayor

ATTEST:



Catherine Mythen Fletcher, City Clerk



EXHIBIT O. Old Vacation Rental Application

Short-Term Rental Permit & Application City of Glenwood Springs, CO

General Information

If you want to rent your entire home for a period of less than 30 days, you are required to first obtain a Short-term Rental Permit from the City of Glenwood Springs Community Development Department.

Application & Review Process

1. Review the regulations which are located after the Frequently Asked Questions. If you determine that you are eligible to apply, complete the attached Short-term Rental Permit application and submit along with the applicable fee to the Community Development Department, 101 W. 8th Street, Glenwood Springs, CO 81601. Call the Community Development Department at 970 384-6411 for the current application fee.
2. In addition to the Short-term Rental Permit application, you must also obtain a Business and Sales Tax License through the city's Finance Department. You can apply for your business and sales tax license on line at <https://glenwoodsprings.munirevs.com>
3. Upon approval of the Short-term Rental Permit, Planning staff will advise the Finance Department that they may release your business and sales tax licenses. Questions pertaining to business or sales tax licenses may be made at 1/888-751-1911 or 970-384-6455.
4. Shortly after you submit your Short-term Rental application, a staff member from the Community Development Department will contact you regarding your application. If your application is complete, Community Development staff will have you schedule an inspection of your home. All inspections are handled through the city's Building Department. If you have questions regarding the inspection, contact the Building Department's administrative assistant at 970 384-6411.
5. After your inspection has been completed, the inspector will do one of two things, either approve your residence for use as a short-term rental, or require that you make modifications to ensure the public's health, safety and welfare. In some cases, the required modifications may require that you submit a Building Permit.
6. After you have completed successfully all of the work associated with your inspection or building permit, Community Development Department staff will issue your Short-term Rental Permit.

If you have additional questions regarding the Short-term Rental application process, please review the following Frequently Asked Questions, or call 970 384-6411.

Frequently Asked Questions:

1. **What is a short-term rental?** *A short-term rental is the rental of an entire dwelling unit for monetary consideration for a period of time less than thirty (30) consecutive days, not including a bed and breakfast, residency unit, accessory tourist rental, boarding or rooming house, or hotel. This definition does not include offering the use of one's property where no fee is charged or collected.*
2. **Are City of Glenwood Springs' permits or licenses required as a pre-requisite to having a short-term rental in Glenwood Springs?** *Yes. It will be necessary to obtain a Short-term Rental Permit and a Business/Sales Tax License before commencing to rent a property as a short-term rental. In addition, a Building Permit may be required if it is determined that physical changes need to be made to the residence in order to comply with applicable building codes.*
3. **If I swap my house for another home elsewhere and no money is exchanged, do I need a short-term rental permit?** *The offering of the use of one's home where **no fee is charged** or collected is exempt from any City permitting.*
4. **Is any residential dwelling unit in the City eligible to become a short-term rental or are there certain areas where it is prohibited?** *The use of homes for short-term rental purposes is regulated via the zoning regulations of the Glenwood Springs Municipal Code in Article 070.040 Zoning. Short-term rentals are allowed in all residential and commercial zones. However, short-term rentals are not allowed in Planned Unit Developments (PUDs) unless specifically listed as an allowed use. Additionally, short-term rentals are not allowed in any dwelling unit that has been permitted as an Accessory Dwelling Unit.*
5. **Who may apply for a Short-term Rental Permit?** *All permits shall be issued to the owner of the property.*
6. **What are the requirements for a Short-term Rental Permit?** *The requirements are listed in the Glenwood Springs Municipal Code at Article 070.040.120 Short-term Rentals.*
7. **Do I need a business license to operate a short-term rental?** *A business license is required for short-term rentals. Additionally, short-term rentals are subject to sales and accommodations taxes. Owners are required to charge and collect sales and accommodation taxes. You may apply for a business and sales tax license at the same time you apply for a Short-term Rental permit. (See attached information sheet as to how to apply for a business and sales tax license on line.)*
8. **Will I need to have my home inspected?** *All homes will require an inspection to determine compliance with applicable zoning and building codes prior to the issuance of a Short-term Rental permit.*
9. **Do I need a building permit for a short-term rental?** *A Building Permit may be required if significant work is needed to bring the residence into compliance with the applicable codes. The need for a building permit will be determined at the conclusion of the inspection by the Building Department.*

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10. **What building codes will short-term rentals be subject to?** *The applicable building code for your property depends on the underlying use of your property. One or more of the following codes will apply: International Property Maintenance Code (IPMC), International Residence Code (IRC), or International Building Code (IBC).*
11. **What is a “designated responsible party?”** *A designated responsible party is a person located in the local area who will be available to immediately respond to any issues arising from the short-term rental of the property, whether it be from the rental party, public safety personnel, utility personnel or any other municipal party.*

For additional questions regarding short-term rentals, please contact the Community Development Department at 970 384-6411.

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Glenwood Springs Municipal Code section 070.040.120- Short Term Rentals.

(a) Intent. The City of Glenwood Springs recognizes that there are benefits to allowing owners of residential units within the City to rent their dwelling units for periods of time less than thirty (30) days. Short term rental of dwelling units bring additional visitors to the City, can allow owners to recoup housing costs, and provides revenues for the City through the additional tax collections. The provision of short term rentals offers additional diversification to the resort and travelling professional accommodations market. However, due to the potential for adverse impacts, short term rentals must be regulated by the City to protect the health, safety, and welfare of owners, neighbors, and visitors.

(b) Applicability. The requirements of this Section shall apply to any residential dwelling unit within the City of Glenwood Springs. This Section does not apply to any residential use within a Planned Unit Development unless specifically listed as a use allowed by the Planned Unit Development. Nor does this Section apply to any dwelling unit permitted as an Accessory Dwelling Unit.

(c) Definition. As used in this Section, the following term shall have this meaning ascribed to it:

Short term rental means the rental of an entire dwelling unit for monetary consideration for a period of time less than thirty (30) consecutive days, not including a bed and breakfast, residency unit, boarding or rooming house, or hotel. This definition does not include offering the use of one's property where no fee is charged or collected.

(d) Requirements, Restrictions, and Standards. The following requirements, restrictions, and standards shall apply to short term rentals:

(1) The City of Glenwood Springs is not a party to and does not enforce any private covenants. Private covenants may restrict the ability for owners to engage in short term rentals.

(2) There shall be a designated responsible party, located within the local region, available for immediately responding to any issues arising from the short term rental. The designated responsible party may be the owner of the property.

(3) The owner or responsible party shall collect and pay all applicable local, state, and federal taxes including sales and lodging taxes.

(4) The owner or responsible party is responsible for ensuring the short term rental meets all applicable local, state, and federal regulations. For example, §38-45-101 C.R.S. et seq. requiring carbon monoxide alarms in residential property. The property owner, responsible party, or other persons shall not reside in the short-term vacation rental unit during periods of short-term rental; however, the property owner or permanent tenants not part of the short-term rental party may occupy the accessory dwelling unit on the property as their residence.

(5) The owner or responsible party is responsible for obtaining all required licenses in accordance with Title 050 of the Glenwood Springs Municipal Code.

(6) Occupancy limitations of a short term rental shall be established by the International Property Maintenance Code (IPMC) and shall be indicated on the short term rental permit.

(7) On properties with an accessory dwelling unit, only the primary dwelling on the property shall be eligible for a short term rental permit.

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(8) All vehicles shall be parked in designated parking areas, such as driveways and garages, or on-street parking, where permitted. No parking shall occur on lawns or sidewalks.

(9) The owner shall be responsible for ensuring that the short term rental complies with Section 100.010.060 of the Glenwood Springs Municipal Code entitled Garbage, refuse, and trash collection. Owners and responsible parties shall make arrangements for proper garbage, refuse, and trash collection.

(10) The following information must be posted in a prominent and visible location in the short-term rental:

- A. City of Glenwood Springs license(s) and short term rental permit;
- B. Contact information for owner and/or responsible party, including a phone number for 24 hour response to emergencies;
- C. Description of location of fire extinguishers and emergency egress; and
- D. Any other information deemed necessary by the Community Development Director or Building Official to ensure the public's health and safety.

(11) In a multi-family building under single ownership, no more than twenty-five (25%) but at least one (1) unit may be permitted as a short term rental.

(12) All advertising of a short-term rental, including advertising on website vacation booking sites, shall display the City of Glenwood Springs short-term rental permit number and business license number.

(13) A property owner may not be issued both a short-term rental permit and an accessory tourist rental permit on the same property at the same time; however, should an owner wish to change the use of a permitted short-term rental, he or she may do so by filing an application for an accessory tourist rental in accordance with Section 070.040.130 accessory tourist rentals. Upon issuance of a new accessory tourist rental permit, the existing short-term rental permit is automatically revoked.

(e) Application requirements. The owner shall submit the application on the form provided by the Community Development Director and shall pay the application fee set by City Council resolution. The Community Development Director may require submittal of such additional information as is deemed necessary to demonstrate compliance with the requirements of the Glenwood Springs Municipal Code including, but not limited to, building code and inspection requirements.

(f) Short Term Rental Permit. All short term rentals shall require a permit from the Community Development Director. This permit shall only be issued after the short term rental application has been approved in accordance with the Glenwood Springs Municipal Code and shall specify any terms and conditions of the permit. All permits shall be issued to the owner of the property. A change in ownership shall necessitate the issuance of a new permit. Permits shall be issued for a period of two (2) years and shall expire at the end of odd numbered years.

(g) Revocation of Permit. A short term rental permit may be revoked at any time by the Community Development Director should it be determined that the use is not being operated in compliance with this Section or any other section of the Glenwood Springs Municipal Code.

(h) Appeals. Appeals of administrative decisions may be made in accordance with Section 070.010.050 of the Glenwood Springs Municipal Code.

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SHORT-TERM RENTAL APPLICATION

Short term rental means the rental of an entire dwelling unit for monetary consideration for a period of time less than thirty (30) consecutive days, not including a bed and breakfast, residency unit, boarding or rooming house, accessory tourist rental, or hotel. This definition does not include offering the use of one's property where no fee is charged or collected.

GENERAL INFORMATION

OWNER:

Owner(s) of Residence: _____

Owner(s) Mail Address: _____

Owner(s) Home and Cell Phone Nos.: _____

Owner(s) E-Mail Address: _____

PROPERTY INFORMATION:

Address of Property to be used as a Short-Term Rental: _____

Complex Name and Unit No. _____

Number of Bedrooms: _____

Number of Parking Spaces on Site: _____

If the unit is in a multi-family complex, are there off-street parking spaces allocated to this unit?

_____ Yes _____ No

If yes, how many spaces? _____

LOCAL CONTACT INFORMATION:

(You may designate yourself as the local contact or another responsible party that resides within the Glenwood Springs area).

Responsible Party Name: _____

Responsible Party Mail Address: _____

Responsible Party Home and Cell Phone Nos.: _____

Responsible Party E-Mail Address: _____

REQUIREMENTS, RESTRICTIONS AND STANDARDS:

1. The City of Glenwood Springs is not a party to and does not enforce any private covenants. Property owners should review covenants that apply to the property they wish to use as a short-term rental since covenants may restrict an owner from engaging in the use of their property as a short-term rental.
2. There must be a designated responsible party located within the local region who is available to immediately respond to any issues arising from the short-term rental. The designated responsible party may be the owner of the property.
3. The owner or responsible party shall collect and pay all applicable state and local taxes including sales and lodging taxes.
4. The owner or responsible party is responsible for ensuring that the short-term rental meets all applicable local, state, and federal regulations. For example §38-45-101 C.R.S. et seq. requiring carbon monoxide alarms in residential properties.
5. The owner or responsible party is responsible for obtaining all required licenses and permits in accordance with Title 050 of the Glenwood Springs Municipal Code. The business license and sales tax license number must be displayed in all advertising, including advertising on vacation rental websites.
6. Occupancy limitations of a short-term rental shall be established by the 2009 International Property Maintenance Code (IPMC) and shall be indicated on the short-term rental permit.
7. On properties with an accessory dwelling unit, only the primary dwelling on the property shall be eligible for a short-term rental permit.
8. All vehicles shall be parked in designated parking areas, such as driveways and garages, or on the street where on-street parking is allowed. No parking of vehicles shall occur on lawns or sidewalks.
9. The owner or responsible party shall ensure that the short-term rental complies with Section 100.010.060 of the Glenwood Springs Municipal Code entitled garbage, refuse and trash collection. Owners and responsible parties shall make arrangements with rental parties for the proper collection and disposal of trash and refuse.
10. In a multi-family building where all units are under the same ownership, no more than 25% of the total number of units, but at least one (1) unit may be permitted as a short-term rental.
11. The following information must be posted in a prominent and visible location in the short-term rental:
 - a. City of Glenwood Springs licenses and Short-term Rental Permit.
 - b. Contact information for owner and/or designated responsible party including a phone number for 24 hour response to emergencies.
 - c. Diagram depicting the location of fire extinguishers and emergency egress.

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- d. Any other information deemed necessary by the Community Development Director or Building Official to ensure the public's health and safety.
- e. The maximum number of occupants as determined by the Building Official.

Note: A Short-term Rental Permit will only be issued after the application has been reviewed and approved in accordance with the Glenwood Springs Municipal Code. Specific terms and conditions may be included in the permit. All permits will be issued to the owner(s) of the property. A change in ownership requires the new property owner to apply for a new permit. Short-term rental permits expire at the end of odd numbered years. Property owners will be sent a new application form prior to expiration of their permit.

Owner's Signature/Certification:

By my signature below, I represent that all information contained in this application is true and correct to the best of my knowledge. I further certify that I have read the City of Glenwood Springs Short-term Rental regulations per Section 070.040.120 of the Glenwood Springs Municipal Code:

Owner(s) Signature: _____ Date: _____

_____ Date: _____

ADMINISTRATIVE USE ONLY:

Application received by: _____ Date: _____

Application fee collected: ☐ Amount: \$ _____

EXHIBIT P. Best Practices Articles

- 1.Lodging Revs
- 2.Colorado Municipal League
- 3.Host Compliance
- 4.Sustainable Economies Law Center



**Best Practices in Regulation and
Taxation of Short Term Rentals**

LODGINGRevs White Paper Series

Best Practices in Regulation and Taxation of Short Term Rentals

The growth of online short term rental listing platforms (Airbnb, VRBO, FlipKey), has simplified the rental process, resulting in significant growth of short term rental properties in almost every community.

This growth is causing many communities to revisit and revise their municipal code ordinances regarding the regulation and taxation of these rental properties.

Our experience in working with municipalities since 2011 has given us a perspective on best practices to achieve the objectives the municipalities establish regarding short term rentals.

The ordinances, fees and taxes, and compliance procedures work together as a tailored package to achieve those objectives. We have found that setting three goals for this package achieves the best long term results for the municipality:

- Make compliance requirements clear and reasonably easy to achieve
- Make it evident to property owners that non-compliance is expensive and futile
- Establish systems and procedures that ensure the cost of monitoring compliance goes down over time

The rest of this paper outlines our experience in achieving these goals.

Taxation

Let's tackle the "easier" subject first – taxation.

We have found that municipalities have generally had the best experience when establishing a "level playing field" - lodging is lodging - and should be subject to equal or neutral tax rates. Local visitors should pick the accommodations that best suit their needs, not the one that avoids lodging taxes.

Some platform providers, especially Airbnb, like to point out that renting out part of your home helps pay the mortgage. True, but it's still a business transaction. Unless you rent for less than 14 days a year, the rental income must be reported on your income tax filing. If municipalities want to support renting out a part of your home (sometimes referred to as "homestays") best practice says that's better accomplished through lower fees or easier regulations than through lower lodging tax rates.

Most municipalities include a penalty (additional percentage) for past due taxes from a late filing property (probably “pulled” into compliance).

We believe the **Best Practice** is to make this penalty consistent with late sales tax penalties and to consider waiving it for voluntary compliers during the initial effort/program to bring short term rental properties into compliance.

We have seen a small percentage of municipalities make the listing platforms responsible for filing and paying lodging taxes. We believe that responsibility should be a requirement of the property owner or property management company to ensure complete and transparent compliance.

There is also a major campaign underway by Airbnb to enter into “voluntary” compliance and tax payment agreements with jurisdictions. This can have some benefits and significant drawbacks due to the restrictions on transparency that Airbnb imposes. See our White Paper on the subject for a deeper discussion.

We have found that implementing on-line automated tax filing and payment systems seems to encourage quicker tax compliance, is popular with rental hosts, and helps municipalities control or cap costs associated with compliance.

Regulation

There is not one set of best practices for establishing regulations and ensuring compliance, though certain specific best practices apply to all municipalities.

Best practices must reflect the municipality’s tailored policy concerning short term rentals – what is their impact on the community, and how can that impact be best “managed”.

There is no question that the availability of on-line rental platforms, and their marketing efforts, have made it easier and more profitable for property owners to rent part or all of their property, whether they live there full-time, part-time (second homes) or never (investment property). This has led to a very rapid increase in short term rentals in almost every community across the country. The impact varies.

For many municipalities, local visitors or tourists, are a primary driver of the economy. The municipality wants to ensure that there are an adequate number of rooms, at different price levels, locations, and characteristics to meet the diverse needs of the visitors. Municipalities tend to want to see more short term rentals, especially entire units (homes or condos) made available to house visitors. **Encouraging** is the category name we give this set of regulations appropriate for these municipalities.

For some municipalities the shifting of homes into the short term rental market has removed them from the longer term rental market. This has a significant impact on availability and price of rentals for the workforce and students (if the municipality is home to a college or university). Additional, the increased attractiveness of utilizing homes as investment properties removes them from the market, typically

resulting in higher home prices, making it more difficult for residents to afford to buy a home. Additionally, in some communities, the attractiveness and characteristics of specific neighborhoods can lead to larger numbers of short term rentals, and accompanying problems with noise, parking and traffic. When these impacts become significant, municipalities tend to want to limit or tightly control the number (and often the location) of short term rentals. We name the appropriate set of regulations for this category **Restrictive**.

For other communities, the tug between the positive and negative impacts of increased number of short term rentals comes down more in the “middle”. While they would like to see more visitors, spending money at local businesses and adding sales tax revenue, they want to protect the livability of their neighborhoods, help foster affordability of workforce and student housing, and provide a level playing field for commercial hotels, motels and B&Bs. The name of the category of the appropriate set regulations for this set of communities, we’ve named **Balanced**.

Each of these categories – **Restrictive, Balanced, and Encouraging** – will address the specific aspects of regulations and compliance procedures, but will tend to select varying levels. The first step for each community is to develop and articulate the policy stance regarding short term rentals.

There will be certain best practices that are universal – they apply to all municipalities, regardless of the policy stance category.

For instance, in working with one of our first communities in 2011, we determined that requiring the license or permit number be displayed in all advertisements (print and online) would simplify (and lower the cost of) verifying compliance. This has become an industry standard, used around the world, including Paris, Airbnb’s largest market.

More recently, we have been encouraging municipalities to have the property hosts use the words Trusted, e.g. Telluride Trusted, before the relevant number, rather than Sales Tax Permit or License number, in the listings. This has a more positive slant for the host, and ensures that only properties within the jurisdiction can use the term and be “certified” as being in the community.

Another best practice is to automate the licensing process. This makes it easier for the property host and controls costs for the municipality. Most municipalities make the online applications and renewals free (include the cost in the license fee) and establish a “surcharge” fee for paper applications. With these practices, our experience is a 97% usage of the automated online option. Property hosts appreciate the ease of filing and paying taxes which the municipality has provided.

Specific Regulation Framework

In this section we detail the individual decisions that each jurisdiction must consider in crafting the ordinance and associated regulations. We list options and ranges that can be selected based on the public policy stance. We also highlight Best Practices that we believe all communities should adopt

1. Define what constitutes a short term rental.

Assuming that commercial hotels, motels and B&Bs are licensed, the focus is on individual units that are rented for a relatively short period of time to different individuals.

- Most municipalities choose **30 days** as the duration cut-off.
- **Restrictive** sometimes choose **60 days**.

Most municipalities do not include properties that are corporate housing – renting to new or visiting employees of a local company.

Must also decide whether to differentiate between rental of entire units (homestays), a separate room within a unit (homeshare) or a bed (roomshare). Encouraging often establish more lenient rules and lower fees for the latter two.

2. Decide what (if any) restrictions will be placed on the general category of short term rentals.

- **Restrictive** often set total allowed, totals by neighborhood and occasionally even totals by city block.

3. Decide what (if any) restrictions will be placed on individual short term rentals.

- **Restrictive** can set limits including:
 - Total number of days rented per year, season or month
 - Total number of “bookings” per year in certain neighborhoods
 - Minimum nights stay for each booking
 - Maximum occupancy
 - Square footage per occupant
 - Maximum units in a multi-unit building or complex
 - Available parking spaces per unit – usually tied to rooms or beds rented
 - Requirement that host must be living in, and be present in, the rental unit, in general or in specific neighborhoods or districts
 - Prohibition on serving alcohol (or even food) to guests
 - Requirement that “duplex neighbor” approve
 - Loss of license or permit due to stipulated number of complaints by neighbors
 - Requirement that if covered by an HOA, the HOA must allow short term rentals
- **Balanced** and **Encouraging** will have fewer individual restrictions.
 - HOA concurrence is typical
 - Loss of license due to neighbor complaints is often included

4. Establish licensing (or permitting) requirements (in addition to general requirements listed above), durations and fees. Ordinances should state that licenses are required prior to advertising the unit for rent.

Requirements could include:

- initial and annual safety inspections by the building department with special focus on safety exits
- smoke and CO monitors, fire extinguishers

- trash and recycling storage areas
- accessibility
- insurance coverage
- availability of a local “owner’s representative”
- specific information to be posted within rental unit including permit and contact info
- requirement to submit a yearly affidavit to rental history (frequency, duration and nightly rate)

These requirements are sometimes lessened for home shares and room shares.

Best Practice: require that every property provide the name and contact information of a local owner’s representative (or designated responsible party, which could be the owner) who can physically be at the property within a set period of time (from immediately to 2 hours), with current information listed on the pertinent license file.

Best Practice: application process includes an affidavit signed by owner (or property management company) acknowledging safety, noise, parking, trash and insurance regulations.

License duration (before required renewal) is typically one year, though some municipalities use 2 years and a few as many as 5 years. New licenses should be required with a change of ownership of the dwelling unit.

License (and renewal fees) should be set to a level that at least covers the jurisdiction’s costs and can be much higher for **Restrictive communities**. For example, in Crested Butte, they charge \$1,500 for the first year’s license. Many jurisdictions have varying fee levels depending upon occupancy limits (bedrooms or beds) in the rental unit). Home shares and room shares could be a lower level if desired, but often easier to have one standard set of fees.

Most jurisdictions choose to impose a penalty (fine) with interest for licenses that were not acquired prior to (or within a certain period of) the initial advertising or first rental transaction.

Best Practice: develop an “information campaign” highlighting that the jurisdiction is undertaking a thorough process to identify and monitor short term rentals. Include coverage in local newspapers and on the municipality’s website. Include a description of compliance requirements (Factsheet), including necessary steps, and point to an FAQ. Provide a grace period with waiver of penalties for voluntary compliance.

Implementing an automated on-line licensing system, with clear, easy to follow instructions, makes compliance an easier task and controls costs. Such a system should try to tie in all departments involved in the licensing process. Adding short term rentals to the licensing base could result in a very large increase in staff workload if not automated.

The Knowledge Now series features practical research on timely topics from the Colorado Municipal League.

SHORT-TERM RENTALS: MUNICIPAL BEST PRACTICES IN COLORADO

Short-term rentals (STRs) are residential properties that are rented to a visitor for fewer than 30 days. As the popularity of short-term rental properties continues to grow, the issues they create for municipal governments are growing as well. Municipal officials find themselves dealing with citizens' concerns about residential neighborhood integrity, unfair business competition, housing safety, and availability of affordable housing. Cities and towns are also seeking to collect sales and lodging taxes generated by this new business activity. Municipalities in Colorado and across the nation are handling STR issues in many ways. Austin, Texas, limits STRs to no more than three percent of non-primary residences in any census tract. San Francisco requires an adequate amount of insurance coverage. Portland, Oregon's ordinance states that STR operators must occupy the residence for at least nine months of the year. Santa Monica has created an enforcement department dedicated to policing STRs. A 2015 National League of Cities (NLC) study showed 13 percent of municipalities have adopted ordinances specifically regulating short-term rental properties, five percent have banned the practice, 24 percent are handling STRs through existing business regulations, and 58 percent have not addressed the issue.

Internet platforms have fueled the rapid expansion of STRs from a



service focused on renting spare rooms in private homes to the creation of local businesses which own houses that are used exclusively for short-term rentals. Rental data and analytics firm Airdna estimates that more than 22,000 homes and apartments in Colorado are listed with Airbnb — a leader in the online listing business. The top five municipalities with listings are Denver, Breckenridge, Steamboat Springs, Boulder, and Vail. More than 16,000 Colorado listings are posted on rival VRBO. Thousands more are listed on the many other Internet listing services.

There is no one-size-fits-all answer for municipalities in regulating short-term rentals. Do you limit STRs to a primary residence? Do you cap their numbers in residential zones? Do you enter into an agreement with the Internet listing company to collect and remit taxes?

How do you effectively enforce regulations? The NLC study concludes with sound advice: "As city officials prepare to modify regulations or develop new ordinances or legislation to fit the sharing economy they must balance issues of innovation, economic development, tourism, equity, access, and safety. At the same time, they must be mindful of the processes they put in place to understand these new businesses, engage the right stakeholders, share ideas for new regulations, capture and analyze new data, and develop implementation strategies."

Cities and towns across Colorado have enacted ordinances that regulate short-term rentals in ways that meet their community's needs. This *Knowledge Now* profiles four different approaches.

SHORT-TERM RENTALS IN BOULDER

By Thomas Carr, Boulder city attorney



On Sept. 29, 2015, Boulder City Council passed ordinance 8050 legalizing and regulating short-term rentals. The ordinance was effective Jan. 4, 2016, contingent on the voters passing a ballot measure extending the city's accommodations tax to short-term rentals. The voters approved a 7.5 percent tax on short-term rentals and the ordinance went into effect.

Boulder's ordinance is based on code provisions regulating properties rented for more than 30 days, which has been in place since the 1990s. The short-term rental code requires a license for all short-term rentals. The rental property must be the owner's principal residence. The address must appear on the owner's voter registration, auto registration or as the address at which the owner's children are registered for school. The owner must be a natural person and the owner's name must appear on the deed for the property.

On Dec. 6, the city council will be considering an amendment to allow short-term rental of properties held in a living trust. The property must



have smoke and carbon monoxide detectors, but the life safety inspections required for long-term rentals are waived for all short-term rentals except those in accessory units. All advertisements must include the short-term rental license number. A property can only have one short-term rental license. If there is an accessory unit on the property, either the main

residence or the accessory unit may have a license, but not both.

Occupancy is limited to either three or four unrelated persons depending on the zoning. A group of related persons is counted as one person. Short-term rentals are not permitted in affordable housing units. Accessory units may only be rented as short-term rentals for 120 days in any calendar year.

BRECKENRIDGE: A PIONEER IN SHORT-TERM RENTALS

By Leslie Fischer, Breckenridge accounting services manager

Short-term rentals (STR) are nothing new to the Town of Breckenridge. The Town has historically embraced and thrived with the widespread practice of STRs since boarding houses in the 1850s and their revival in popularity with the opening of the ski area in 1961.

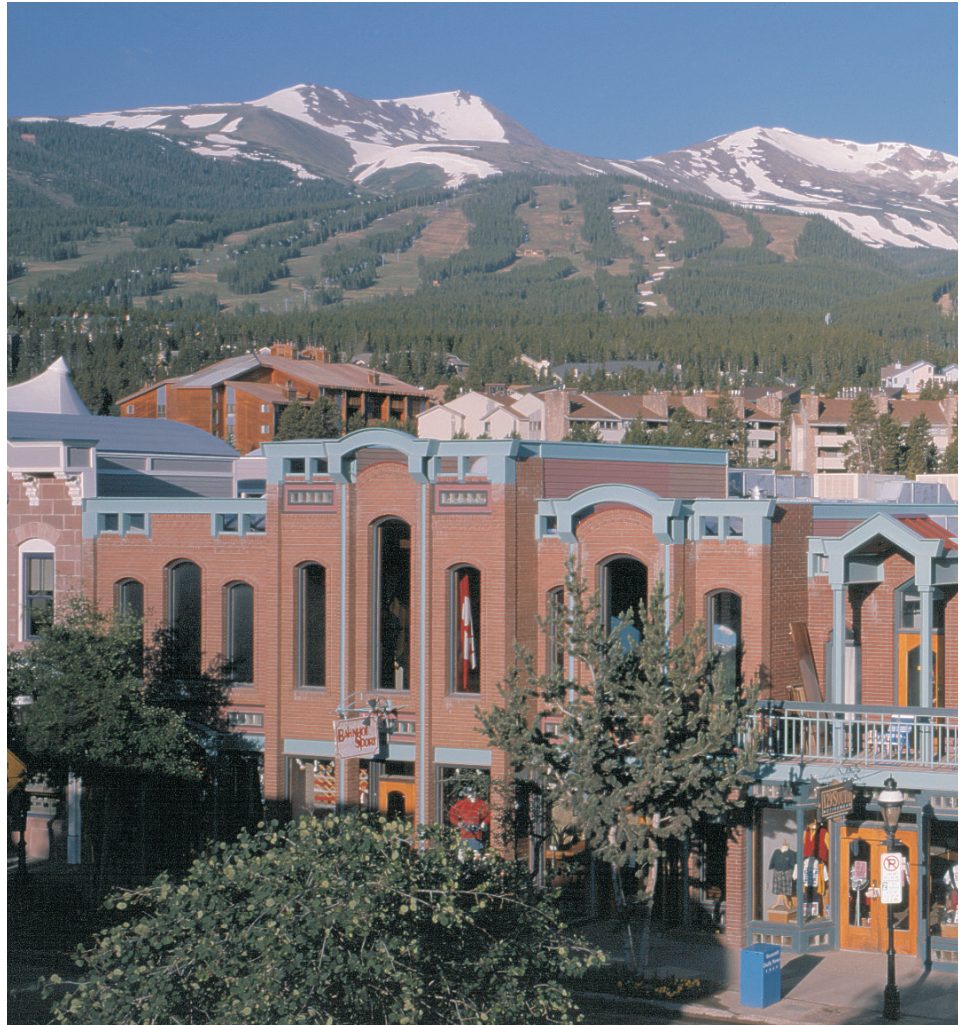
Breckenridge currently has a population close to 4,700 — yet sustains 3,345 accommodation unit licenses, six hotels, and three bed and breakfasts. Clearly STRs are vital to the economy of the Town. Combining sales, accommodations, and marijuana taxes — lodging services provide 40 percent of Town revenue. At the same time, the Town wants to ensure that long-term housing is available for the local workforce.

To that end, the Town has proposed a 2017 budget of more than \$19 million for the Affordable Housing Fund. The Town is also pursuing incentives for property owners to rent long-term. The “Housing Works” program, organized by a local nonprofit, is designed to match local families earning moderate household incomes with property owners who are either tired of dealing with the STR market or want to offer their home for long-term rental for the first time.

STR regulation in Breckenridge began in 1984 when the tax structure of collecting the town sales tax (currently 2.5 percent) and the Town accommodations tax (currently 3.4 percent) was applied to STRs. Together with state, county, and affordable housing sales taxes, the total tax on short term rentals is 11.675 percent.

The Breckenridge Municipal Code includes the following:

- Tax is collected on the purchase price of lodging, as well as any mandatory service charges required of the renter.
- Tax must be remitted directly to the Town and not be passed on



to another party such as a property manager.

- Tax charges must be listed separately on the bill presented to the consumer.
- Breckenridge recognizes that STRs are engaged in business. As a result, all property owners of STRs are required to pay an annual occupational license tax (aka Accommodation Unit License). The tax ranges from \$75 to \$175 annually, depending upon the number of bedrooms in the property. By requiring licensing (regardless of tax remittance), the Town is able to match online listings with the licensed owners.
- Breckenridge does not impose zoning restrictions on STRs, with the exception of prohibiting short

term rental of deed restricted workforce housing.

- Outside of the norm for residential properties, no additional restrictions are placed on STRs simply due to STR activity at the property (such as building inspections or additional safety regulations).
- STRs may be either a primary or non-primary residence and there is no occupancy limit imposed.

Even through these times of change, short-term rentals continue to play an important role in welcoming visitors to Breckenridge.

“ ... You better start swimming or you'll sink like a stone. For the times they are a-changing.”

— Bob Dylan

DENVER'S APPROACH TO SHORT-TERM RENTALS

By Luke Palmisano, aide to Denver Councilwoman Mary Beth Susman



Denver's approach to short-term rentals sought to craft 21st century solutions to 21st century concerns. We wanted solutions to protect the safety of guests and hosts while balancing the needs of neighbors, hosts, guests, hoteliers, and the city.

All short-term rentals (STRs) were illegal in solely residential zones prior to Denver's regulations. Actually the term "short-term rental" did not appear in our zoning code, but rental of residential units required at least a 30-day term.

The key components of Denver's regulations include a licensing requirement, an assessment of lodger's taxes (10.75 percent), measures to protect the safety of guests and hosts, and conditions that seek to ensure compliance. Denver requires hosts to obtain a short-term rental license through the Department of Excise and Licenses (EXL). The fee for the STR license is \$25 renewed annually. The tax license is \$50 renewed biennially.

STRs are an accessory use wherever residential uses are allowed; therefore the host does not need a zoning permit. The unit must be the primary residence of the host (whether owned or rented), certified by driver's license, voter registration, and other means. An



inspection is not required to obtain a license. Hosts do not need to be present while renting their dwelling.

Hosts must have a carbon monoxide detector, smoke detector, and fire extinguisher. They must also provide guests with an information packet that includes noise ordinance regulations, trash pick-up dates and rules, local contacts, and other information.

An important goal was to create a simple enough process that would induce the greatest compliance rate because licensing gives us the best route to enforcement. To further that end, Denver is the first municipality in the nation to offer a short-term rental

licenses completely online. Applicants affirm their primary residence status, presence of equipment and materials all online, under penalty of perjury.

To aid in enforcement, Denver's STR ordinance requires the licensed host to post the license number on all advertising. This provides EXL the ability to spot check STR listings on all venues/platforms for compliance. If a listing does not include a license number EXL pursues compliance.

All permitting of STRs can be prohibited by landlords and homeowners associations. Apartment complexes with "guest suites" are exempt from needing licenses.

DURANGO ADDRESSES SHORT-TERM RENTAL ISSUES

By Mary Beth Miles, Durango assistant to the city manager/sustainability coordinator

Checking in for a night's stay no longer requires going up to the welcome counter to produce your ID and credit card. With the arrival of Airbnb, VRBO, and HomeAway, lodging options have changed forever.

That is why the City of Durango recognized the need to address the impacts of short-term rentals in 2014. The policy adopted by the City Council focused on preserving residential and neighborhood character; ensuring collection of sales and lodging taxes; and requiring compliance with basic health and life safety regulations.

Durango's policy balances short-term lodging needs with the need to maintain and provide adequate housing options for full-time residents. The challenge is exacerbated by a 1.2 percent rental vacancy rate in an already strained housing market. As a tourist destination, Durango's economy benefits from visitors who contribute to the local economy. Property owners recognize the income potential of the short-term rental market. Thus, Durango developed an innovative policy solution that simultaneously balanced rental market pressures, the sharing of residential real estate, and income potential for local property owners.

The short-term rental regulations seek to maintain neighborhood character, vitality, and vibrancy by ensuring that land uses are compatible. Durango only allows short-term rentals in limited zones, employs a street segment cap



that restricts short-term rentals to only one per block face, and requires all short-term rentals to obtain a limited use permit. In addition to fulfilling the land use process requirements, short-term rentals are also required to obtain business and lodger's tax licenses. The City's regulations are intended to prohibit market saturation. Of the approximately 8,000 housing units in Durango, in the two zones where short-term rentals are permitted, there a total of 60 permits available for short-term rentals.

Additional changes to the policy are being contemplated by city council to address short-term rental agreements for a single room in a residential unit.

Under the existing regulations, this type of arrangement, common under the Airbnb model, is not permitted. A pilot program, restricted to certain areas of the city, is being developed with a separate permitting process to address these rental units.

There is no one-size-fits-all regulatory framework for municipalities in Colorado seeking to regulate short-term rentals. Durango has developed — and continues to refine — a policy governing this emerging economy that is context-sensitive and reflective of our community character.

RESOURCES

CML continues to develop STR information through the CML Sharing Economy Task Force, chaired by Denver Councilmember Mary Beth Susman. A matrix of STR ordinances as well as sample ordinances, licensing forms, and other information is available on the CML website at www.cml.org, under Issues > Sharing Economy > Ordinances.

An informative study of vacation home rentals conducted by the Colorado Association of Ski Towns may be viewed online at the CAST website (coskitowns.com/links-of-interest).



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HOSTCOMPLIANCE WHITE PAPER

Introduction: The meteoric rise of “home-sharing” and short-term rentals

Sharing our homes has been commonplace for as long as there have been spare rooms and comfortable couches. Whether through word of mouth, ads in newspapers or flyers on community bulletin boards, renters and homeowners alike have always managed to rent out or share rooms in their living spaces. Traditionally these transactions were decidedly analog, local and limited in nature, but with advance of the internet and websites such as Airbnb.com and HomeAway.com it has suddenly become possible for people to advertise and rent out their homes and spare bedrooms to complete strangers from far-away with a few mouse-clicks or taps on a smartphone screen. As a result, the number of homes listed for short-term rent has grown to about 4 million, a 10 fold increase over the last 5 years. With this rapid growth, many communities across the country are for the first time experiencing the many positive and negative consequences of an increased volume of “strangers” in residential communities. While some of these consequences are arguably positive (increased business for local merchants catering to the tourists etc.) there are also many potential issues and negative side-effects that local government leaders may want to try to mitigate by adopting sensible and enforceable regulation.

How to effectively regulate home-sharing and short-term rentals has therefore suddenly become one of the hottest topics among local government leaders across the country. In fact, at the recent National League of Cities conference in Nashville, TN, there were more presentations and work sessions dedicated to this topic than to any other topic. Yet, despite more than 32,000 news articles written on the topic in recent years, surprisingly little has been written on how to implement simple, sensible and enforceable local policies that appropriately balances the rights of homeowners with the interests of neighbors and other community members who may only experience the negative side-effects associated with people renting out their homes on a short-term basis. This guide seeks to address this knowledge gap and offer practical advice and concrete examples of short-term rental regulation that actually works.

Why regulate home-sharing and short-term rentals in the first place?

There are many good reasons why local government leaders are focused on finding ways to manage the rapid growth of home-sharing and short-term rental properties in their communities. To name a few:

1. Increased tourist traffic from short-term renters has the potential to slowly transform peaceful residential communities into “communities of transients” where people are less interested in investing in one another’s lives, be it in the form of informal friend groups or church, school and other community based organizations.
2. Short-term renters may not always know (or follow) local rules, resulting in public safety risks, noise issues, trash and parking problems for nearby residents.
3. So-called “party houses” i.e. homes that are continuously rented to larger groups of people with the intent to party can severely impact neighbors and drive down nearby home values.
4. Conversion of residential units into short-term rentals can result in less availability of affordable housing options and higher rents for long-term renters in the community.
5. Local service jobs can be jeopardized as unfair competition from unregulated and untaxed short-term rentals reduces demand for local bed & breakfasts, hotels and motels.
6. Towns often lose out on tax revenue (most often referred to as Transient Occupancy Tax / Hotel Tax / Bed Tax or Transaction Privilege Tax) as most short-term landlords fail to remit those taxes even if it is required by law.
7. Lack of proper regulation or limited enforcement of existing ordinances may cause tension or hostility between short-term landlords and their neighbors
8. The existence of “pseudo hotels” in residential neighborhoods (often in violation of local zoning ordinances etc.) may lead to disillusionment with local government officials who may be perceived as ineffective in protecting the interests of local tax-paying citizens.

In short, while it may be very lucrative for private citizens to become part-time innkeepers, most of the negative externalities are borne by the neighbors and surrounding community who may not be getting much in return. The big questions is therefore not whether it makes sense to regulate short-term rentals and home-sharing, but how to do it to preserve as many of the benefits as possible without turning neighbors and other local community members into “innocent bystanders”. In the next sections we will explore how to actually do this in practice.

Effective home-sharing and short-term rentals regulation starts with explicit policy objectives and a clear understanding of what regulatory requirements can be enforced

As with most regulation enacted on the local level, there is no “one size fits all” regulatory approach that will work for all communities. Instead local regulation

should be adapted to fit the local circumstances and policy objectives while explicitly factoring in that any regulation is only worth the paper it is written on if it can be enforced in a practical and cost-effective manner.

START WITH EXPLICIT POLICY OBJECTIVES!

As famously stated in Alice in Wonderland: “If you don't know where you are going, any road will get you there.” The same can be said about short-term rental regulation, and unfortunately many town and city councils end up regulating the practice without first thinking through the community’s larger strategic objectives and exactly which of the potential negative side effects associated with short-term rentals that the regulation should try to address. As an example, the Town of Tiburon in California recently passed a total ban of short-term rentals and home-sharing without thinking through the severely negative impact of such regulation on its stated strategic policy objective of revitalizing its downtown. Likewise the City of Mill Valley, California recently adopted an ordinance requiring short-term landlords to register with the city, while failing to put in place an effective mechanism to shut-down “party-houses” although there had been several complaints about such properties in the past. Such oversight was clearly unintentional but highlights the fact that the topic of regulating short-term rentals and home-sharing is extremely complicated and it is easy to miss the forest for the trees when it comes time to actually writing the local code. To avoid this pitfall, local government leaders should therefore first agree on a specific list of goals that the new short-term rental regulation should accomplish before discussing any of the technical details of how to write and implement the new regulation. Any draft regulation should be evaluated against these specific goals and only code requirements that are specifically designed to address any of those concrete goals should be included in the final ordinance. Below are a few concrete examples of what such lists of concrete policy objective could look like for various types of communities:

EXAMPLE A: LIST OF SHORT-TERM RENTAL POLICY OBJECTIVES FOR AN AFFLUENT RESIDENTIAL COMMUNITY IN ATTRACTIVE LOCATION

- Ensure that traditional residential neighborhoods are not turned into tourist areas to the detriment of long-time residents
- Ensure any regulation of short-term rentals and home-sharing does not negatively affect property values (and property tax revenue)
- Ensure that homes are not turned into pseudo hotels or “party houses”
- Minimize public safety risks and the noise, trash and parking problems often associated with short-term rentals and home-sharing without creating additional work for the local police department

- Give permanent residents the option to occasionally utilize their properties to generate extra income from short-term rentals and home-sharing as long as all of the above mentioned policy objectives are met

EXAMPLE B: LIST OF SHORT-TERM RENTAL POLICY OBJECTIVES FOR AN URBAN COMMUNITY WITH A SHORTAGE OF AFFORDABLE HOUSING

- Maximize the availability of affordable housing options by ensuring that no long-term rental properties are converted into short-term rentals
- Ensure that short-term rentals and home-sharers are taxed in the same way as traditional lodging providers to ensure a level playing field and maintain local service jobs
- Ensure that the city does not lose out on hotel / bed / transient occupancy tax revenue that could be invested in much needed services for permanent residents
- Minimize public safety risks and the noise, trash and parking problems often associated with short-term rentals and home-sharing without creating additional work for the local police department
- Give permanent residents the option to occasionally utilize their properties to generate extra income from short-term rentals and home-sharing as long as all of the above mentioned policy objectives are met

EXAMPLE C: LIST OF SHORT-TERM RENTAL POLICY OBJECTIVES FOR A WORKING-CLASS SUBURBAN COMMUNITY WITH AMPLE HOUSING AVAILABILITY AND A STRUGGLING DOWNTOWN

- Give property owners the option to utilize their properties as short-term rentals and for home-sharing to help them make ends meet
- Encourage additional tourism to drive more business to downtown stores and restaurants
- Minimize public safety risks and the noise, trash and parking problems often associated with short-term rentals and home-sharing without creating additional work for the local police department
- Ensure that the city does not lose out on tax revenue that could be invested in much needed services for permanent residents

EXAMPLE D: LIST OF SHORT-TERM RENTAL POLICY OBJECTIVES FOR BEACH TOWN WITH A LARGE STOCK OF TRADITIONAL VACATION RENTALS

- Ensure any regulation of hoe-sharing and short-term rentals does not negatively affect the value of second homes (and thereby property tax revenue)

- Encourage increased visitation to local stores and restaurants to increase the overall availability of services and maximize sales tax collection
- Minimize public safety risks and the noise, trash and parking problems often associated with short-term rentals and home-sharing without creating additional work for the local police department

Once clear and concrete policy objectives have been formulated the next step is to understand what information can be used for code enforcement purposes, so that the adopted short-term rental regulation can be enforced in a cost-effective manner.

ONLY ADOPT POLICY REQUIREMENTS THAT CAN AND WILL BE ENFORCED!

While it may seem obvious that only enforceable legislation should be adopted, it is mind-boggling how often this simple principle is ignored. To give a few examples, the two California towns previously mentioned not only failed to adopt regulation consistent with their overall strategic policy objectives, but also ended up adopting completely unenforceable rules. In the case of Tiburon, the town council instituted a complete ban of all short-term rentals and home-sharing within its jurisdiction, but not only failed to allocate any budget to enforce it, but also failed put in place fines large enough to deter any violation of the ban. As a result, the number of properties listed for rent has remained virtually unchanged before and after the ban.

In the case of Mill Valley, the town's registration requirement turned out to be completely unenforceable as the town's personnel had neither the technical expertise, time nor budget to track down short-term landlords that failed to register. As a result, the town has had to rely exclusively on self-reporting, and unsurprisingly the compliance rate has been less than 5%.

As for local governments that require short-term rental property owners to pay tax to the local jurisdiction without allocating budget to enforcing such rules, they have found themselves in similar situations, with compliance rates in the 5% range.

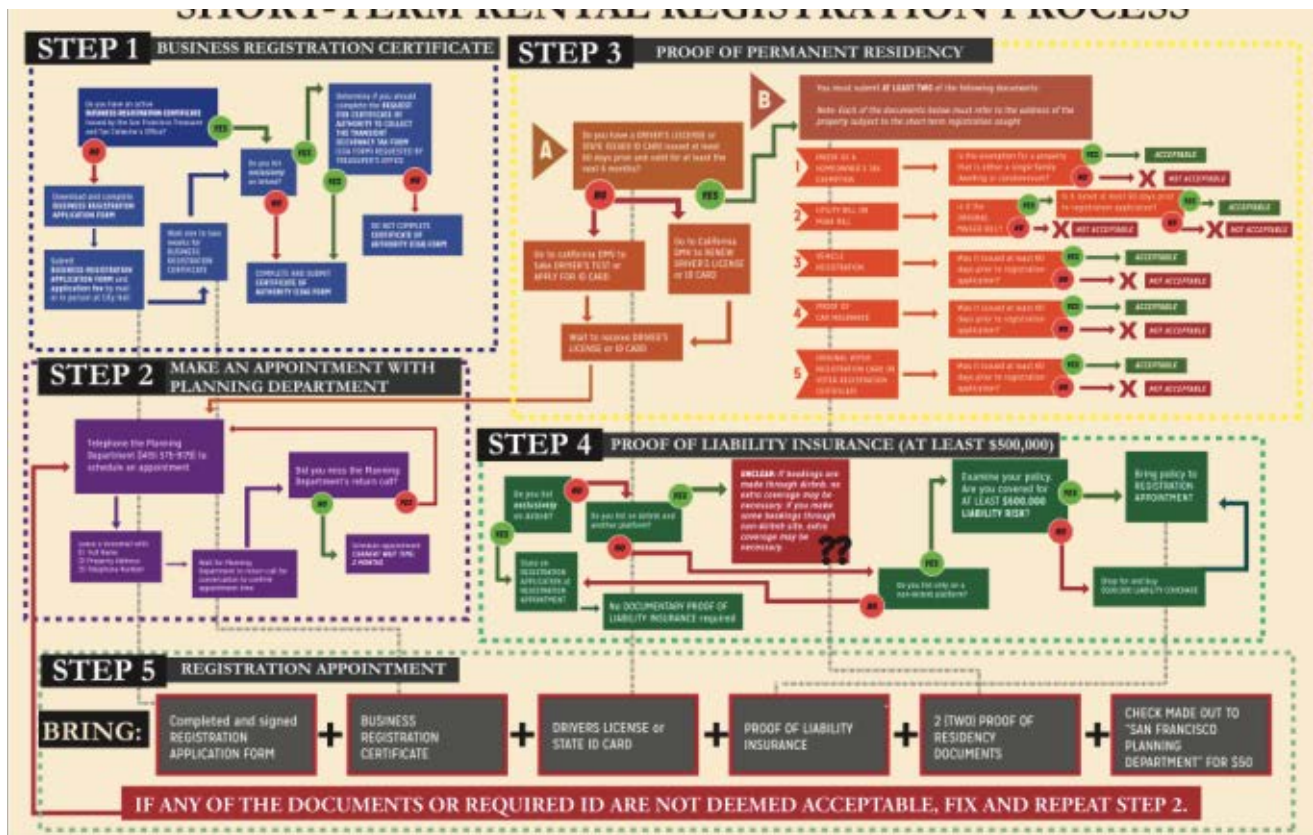
KEEP IT SIMPLE!

Another common mistake is for cities to adopt complicated rules that are hard for citizens to understand and follow and that require large investments in enforcement. As an example, despite setting up a dedicated department to enforce its short-term rental regulation, the City of San Francisco has only achieve a 10-15% compliance rate as its regulation is so complicated and its registration process so agonizing that most people give up before even trying to follow the rules. Below is

flow-chart that illustrates San Francisco’s cumbersome short-term rental registration process.

Sharing our homes has been commonplace for as long as there have been spare rooms and comfortable couches. Whether through word of mouth, ads in newspapers or flyers on community bulletin boards, renters and homeowners alike have always managed to rent out or share rooms in their living spaces. Traditionally these transactions were decidedly analog, local and limited in nature, but with advance of the internet and websites such as Airbnb.com and HomeAway.com it has suddenly become possible for people to advertise and rent out their homes and spare bedrooms to complete strangers from far-away with a few mouse-clicks or taps on a smartphone screen. As a result, the number of homes listed for short-term rent has grown to about 4 million, a 10 fold increase over the last 5 years. With this rapid growth, many communities across the country are for the first time experiencing the many positive and negative consequences of an increased volume of “strangers” in residential communities. While some of these consequences are arguably positive (increased business for local merchants catering to the tourists etc.) there are also many potential issues and negative side-effects that local government leaders may want to try to mitigate by adopting sensible and enforceable regulation.

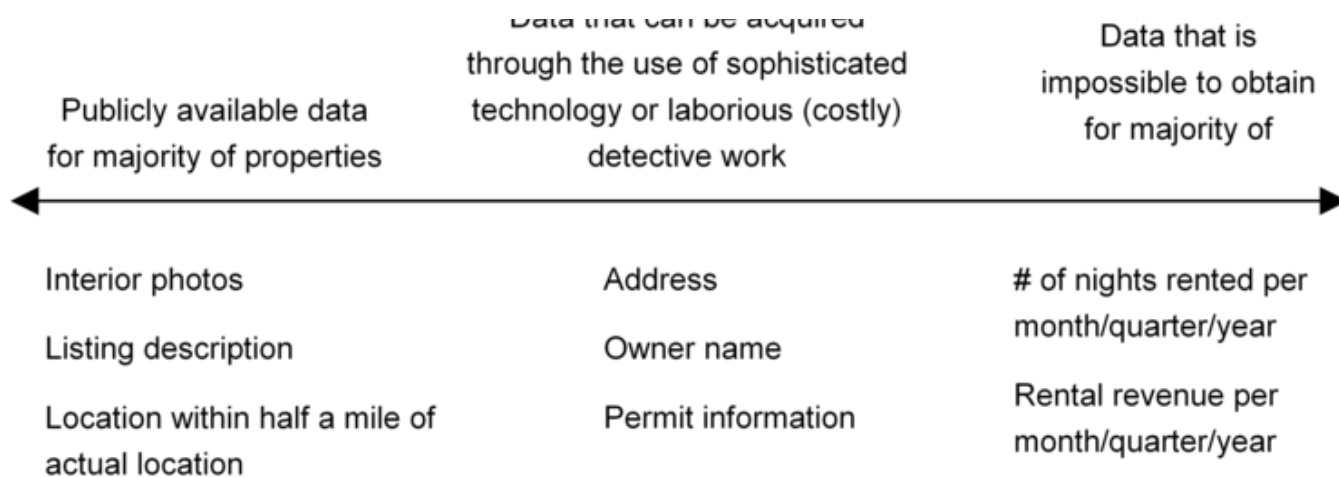
How to effectively regulate home-sharing and short-term rentals has therefore suddenly become one of the hottest topics among local government leaders across the country. In fact, at the recent National League of Cities conference in Nashville, TN, there were more presentations and work sessions dedicated to this topic than to any other topic. Yet, despite more than 32,000 news articles written on the topic in recent years , surprisingly little has been written on how to implement simple, sensible and enforceable local policies that appropriately balances the rights of homeowners with the interests of neighbors and other community members who may only experience the negative side-effects associated with people renting out their homes on a short-term basis. This guide seeks to address this knowledge gap and offer practical advice and concrete examples of short-term rental regulation that actually works.



While hindsight is 20/20, it is worth noting that the registration requirements were probably well-intended and made logical sense to the council members and staff that adopted them. The problem was therefore not ill-will but a lack of understanding of the practical details as to how the various short-term rental websites actual work. As an example San Francisco's short-term rental regulation require that property owner's display their permit number on any advertising (including online listings) whereas Airbnb's website has built-in functionality that specifically prevents short-term landlords from doing so and automatically deletes all "permit sounding" information from the listings in most locations. Likewise, San Francisco's legislation bans anyone for renting their homes for more than 90 days per calendar year, while none of the home-sharing websites give code enforcement officers the ability to collect the data necessary to enforce that rule. To make matters worse, the listing websites have refused to share any property specific data with the local authorities and have even gone as far as suing the cities that have been asking for such detailed data. Local government officials should therefore not assume that the listing websites will be collaborative when it comes to sharing data that will make it possible for local code enforcement officers to monitor compliance with complicated short-term rental regulation on the property level. Instead, local government leaders should seek to carefully understand the data limitations before adopting regulation that cannot be practically enforced. To get a quick overview of what information that can be relied

on for short-term rental compliance monitoring and enforcement purposes, please see the diagram below that shows which:

1. data is publicly available on the various home-sharing websites
2. information that can be uncovered through the deployment of sophisticated “big data” technology and trained experts (or time-consuming and therefore costly detective work conducted by a town’s own staff)
3. property specific details that are practically impossible to obtain despite significant investment of time and money



So where does that leave local government leaders who want to put in place enforceable short-term rental regulation? In the next section we will explore, describe, and assess the viable regulatory tools available for local government leaders to effectively address the key issues related to taxation, regulation, social equity and economic development.

Viable regulatory approaches to managing short-term rentals and home-sharing

As mentioned earlier, the first step to creating effective short-term rental regulation is to document and get agreement on a set of clear and concrete policy objectives. Once this has been accomplished putting together the actual regulatory requirements can be simplified by referring to the “cheat sheet” below, which lists the regulatory levers that can be pulled to accomplish those goals in a practical and cost-effective manner while factoring in the data limitations highlighted in the previous section.

SHORT-TERM RENTAL POLICY OBJECTIVES AND THE ASSOCIATED VIABLE
REGULATORY APPROACHES

Policy Objective	Viable Regulatory Approach(es)	Unviable Regulatory Approach(es)
Give law abiding and respectful citizens the option to utilize their homes as short-term rentals	Adopt a formal annual permitting requirement and a process for revoking permits from “trouble properties”. As an example a local government can adopt a “3 strikes rule” whereby a permit is automatically revoked for a number of years in the event the local government receives 3 (substantiated) complaints about a property within a certain time frame (i.e. a 24 month period). Alternatively, a local government can adopt a rule” by which a permit is automatically revoked in the event the town receives conclusive evidence (police report, video evidence etc.) that a city ordinance has been violated.	Failing to clearly specify what rules law abiding and respectful short-term landlords and their renters must comply with. Adopting regulation that does not clearly define the criteria and process for revoking a short-term rental permit.
Ensure that speculators do not buy up homes to turn them into pseudo hotels while still giving permanent residents the option to utilize their homes to generate	Adopt a formal permit requirement and make it a condition that the permit holder verifies residency on an annual basis by submitting the same documentation as is required to verify residency for public school attendance purposes	Adopting a permitting process that does not formally require short-term rental permit holders to verify that they are permanent residents of the permitted property

extra income from short-term rentals and home-sharing		
Ensure that homes are only occasionally used as short-term rentals (and not continuously rented out to new people on a short term basis)	It is unfortunately not practically possible to enforce any formal limits on the number of times or number of days that a particular property is rented on an annual/quarterly/monthly basis, but adopting a permanent residency requirement for short-term rental permit holders (see above) can ensure that there is a practical upper limit to how often most properties are any property is rented out each year (most people can only take a few weeks of vacation each year and they are therefore practically restricted to rent out their homes for those few weeks). There is unfortunately no easy way to deal with the tiny minority of homes where the “permanent resident” owners have the ability to take extended vacations and rent out their home continuously. That said, if the above mentioned “permanent residency requirement” is combined with rules to mitigate noise, parking and trash related issues, the potential problems associated with these few homes should be	A formal limit on the number of times or number of days each property can be rented on an annual/quarterly/monthly basis is not enforceable as occupancy data is simply not available without doing a formal audit of each and every property.

	manageable. Adopting a ““permanent residency requirement” also comes with the additional side benefit that most people don’t want to rent out their primary residence to people who may trash it or be a nuisance to the neighbors. The “permanent residency requirement” can therefore also help minimize noise, parking and trash related issues.	
Ensure homes are not turned into “party houses”	Adopt a formal permit requirement and put in place a specific limit on the number of people that are allowed to stay on the property at any given time. The “people limit” can be the same for all permitted properties (i.e. a max of 10 people) or be correlated with the number of bedrooms. In addition, the regulation should formally specify that any advertisement of the property (offline or online) and all rental contracts must contain language that specifies the allowed “people limit” to make it clear to (potential) renters that the home cannot be used for large gatherings. While not bullet-proof, adopting these requirements will deter most abuse. In addition it is possible to	Adopting any regulation that does not clearly define what types of uses are disallowed will be ineffective and likely result in misinterpretation and/or abuse.

	proactively enforce this rule as all listing websites require (or allow) hosts to indicate their property's maximum occupancy on the listings.	
Minimize potential parking problems for the neighbors of short-term rental properties	Adopt a formal permit requirement and put in place a specific limit on the number of motor vehicles that short-term renters are allowed to park on/near the property. The "motor vehicle limit" can be the same for all permitted properties (i.e. a max of 2) or be dependent on the number of permanent parking spots available on the property. In addition, the regulation should formally specify that any advertisement of the property (offline or online) and any rental contract must contain language that specifies the allowed "motor vehicle limit" to make it clear to (potential) renters that bringing more cars is disallowed. As with the "people limit" rule mentioned above, adopting these parking disclosure requirements will deter most abuse. In addition it is easy to proactively enforce this rule as most listing websites require or allow their hosts to describe their property's parking situation on the listing.	Adopting any regulation that does not clearly define a specific limit on the number of motor vehicles that short-term renters are allowed to park on/near the property.

Minimize public safety risks and possible noise and trash problems without creating additional work for the local police department and code enforcement personnel

- Require that all short-term rental contracts include a copy of the local sound/trash/parking ordinances and/or a "Good Neighbor Brochure" that summarizes the local sound/trash/parking ordinances and what is expected of the renter. ul>
- Require that short-term rental permit holders list a "local contact" that can be reached 24/7 and immediately take corrective action in the event any non-emergency issues are reported (i.e. deal with suspected noise, trash or parking problems) ul>
- Establish a 24/7 hotline to allow neighbors and other citizens to easily report non-emergency issues without involving local law/code enforcement officers. Once notified of a potential ordinance violation, the hotline personnel will contact the affected property's "local contact", and only involve the local law and/or code enforcement personnel in the event that the 'local contact' is unsuccessful in remedying the situation within a reasonable

Adopting any regulation and enforcement processes that do not explicitly specify how non-emergency problems should be reported and addressed.

	amount of time (i.e. 20-30 minutes).	
Ensure that no long-term rental properties are converted to short-term rentals to the detriment of long-term renters in the community	Adopt a permanent residency requirement for short-term rental permit holders (see above) to prevent absentee landlords from converting long-term rental properties into short-term rentals.	Adopting a permitting process that does not formally require short-term rental permit holders to verify that they are permanent residents of the permitted property will be ineffective in preventing absentee landlords from converting their long-term rental properties into short-term rentals.
Ensure that residential neighborhoods are not inadvertently turned into tourist areas to the detriment of permanent residents	Implement one or both of the following regulatory approaches: • Adopt a formal permit requirement and set specific quotas on the number of short-term rental permits allowed in any given neighborhood, and/or • Adopt the “permanent residency requirement” for short-term rental permit holders (mentioned above) to ensure that there is a practical upper limit to how often any property is rented out each year	Adopting a complete ban on short-term rentals, unless such a ban is heavily enforced.

Ensure the physical safety of short-term renters	Adopt a physical safety inspection requirement as part of the permit approval process. The inspection can be conducted by the municipality's own staff or the local fire/police force and can cover various amounts of potential safety hazards. As a minimum such inspection should ensure that all rentals provide a minimum level of protection to the renters who are sleeping in unfamiliar surroundings and therefore may be disadvantaged if forced to evacuate the structure in the event of an emergency.	Adopting a self-certification process that does not involve an objective 3rd party.
Ensure any regulation of short-term rentals and home-sharing does not negatively affect property values or create other unexpected negative long-term side-effects	Adopt regulation that automatically expires after a certain amount of time (i.e. 2-5 years) to ensure that the rules and processes that are adopted now are evaluated as the market and technology evolves over time.	Adopt regulation that does not contain a catalyst for evaluating its effectiveness and side-effects down the line.

In addition to the above targeted regulatory measures, local governments should adopt requirements for short-term rental permit holders to maintain books and records for a minimum of 3 years so that it is possible to obtain the information necessary to conduct inspections or audits as required. Finally, it is imperative that local governments adopt fine structures that adequately incentivizes short-term landlords to comply with the adopted regulation. Ideally the fines should be proportionate to the economic gains that potential violators can realize from breaking the rules, and fines should be ratcheted up for repeat violators. Below is an example of a fine schedule that will work for most jurisdictions:

	1st violation	2nd violation	3rd violation	4th violation
Fine for advertising a property for short-term rent (online or offline) without first having obtained a permit or for violating any other requirements of the local government's short-term rental regulation including failure to comply with the local listing requirements	\$250 per day	500 per day	\$750 per day	Upon the fourth or subsequent violation in any twenty-four month period, the local government may suspend or revoke any permit. The suspension or revocation can be appealed.
Notes: - Any person found to be in violation of this regulation in a civil case brought by a law enforcement agency shall be ordered to reimburse the local government and other participating law enforcement agencies their full investigative costs, pay all back-owed taxes, and remit all illegally obtained short-term rental revenue proceeds to the local government - Any unpaid fine will be subject to interest from the date on which the fine became due and payable to the local government until the date of payment. - The remedies provided for in this fine schedule are in addition to, and not in lieu of, all other legal remedies, criminal or civil, which may be pursued by the local government to address any violation or other public nuisance.				

Best Practices for Enforcing Home-Sharing and Short-term Rental Regulation

To implement any type of effective short-term rental regulation, be it a total ban, a permitting requirement, and/or a tax, local governments must expect to invest some level of staff time and/or other resources in compliance monitoring and enforcement. That said, most local governments are neither technically equipped nor large enough to build the true expertise and sophisticated software needed to do this cost-effectively. There are several reason why this is the case:

1. Rental property listings are spread across dozens (or hundreds) of different home sharing websites, with new sites popping up all the time (Airbnb and HomeAway are only a small portion of the total market)
2. Manually monitoring 100s or 1,000s of short-term rental properties within a specific jurisdiction is practically impossible without sophisticated databases as property listings are constantly added, changed or removed
3. Address data is hidden from property listings making it time-consuming or impossible to identify the exact properties and owners based just on the information available on the home-sharing websites
4. The listing websites most often disallow property owners from including permit data on their listings, making it impossible to quickly identify unpermitted properties
5. There is no manual way to find out how often individual properties are rented and for how much, and it is therefore very difficult to precisely calculate the amount of taxes owed by an individual property owner

Luckily, it is possible to cost-effectively outsource most this work to new innovative companies such as Host Compliance that specialize in this area and have developed sophisticated big data technology and deep domain expertise to bring down the compliance monitoring and code enforcement costs to a minimum. In many situations, these companies can even take on all the work associated with managing the enforcement of the short-term rental regulation in return for a percentage of the incremental permitting fees, tax revenue and fine revenue that they help their local government partners collect. Adopting short-term rental regulation and outsourcing the administration and enforcement can therefore be net-revenue positive for the local government, while adding no or little additional work to the plates of internal staff. What's more, getting started generally requires no up-front investment, long-term commitment or complicated IT integration.

That said, while it is good to know that adopting and enforcing short-term regulation can be net revenue positive if done in partnership with an expert firm, it is important to note that the economic benefits are only a small part of the equation and that local government leaders should also factor in the many non-economic benefits associated with managing and monitoring the rapidly growing short-term rental industry in their local communities. These non-economic benefits are often much more important to the local citizens than the incremental tax revenue, so even if the incremental revenue numbers may not seem material in the context of a local government's overall budget, the problems that unregulated and/or unmonitored short-term rentals and home-sharing can cause for the neighbors and other "innocent bystanders" can be quite material and should therefore not be ignored. Or as Jessica C. Neufeld from Austin,

TX who suddenly found herself and her family living next to a “party house” reminds us: *“We did not buy our house to be living next to a hotel. Would you buy a home if you knew a hotel like this was operating next door, if you wanted to set your life up and raise a family?”* [1].

Conclusion

It is the responsibility of local government leaders to ensure that as few people as possible find themselves in the same unfortunate situation as Jessica and her family. In this white-paper we have outlined how to make it happen - in a revenue positive way. To find out more about how we can help your community implement simple, sensible and enforceable short-term rental regulation, feel free to visit us on www.hostcompliance.com or call us for a free consultation on (415) 715-9280. We would also be more than happy to provide you with a complimentary analysis of the short-term rental landscape in your local government’s jurisdiction and put together an estimate of the revenue potential associated with adopting (or more actively enforcing) short-term rental regulation in your community.

[1] New York Times article: “New Worry for Home Buyers: A Party House Next Door”, October 10, 2015



**Sustainable
Economies
Law Center**

REGULATING SHORT-TERM RENTALS: A Guidebook for Equitable Policy

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CREDITS

Authored by:

YASSI ESKANDARI-QAJAR

Policy Director, Sustainable Economies Law Center

JANELLE ORSI

Co-Founder and Executive Director, Sustainable Economies Law Center

With input from*:

JESSICA ARENA

ELIZABETH BURNETT

EUNICE KWON

RICARDO NUNEZ

CAMERON RHUDY

SARA STEPHENS

CASEY STRONG

NEIL THAPAR

CHRIS TITTLE

Design lead:

EUNICE KWON

About SELC:

Sustainable Economies Law Center (SELC) is a nonprofit that charts the legal territory of the new economy, educates people about the possibilities and limits of creative economic structures, and advocates for laws that clear the way for community resilience.

**(this publication does not necessarily represent their positions)*



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EXECUTIVE SUMMARY

Sooner or later, nearly every city will need to address the rapid spread of short-term rentals. Though the activity itself is not new, in recent years, companies including Airbnb, VRBO, Flipkey, and Homeaway have facilitated and mainstreamed short-term rentals to a point where local governments are taking note, and taking action.

Sustainable Economies Law Center (SELC) offers the following recommendations to assist policymakers with the process of drafting a local short-term rental ordinance. SELC's goal is for local governments to craft short-term rental policies that generate inclusive opportunities for local wealth-creation, while balancing the needs of all members of the community. Ideally, the result will be an equitable policy that protects public interests, including housing affordability, health and safety, neighborhood quality, and municipal revenues, while retaining reasonable latitude for city residents to host and earn money from short-term guests.

A short-term rental (STR) refers to a room or housing unit that is rented to a person or group for a short period of time, typically under 30 nights. The legality of STRs is being questioned in cities across the country because most local planning codes define STRs as a commercial activity akin to bed and breakfasts or inns, and typically prohibit them in residential areas without proper permitting and licensing.

In addition to legal questions, STRs raise important questions about local priorities and the larger role STRs play in cities and neighborhoods. The staunchest proponents of STRs argue that hosting short-term guests enables residents to offset the cost of housing, make efficient use of otherwise unused space, and benefit directly from tourism dollars and cultural exchange. Others are less convinced of the benefits of STRs, arguing that the short-term rental of residential units negatively impacts local housing stock, neighborhood quality, public tax revenues, and conventional hotels.

In cities with high housing demand, the most contentious issue tends to be the impact of STRs on housing availability and affordability. Though STRs may help some hosts occasionally rent a portion of their primary residence, thus offsetting mortgages and rent with the added income, a significant number of hosts are using STR platforms to rent multiple homes or entire apartment complexes to transient occupants instead of housing local residents. In many cases, STRs create a monetary incentive to shift the use of housing from long-term residential use to transient use, and without appropriate regulation, STRs will continue to reduce the amount of housing available to long-term residents – thereby increasing the cost of owning or renting in any impacted area.

In light of the complexity of STR issues, SELC sees a need for municipalities to respond with nuanced and comprehensive public policy. We offer this set of issue analyses and policy recommendations to assist policymakers, advocates, and residents in shaping such regulations. We emphasize that there is no one-size-fits-all STR regulation. In fact, of the existing local STR regulations, no two are exactly alike – and for good reason. Each city must regu-

late STRs according to its unique set of circumstances and priorities, and should arrive at an appropriate and equitable policy through open dialogue with the diversity of stakeholders involved. The following are key considerations cities should factor into an STR ordinance.

In crafting an equitable STR policy, we recommend that municipalities focus on how STRs:

- Impact the supply and affordability of housing;
- Provide economic benefit to those with economic need; and
- Affect neighborhood quality.

To address these issues, we recommend that municipalities take the following measures, where appropriate:

- Set clear definitions that distinguish STRs from commercial hotels;
- Limit STRs to primary residences, distinguishing them from vacation rentals;
- Require registration and recordkeeping;
- Institute a cap on rental nights per year;
- Establish protections and complaint procedures for guests and neighbors;
- Limit crowding, noise, and parking strains; and
- Collect transient occupancy tax.

I. INTRODUCTION



Sooner or later, nearly every city will need to address the rapid spread of short-term rentals, such as those facilitated by online platforms including Airbnb, VRBO, Flipkey, and Homeaway. To help local policymakers and advocates draft comprehensive and equitable short-term rental ordinances, Sustainable Economies Law Center (SELC) has conducted a broad survey of local short-term rental policies that have emerged over the past four years, offering this set of issue analyses and recommendations. SELC's goal is for STR policies to generate inclusive opportunities for local wealth-creation, while still balancing the needs of all members of the community.

SELC's goal is for STR policies to generate inclusive opportunities for local wealth-creation, while still balancing the needs of all members of the community.

To create an equitable and appropriate short-term rental policy, each city must regulate short-term rentals according to its unique social and economic circumstances and priorities, and should craft solutions through open dialogue with the diversity of stakeholders involved. Ideally, the result will be a policy that protects public interests such as housing affordability, municipal revenues, health and safety, parking, and the quality and character of neighborhoods, while retaining reasonable latitude for city residents to host and earn money from short-term guests.

II. BACKGROUND

WHAT IS A SHORT-TERM RENTAL?

A short-term rental (STR) refers to a room or housing unit that is rented to a person or group for a short period of time, typically under 30 nights. STRs are distinct from long-term rentals in that the room or unit is rented on a nightly or weekly basis, whereas long-term rentals must exceed the minimum number of nights required by local laws. Due to the brief nature of STR stays, STR guests are typically transient occupants such as travelers who would otherwise stay in a hotel or similar accommodation. Long-term rentals, on the other hand, typically house individuals who work, attend school, or otherwise wish to “permanently” reside in the city.

STRS ARE NOT NEW

STRs are garnering more attention by the day, as are the online platforms that facilitate connections and/or payments between STR guests and hosts. But hosting short-term guests is not a new phenomenon, nor was it invented by these platforms. Before these platforms became available, travelers who wanted a different type of vacation experience were already opting to stay with locals rather than in hotels, in order to more fully experience the culture, food, and lifestyle of the region. Locals who hosted backpackers, “couch surfers,” pilgrims, and touring cyclists often did and continue to do so in exchange for money or skill trades, to be an ambassador of their locale, or simply to interact with visitors from faraway places.

STRS ON THE RISE

Within the past several years, both the *number* of properties available for short-term rental, and the *frequency* with which they are rented, have skyrocketed, transforming the activity from a casual and occasional practice to an increasingly formalized and pervasive activity in cities from San Francisco to Paris. Online platforms have played an essential role in the STR boom, enabling millions of people around the world to list and browse rentals, and to connect, coordinate, and transmit payments through one interface.

The most popular platform, Airbnb, self-reported that from 2013 to 2014, STR bookings in Nashville increased 365 percent, stays in New Orleans increased by 340 percent, and stays in Portland, Maine increased by 328 percent.¹ With such a sudden increase in STR activity and lack of corresponding regulatory action, it’s no wonder cities are now feeling the effects of STRs on housing and rental markets, public tax revenues, and neighborhood quality.

San Francisco is one of many cities where STRs have caused heated controversy, particularly around tenant evictions and conversion of residential units to commercial use. A

1. Airbnb Unveils Top 10 Trending U.S. Travel Destinations for Summer 2014, Airbnb (May 1, 2014), <https://www.airbnb.com/press/news/airbnb-unveils-top-10-trending-u-s-travel-destinations-for-summer-2014>.

recent memo from the San Francisco Budget and Legislative Analyst states that between November 2013 and February 2015, the city had an estimated 5,249 to 6,113 Airbnb listings – all during a time when STRs were still illegal.² Not including STR units listed on other platforms or sites, Airbnb units alone were said to amount to 11 to 23.2 percent of the city’s vacant units, entire homes listed on Airbnb were estimated to remove 14.8 percent of the total rental housing available for rent citywide, and private and shared rooms that might otherwise be occupied by roommates were estimated to take even more units off the rental market.³ The same memo stated that STRs could lead to tenant evictions, because hosts have a financial incentive to leave the long-term rental market and enter the short-term rental market. In fact, the memo revealed that neighborhoods with the most intense STR activity also had high numbers of evictions.⁴

Numerous other studies and data scraping exposés have continued to illustrate the scope of STR use and impact in other cities including San Francisco, New Orleans, Nashville, New York, and Los Angeles.⁵ New York state Attorney General Eric Schneiderman, known for his early investigation of the STR impacts, released a report showing that Airbnb rentals in New York City increased from 2,650 in 2010 to 16,500 in 2014, with nearly three-quarters of these listings in violation of city or state laws.⁶ A Los Angeles study showed that 90 percent of Airbnb revenues are generated not by hosts who share a room in their homes, but by hosts who rent out *entire* units, and by leasing companies who rent out two or more entire units.⁷ Short-term renting in Los Angeles has also removed 7,316 rental units from the market, which amounts to the equivalent of seven years’ of affordable housing construction.⁸

Because STR platforms refuse to release detailed usage data, the full extent of STR impacts is still unclear. Despite that, the handful of public and independent investigations into STR impacts on housing, neighborhoods, and tax revenues – though painting only a partial picture – provide valuable insights into how STRs are changing cities on the ground. These investigations also provide clues about what cities can do to encourage fair use of STRs, minimize harms, and penalize those who violate regulations.

2. San Francisco Budget and Legislative Analyst’s Office, Analysis of the impact of short-term rentals on housing, 11 (May 13, 2015), available at <http://www.sfbos.org/Modules/ShowDocument.aspx?documentid=52601>.

3. Ibid.

4. Ibid at 30-31.

5. See, for example: Anti-Eviction Mapping Project. Last viewed November 24, 2015. <http://www.antievictionmappingproject.net/airbnbmap.html>. Inside Airbnb. Last viewed November 24, 2015. <http://inside-airbnb.com>. And, Airbnb and San Francisco: Descriptive Statistics and Academic Research. Alex Marqusee. April 12, 2015.

6. Office of New York State Attorney General Eric Schneiderman, Airbnb in the city, 6 (October 2014).

7. Roy Samaan, Airbnb, Rising Rent, And The Housing Crisis In Los Angeles, 3 (March 2015), available at <http://www.laane.org/airbnb-report>.

8. Ibid.

III. POSITIVE & NEGATIVE IMPACTS OF SHORT-TERM RENTALS

STRs can have a positive impact on cities, in that they can:

- **Contribute to local wealth** by giving residents the opportunity to earn money from hosting tourists, Fewer tourism dollars go to large corporate hotel chains, and more dollars stay within the community;
- **Make efficient use of space** by allowing residents to host guests in a room or unit when it might otherwise be unused;
- **Prevent economic hardship and displacement** by allowing some residents to use STR revenue to make ends meet and stay in their homes;
- **Provide both tourists and hosts with valuable social and cultural exchange**; and
- **Spread tourist dollars beyond typical hotel and tourism districts** by attracting travelers to less frequented neighborhoods and businesses.

At the same time, STRs can have a negative impact on cities, in that they can:

- **Take long-term rental units off the market**, creating a scarcity of housing options, and pushing up prices;
- **Incentivize property owners to keep rooms and units vacant or even evict long-term tenants** in order to make higher profit per night from short-term renters;
- **Unfairly compete with established hotels, inns, and bed and breakfasts** when STRs are not subject to the same level of taxation or regulation;
- **Reduce transient occupancy tax, or “hotel tax” revenues for the city** when STR hosts evade the tax or avoid remitting the tax on the grounds that they are not operating a hotel;
- **Violate residential zoning codes** that are intended to limit noise, traffic, parking shortages, and activities incompatible with the character of a neighborhood;
- **Adversely impact community cohesion** because vacation rentals house a revolving circuit of transient occupants who are not connected to or invested in the community; and
- **Reinforce class, gender, and racial inequities**, because online platforms make it easy for users to act on biases when selecting hosts or guests, and because the opportunity to rent living space to short-term guests, like most other economic opportunities, disproportionately privileges the privileged.

IV. CURRENT LAW



Many municipal codes prohibit residents from hosting short-term guests in exchange for payment unless residents comply with all regulations applicable to commercial hotels and bed and breakfasts.

These laws tend to require zoning approval, compliance with health, building, and safety laws, and payment of a transient occupancy tax (TOT), also known as a “hotel tax.” Given that such laws are generally designed for commercial hotels, in the absence of a local ordinance that tailors such laws to STRs, these local laws effectively ban STRs.

Meanwhile, a growing number of cities and counties have crafted local ordinances that both legalize some form of STRs and impose limitations and regulatory processes that protect public interests. These cities and counties include Austin, San Francisco, Portland, Nashville, Santa Monica, Madison, and many others. Interestingly, of the dozens of new and emerging STR ordinances around the U.S., no two regulations are exactly alike. Indeed, the differences among them may lend valuable insight into each city’s political priorities, social and economic values, and in some cases, their most influential stakeholders. Each municipality should calibrate its STR ordinance to its particular social and economic circumstances, but there are several basic considerations that all cities and counties should take into account when drafting such a policy. These considerations are outlined below.

Interestingly, of the dozens of new and emerging STR laws around the U.S., no two regulations are exactly alike. Indeed, the differences among them may lend valuable insight into each city’s political priorities, social and economic values, and in some cases, their most influential stakeholders.

V. SELC'S RECOMMENDATIONS: THE BASIC COMPONENTS OF AN STR ORDINANCE



Local governments can benefit from adopting more nuanced regulations that simultaneously lift any outright ban on STRs, channel STR income-earning opportunities to those who need them, and restrict STRs in ways that reduce negative externalities. We believe that such short-term rental regulations must be comprehensive. Therefore, in this section, we highlight some of the key elements of a short-term rental policy, and include examples from local STR regulations throughout the county. Policymakers and advocates should adapt these recommendations to local contexts, and involve a diverse set of stakeholders in doing so. The result should be an STR regulation that fairly and accurately reflects local needs and priorities.

Though adoption of these or similar recommendations ultimately depends on local context, we encourage policymakers to still consider the principles that underlie these recommendations. That includes setting definitions that effectively frame the issues; creating restrictions that preserve housing affordability; devising registration, record-keeping, and reporting processes that encourage compliance and facilitate effective enforcement; and including measures to ensure the safety of guests, the preservation of neighborhood quality, and the protection of public revenues.

A. ESTABLISH CLEAR DEFINITIONS

We recommend that municipalities establish clear definitions that distinguish a “Short-Term Rental” from a long-term rental, as well as describe the qualities that set STRs apart from their more commercial counterparts, including a “Hotel,” “Motel,” “Boarding House,” or a “Bed and Breakfast.” In addition to drawing distinctions between STRs and other activities or establishments, regulators must also address variations among STRs, including whether or not the unit is a the host’s primary residence, and whether or not

the STR is occupied by the host during a guest's stay. Though a municipality's definition of STRs can include more embellishment, our recommended basic definition of STRs and STR subcategories are as follows:

Short-Term Rental (STR) is the rental of a primary residence or portion thereof for a period of less than 30 nights, for which the guest compensates an owner or lessee of the unit.⁹

Primary Residence: A housing unit in which an owner or lessee resides for the majority of the year.¹⁰

Hosted Primary Residence STRs: An STR unit is a Hosted Primary Residence STR if the owner or lessee who is hosting a short-term guest occupies that dwelling unit as his or her primary residence for the majority of the year, and if the owner or lessee hosts one or more guests in a bedroom or some portion of the unit and is generally present for the duration of the rental period.¹¹

Un-Hosted Primary Residence STRs: A unit is an Un-Hosted Primary Residence STR if the owner or lessee occupies the dwelling unit as his or her primary residence for the majority of the year, but leaves his or her unit for a period of time – for example, over a weekend, when traveling for work, or while on vacation – and rents out all or part of the unit in his or her absence.

Vacation Rentals: A Vacation Rental is an entire residential unit that is not a primary residence and is rented to guests on a short-term basis, typically under 30 nights.¹²

B. REQUIRE REGISTRATION AND RECORDKEEPING

Proof of Primary Residency:

We recommend that all STRs be limited to primary residences. As defined above, a primary residence is a housing unit in which a renter or owner resides for the majority of the year. By definition, a person may have only one primary residence, and it follows that a person may have only one STR address.

9. Though we define short-term as less than 30 nights, a common requirement for tenancy, the minimum number of nights for tenancy could be based on existing local tenancy laws if those are more appropriate.

10. We suggest defining majority as a minimum of nine months, with variations depending on local circumstances. If a municipality has an existing definition of primary residence, it could be referenced here.

11. We define "generally present" as having the host present for an average of 6 hours out of any 24-hour period.

12. The Sustainable Economies Law Center does not consider Vacation Rentals to be short-term rentals, but considers them a separate category of transient accommodations. See "Setting Caps on the Number of Rental Nights Per Year" in Section C for a description of how Austin, TX, and Nashville, TN regulate vacation rentals as a separate and distinct activity. See: Austin, Tx., City Land Development Code § 25-2-793 (2014), and Nashville, Tenn., Metropolitan Code Ordinance No. BL2014-951, § 6.28.030.Q. (2015).

An STR registration process should require hosts to provide records demonstrating that the unit is their primary residence. We recommend that cities follow the example of San Francisco and require hosts to show that the unit is listed as the applicant's residence on at least two of the following documents in order to register: motor vehicle registration, driver's license, voter registration, or a utility bill.¹³ Though the documents listed in San Francisco's administrative code should provide sufficient evidence of primary residency, cities could add to the list of acceptable documentation federal and state tax returns that reflect the address of the residential unit in question. If primary residency is in dispute, regulators could resort to using the various factors that the IRS uses to determine principal residency.

Registration:

Enforcing the provisions of an STR ordinance, particularly caps on the number of units per host, rental nights per year, payment of transient occupancy taxes, and other recommendations outlined below, necessitates that hosts be accountable to some form of local oversight. By requiring STR hosts to register with the Planning Department or some similar office, cities will identify a unit being used for short-term rental, a point person for complaints, and a party who will be held liable for violations. We suggest that cities keep the registration process relatively simple to encourage participation. A primary objective of registration should be to collect basic information from hosts and to open a line of communication between hosts and the city. As discussed below, we do not recommend that approval of registration be contingent on inspection.

Cost of Registration:

We suggest that cities keep both registration costs and subsequent renewal fees as low as possible by relying on registration fees only to cover the administrative cost of processing registrations, as in Anaheim, CA.¹⁴ If registration costs are kept low, cities can factor the costs of fielding complaints and enforcing STR laws into the tax rate and fines for violations. That way, hosts who comply with the law or only engage in short-term rental occasionally will not bear the cost of oversight for those who do not comply.

Registration Renewal:

Registration renewal could be required yearly (as in Anaheim¹⁵ and Dana Point, CA¹⁶), every two years (as in St. Helena, CA¹⁷ and for Type A STRs in Portland, OR¹⁸), or follow a model like Maui County, HI, where permits are valid for one year but are extended to two years if there are no recorded complaints.¹⁹ We recommend that cities follow a responsive approach similar to Maui County's, where permits are valid for two years unless

13. San Francisco, Cal., Administrative Code ch. 41A, § 41A.5.(g)(3)(A) (2015).

14. Anaheim, Cal., Municipal Code ch. 4.05, § 4.05.090 (2014).

15. Anaheim, Cal., Municipal Code ch. 4.05, § 4.05.070 (2014).

16. Dana Point, Cal., Municipal Code ch. 5.38, § 5.38.055 (2013).

17. St. Helena, Cal., Municipal Code ch. 17.134, § 17.134.060(F) (2012).

18. Portland, Or., City Code & Charter ch. 33.207, § 33.207.040(C) (2015).

19. Maui County, Haw., County Code ch. 19.65, § 19.65.070(A) (2012).

there are complaints of violation, in which case permits would have to be renewed more frequently. Unless regulators rely on yearly permit renewals to inform them of the number of active STRs, this process would be an effective way to reward law-abiding hosts and reduce paperwork for regulators.

In an effort to encourage compliance with its short-term rental laws, Portland, OR has included a provision in its permitting policy wherein an STR permit can be revoked for failure to comply with the city's set of STR rules.²⁰ We recommend that cities adopt a provision similar to Portland's, including withholding permit renewal for a certain amount of time after a host is found to be in violation of STR laws.

Reporting and Recordkeeping:

To assist with the oversight and enforcement of ordinance requirements, a city may want to require hosts to keep records of guest names, guest contact information, dates of stay, indication of the host's presence or absence during the stay, and revenue earned. Cities already requiring this level of detail in recordkeeping include Madison, WI²¹ and Portland, OR, the latter requiring hosts to also maintain guests' license plate numbers (if traveling by car) and a record of the room assigned to each guest.²² Cities could require hosts to maintain the records for at least two years and make them available to the city upon request when the host is suspected of a violation, or in the event of a randomized inspection.²³ An alternative process could require hosts to regularly submit reports to the city regarding the number of hosted and un-hosted nights the STR was rented, as is required in San Francisco.²⁴

However, the major online STR platforms already collect host, guest, and usage information, and if a city decides to require hosts to record and report that data, it could also require the STR intermediaries themselves to make some information – such as the number of STR units per host, and the number of nights rented per unit – available to the Planning Department or other oversight office as a condition for operating in their jurisdiction. Cities could require platforms to regularly submit a blanket report of all STR activity in their jurisdiction, or to submit the information of suspected violators only as requested by the city. Santa Monica, CA requires STR intermediaries to “Disclose to the City on a regular basis each home-sharing and vacation rental listing located in the City, the names of the persons responsible for each such listing, the address of each such listing, the length of stay for each such listing and the price paid for each stay.”²⁵ We recommend that other cities wishing to improve recordkeeping and reporting follow suit.

Requiring STR platforms to report the information of their customers to local government could cause concerns about the information privacy of STR platform users. To

20. Portland, Or., City Code & Charter ch. 33.207, § 33.207.040(D) (2015).

21. Madison, Wis., Code of Ordinances ch. 28 § 28.151 “Tourist Rooming House” (h) (2014).

22. Portland, Or., City Code & Charter ch. 33.207, § 33.207.060 (2015).

23. Cities may want to require STR hosts to retain records for more than two years in some circumstances, such as if they city adopts a private right of action.

24. San Francisco, Cal., Administrative Code ch. 41A, § 41A.5(g)(3)(C) (2015).

25. Santa Monica, Cal., Municipal Code ch. 6.20, § 6.20.050(b) (2015)

address privacy concerns, these intermediaries could require all users, prior to starting or continuing to use the service, to authorize the platform to share STR usage data with local governments, either regularly or in the event of a suspected violation. If a provision for STR intermediaries to report data were added to a local ordinance, it would also make sense for a host to list, on the municipality's STR registration application and in subsequent reporting and permit renewal, all the platforms that he or she uses to book an STR. Adding this question to STR registration would help authorities to cross check the self-reported information of suspected violators with data on multiple platforms – improving both the reliability of information and facility of enforcement.

Some will argue that requiring STR platforms to report host, guest, and usage data to the city would unduly burden only those platforms that collect such data, and cause STR hosts to migrate to platforms that do not collect this information. However, municipalities might consider reporting as a requirement for operating in their jurisdiction, particularly because without this information, local governments would be unable to effectively enforce STR laws. In fact, the San Francisco Planning Department itself admitted only months after the city's STR law went into effect that booking data from STR platforms was necessary for the effective enforcement of yearly caps and other provisions of the ordinance.

Without reporting from the STR platforms, tracking and regulating STR units to ensure hosts are licensed, registered, and in compliance will remain extremely difficult and require significant public resources – something most cities are unable or reluctant to dedicate to STRs.

Advertisement:

To assist with enforcement, a city should require that hosts include the STR registration or permit number on all advertisements. Municipalities that require disclosure of this information on advertisements include Austin, TX,²⁶ Maui County, HI,²⁷ Dana Point, CA,²⁸ San Francisco, CA,²⁹ and St. Helena, CA.³⁰ We recommend that cities require all STR advertisements, including listings on STR platforms, to include a valid permit number.

In addition to requiring hosts to verify the legality of their listed STR with a valid permit number, cities could also place responsibility on the STR platforms to list only registered STR units, and to remove the listings of any violators. A 2015 ballot initiative in San Francisco proposed placing such responsibility on any STR platform operating in the city, requiring that all listed units be registered with the city, creating a daily penalty for STR platforms that list unregistered units, and mandating that platforms remove the listing of any unit that has surpassed the yearly rental cap.³¹ Maui County places some degree of responsibility on STR platforms by requiring any intermediary advertising an STR-

26 Austin, Tx., City Land Development Code § 25-2-791(F) (2014).

27. Maui County, Haw., County Code ch. 19.65, § 19.65.040(A) (2012).

28. Dana Point, Cal., Municipal Code ch. 5.38, § 5.38.080(a)(8) (2013).

29. San Francisco, Cal., Administrative Code ch. 41A, § 41A.5(g)(1)(F) (2015).

30. St. Helena, Cal., Municipal Code ch. 17.134, § 17.134.040(N) (2012).

31 City of San Francisco Initiative to Restrict Short-Term Rentals, Proposition F (November 2015).

within the county to include or link to the municipality's STR policies.³² We believe that, in addition to informing their users of the law, STR platforms should also be responsible for requiring proof that listed STRs comply with the law (e.g., by requiring a valid permit number), and removing listings that are in violation of local laws, such as a yearly cap.

C. ESTABLISH PROTECTIONS FOR THE SUPPLY AND AFFORDABILITY OF HOUSING

STRs can escalate housing costs in at least two ways: 1) each room or unit regularly used for STRs removes from the market a room or unit that might otherwise have been offered to a long-term tenant, and 2) the ability to derive income from a housing unit raises its value, raises the tenant's ability to pay for expensive housing, and thereby raises prevailing housing prices.

Cities have the power to protect multiple public interests by, for example, setting caps on the number of allowed STR units per host and number of nights per year that an STR may be rented to short-term guests. We recommend that cities allow all residents to engage in a limited amount of STR activity within their primary residences, but to set parameters based on the interests the city is aiming to protect.

Preventing Speculation - STRs for Cost-Sharing, Not Profit-Making:

A San Francisco Planning Commission memo framed the STR issue succinctly: "The critical questions for policy makers seeking to protect housing are: when does STR make more efficient use of unused resources and when does it incentivize the conversion of residential space to tourist use?"³³ If the underlying purpose of STRs is helping residents offset the costs associated with owning or renting their home, an STR ordinance should include provisions that prevent people from buying or renting units with the primary goal of earning STR income.

In order to deter individuals or entities from buying or renting a unit with the intention to subsequently turn a profit from its short-term rental, a city could require that a resident have occupied the unit for a minimum number of months or years before hosting STR guests. San Francisco's STR regulations require residents to have occupied their unit for at least 60 days prior to hosting STR guests, which starts to address the issue, but is ultimately too short a time period to effectively deter such speculation.³⁴ Furthermore, in cities experiencing rapid gentrification, requiring a certain length of time of owner or tenant occupancy prior to being eligible to host STR guests could channel STR income-generating opportunities to longer-term residents who risk being crowded out by newer and often wealthier neighbors. Cities may find that directing the income-generating power

32 Maui County, Haw., County Code ch. 19.65, § 19.65.040(B) (2012).

33. San Francisco Planning Commission. Administrative Code Text Change Recommendations to Board of Supervisors, 10 (April 23, 2015). See: <http://commissions.sfplanning.org/cpcpackets/2014-001033PCA.pdf>.

34. San Francisco, Cal., Administrative Code ch. 41A, § 41A.4. "Permanent Resident" (2015).

of STRs to longer-term residents could provide those residents with the economic boost necessary to combat threats of displacement.

In many circumstances, property owners may find STRs to be a more lucrative option than long-term rentals. In order to reduce any incentive to evict tenants, STR regulations must pay special attention to rent-controlled units and units that have recently been

If the underlying purpose of STRs is helping residents offset the costs associated with owning or renting their home, an STR ordinance should include provisions that prevent people from buying or renting units with the primary goal of earning STR income.

subject to an eviction. To preserve the integrity of rent-controlled units, cities can limit the amount that residents of rent-controlled housing may charge for short-term rental of their dwelling. San Francisco's STR ordinance, though it allows renters to host short-term guests, limits the amount that a tenant in a rent-controlled unit may charge short-term guests to the equivalent of what the tenant pays to the landlord each month.³⁵ In order to reduce a property owner's incentive to evict tenants in order to engage in short-term rental, cities with high housing

demand could prohibit units that have recently been subject to an eviction from being registered as an STR.³⁶ A number of high-level San Francisco policymakers recommended instituting such a limitation, suggesting that units that have been subject to an Ellis Act Eviction within the last five years be barred from registering as an STR. Other California cities with high housing demand could find that adopting a similar restriction on STR registration for recent Ellis Act Eviction units could be a powerful way to prevent the tenant abuses and displacement caused by unfettered STR activity.

Preventing Conversion of Housing Stock & Preserving Residential Use:

Cities should adopt regulations that prevent the physical conversion of residential housing to transient use. For example, Portland prohibits remodeling or structurally altering units that would prevent the structure from being used as a residence in the future. Portland even prohibits changes that would make a unit appear "less residential," for example installation of more than three parking spaces, paving of required setbacks, and commercial-type exterior lighting.³⁷

Maui County has attempted to protect housing for permanent residents by deterring

35. San Francisco, Cal., Administrative Code ch. 41A, § 41A.4., § 41A.5. (g)(1)(G) (2015).

36. San Francisco Planning Commission. Administrative Code Text Change Recommendations to Board of Supervisors pp. 2, 16. (April 23, 2015). See: <http://commissions.sfplanning.org/cpcpackets/2014-001033PCA.pdf>.

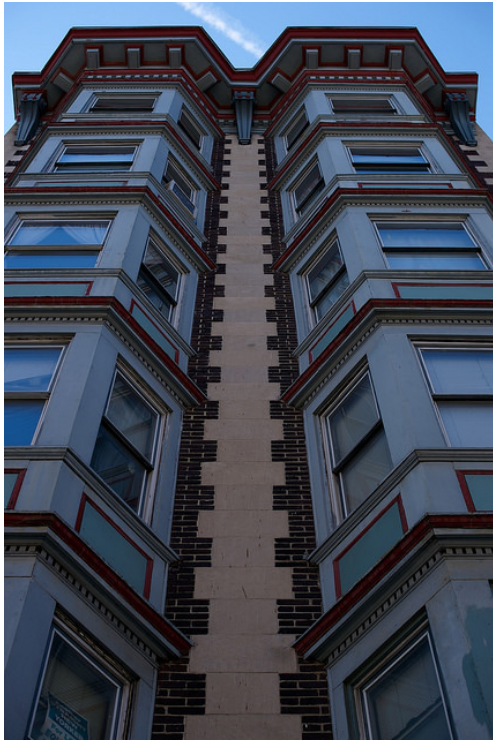
37. Portland, Or., City Code & Charter ch. 33.207, § 33.207.050(B)(9) (2014).

the construction of new homes that are primarily intended for rental to transient guests. The region does so by prohibiting short-term rental of single-family structures that were constructed less than 5 years prior to the date of application for an STR permit.³⁸

Setting Caps on the Number of Rental Nights Per Year:

In addition to limiting short-term rentals to primary residences, we recommend that all cities (with limited exceptions) set a baseline cap on Un-Hosted STR nights per year.

In cities where housing supply and affordability is a primary concern, this cap could be relatively low, for example, 30 nights per year, as is the case in Madison, WI.³⁹ In cities



where housing supply is not a major public concern, these caps could be considerably higher and adapted over time as the housing climate changes. Capping the number of Un-Hosted STR nights per year could encourage residents who leave town for months on end to rent their homes to longer-term tenants, including city residents who are transitioning between rental units, or to workers, students, or academics staying for a season or semester.

Unlike Madison, WI, which limits Un-Hosted STRs to 30 nights per year, but allows an unlimited number of Hosted STR nights per year,⁴⁰ and unlike Santa Monica, which prohibits Un-Hosted STRs but allows unlimited Hosted Primary Residence STR nights per year,⁴¹ we believe that the ideal STR ordinance places a *total cap* on both Hosted STR nights per year and Un-Hosted STR nights per year.

We recommend a cap on both Hosted and Un-Hosted STRs for two reasons. The first reason

is that regulators currently face a great challenge in distinguishing between STRs with a host present and STRs that are un-hosted. Indeed, since San Francisco legalized unlimited Hosted STR nights per year, the city's Planning Department has reported that it is "virtually impossible" to discern law-abiding hosts from scofflaws, stating that in order to effectively enforce the law, the department would require a straight cap on the number of days any unit can be rented out per year (i.e. a cap on both Hosted and Un-Hosted STRs).⁴² As long as STR platforms refuse to make STR records available to regulators, and as long as regulating agencies are limited in staff capacity to audit and confirm self-reported information, this challenge is likely to persist.

38. Maui County, Haw., County Code ch. 19.65, § 19.65.030(O) (2012).

39. Madison, Wis., Code of Ordinances ch. 28, § 28.151 "Tourist Rooming House"(e) (2014).

40. Madison, Wis., Code of Ordinances ch. 28, § 28.151 "Tourist Rooming House"(f) (2014).

41. Santa Monica, Cal., Municipal Code ch. 6.20, § 6.20.010(a) (2015).

42. Phil Matier and Andy Ross, 'No way of enforcing' Airbnb law, S.F. planning memo says (March 22, 2015), <http://www.sfchronicle.com/bayarea/matier-ross/article/No-way-of-enforcing-Airbnb-law-S-F-planning-6151592.php>.

The second reason is that an STR host engaging in Hosted Primary Residence STR activities has one or more bedrooms unused and available for travelers (presuming, of course, that the host is offering an entire room, rather than a living room couch or portion of some other shared space). If a cap were placed on the number of permissible Hosted Primary Residence STR nights per year, and a host reached that cap, the host would be prohibited from renting to transient guests for the remainder of the year, and would have an economic incentive to rent the unused bedroom to long-term tenants.

The STR regulations in Austin, TX, and Nashville, TN, bring up an interesting question of how to limit STR activity. Austin includes Vacation Rentals as one of several types of STR units, and limits their density by capping the number of permissible rental units per census tract.⁴³ Similarly, Nashville places a 3% cap on the percentage of non-owner occupied single-family and two-family Vacation Rentals allowed to legally operate in each census tract of the county.⁴⁴ Though a density

There may be situations where a city will want to refrain from capping STRs in any form, such as in a city wanting to encourage tourism and where housing is in relatively abundant supply. However, in the absence of adequate protections for housing affordability, STRs could escalate housing costs and ultimately drive out lower-income and even middle-income residents.

cap may be an approach worth investigating for cities interested in better regulating Vacation Rentals, we do not advocate for caps on the total number of permitted Primary Residence STRs, as that would place a haphazard limit on who can benefit from limited rental of their primary residences to short-term guests. Instead, we recommend that cities wishing to legalize but limit STR activity restrict STRs to primary residences, and then cap the number of permitted STR rental nights per year.

43. Austin, Tx., City Land Development Code § 25-2-793 (2014). Austin classifies its STRs into three types, and the density cap applies only to Type 2 STRs. A Type 2 STR is similar to what is referred to in this brief as a Vacation Rental. Type 2 STRs must be single-family, detached residential structures; cannot be not owner-occupied or associated with an owner-occupied principal residential unit; and cannot include the rental of less than the entire dwelling unit. On February 23, 2016, Austin City Council voted to ban all Type 2 STRs, and the City plans to phase out any existing Type 2 STRs in residential areas by 2022. As of this writing, the final ordinance language has not been released.

44. Nashville, Tenn., Metropolitan Code Ordinance No. BL2014-951, § 6.28.030(Q) (2015). The Nashville metro area provides an online map illustrating the density of registered non-owner-occupied STRs in each census tract. Property owners interested in applying for a non-owner-occupied STR permit can use this map as a tool to determine their eligibility.

There may be situations where a city will want to refrain from capping STRs in any form, such as in a city wanting to encourage tourism and where housing is in relatively abundant supply. However, in the absence of adequate protections for housing affordability, STRs could escalate housing costs and ultimately drive out lower-income and even middle-income residents.

Below, in Section VI, we explore some creative and as yet untested opportunities for cities to create selective exemptions to STR caps in order to use STRs as a lever for economic development that does not cause or exacerbate resident displacement.

D. CREATE PROTECTIONS FOR THE WELLBEING OF GUESTS

Health and Safety Standards:

Cities should require STR hosts to adhere to basic standards for health and safety of their guests. For example, the city could deny an STR permit to an applicant whose residential unit has outstanding Planning, Building, Housing, Fire, Health, Police, or other applicable City code violations that would make their residence unsafe for short-term guests. In addition, cities could require hosts to apply basic safety precautions such as working smoke detectors in every bedroom, a carbon monoxide detector, and an evacuation plan that identifies all exits.

A city may also want to require that hosts provide guests with basic information, including proof of STR registration, a list of the minimum safety requirements, instructions for lodging a complaint, and the name and contact information for the host and/or another responsible party that could assist guests with any problems that arise during the stay.

Inspections:

Municipalities such as Austin, TX,⁴⁵ Tillamook County, OR,⁴⁶ and St. Helena⁴⁷ and Dana Point,⁴⁸ CA require inspection by the Fire Department, Planning Department, Bureau of Development Services, or a building official. Some of these cities provide a building and safety self-check list for hosts to prepare for the inspection.

We do not advocate for an inspection requirement, but might urge cities to create a self-inspection checklist that hosts can submit along with registration. Inspections would greatly raise the administrative costs for the city and hosts, creating undue barriers particularly for people who would only host guests during one to two weeks per year. A city may, however, wish to require inspections when guests file health & safety complaints.

45. Austin, Tx., City Land Development Code § 25-2-791 (2014). Note that the inspection requirement applies only to Vacation Rentals and multifamily unit STRs; it does not apply to Hosted Primary Residence STRs.

46. Tillamook County, Or., Ordinance 69, Section 9(a)(B) (2012).

47. St. Helena, Cal., Municipal Code ch. 17.134, § 17.134.040(F) (2012), and at § 17.134.080(B).

48. Dana Point, Cal., Municipal Code ch. 5.38, § 5.38.080(a)(3) (2013).

Where STRs are arranged through select online portals, it is important to acknowledge that the safety and wellbeing of guests is already partially supported by the guests' access to information and reviews of the hosts. As bookings and profits are largely based on good reviews from past guests, hosts are incentivized to provide safe and clean accommodations in order to maintain a good reputation in the review and rating system.

Insurance:

To ensure that guests have recourse in the event that they are injured during an STR stay, cities should require that hosts are covered by an appropriate insurance policy.

Some examples could include general liability insurance, a homeowners' insurance endorsement, coverage through their STR platform, or other insurance appropriate to cover injuries to STR guests or other losses or damages that could result from the operation of an STR. San Francisco requires that hosts carry liability insurance for claims up to \$500,000, or to conduct STR transactions through an STR platform that provides equal or greater coverage.⁴⁹ Nashville, TN requires STR permit applications to include proof of homeowner's fire, hazard, and liability insurance, with liability insurance covering no less than \$1,000,000 per occurrence.⁵⁰ Dana Point, CA requires proof of general liability insurance with a minimum of \$1,000,000 in coverage, along with an agreement to indemnify and hold the city harmless for any liability claims.⁵¹ Further, the city of Dana Point requires STR permit holders to provide current proof of general liability insurance during each annual permit renewal.⁵²

E. ESTABLISH OVERSIGHT, COMPLAINT, AND SANCTION PROCEDURES FOR THE WELLBEING OF NEIGHBORS

Oversight:

Enforcement of an STR ordinance can present challenges, particularly in enforcing a cap on nights rented. Without access to transactional data from online STR portals, cities must rely primarily on hosts' own self-reporting, complaints by neighbors, and its own investigations of suspected violations. As such, a city could require online STR intermediaries to release, regularly or upon the city's request, information about the number of nights per year that any listed unit in their city was rented to short-term guests and the income received by the host. The city could also mandate that intermediaries do all reporting electronically and in a standardized format to make it easier for cities to aggregate data from multiple platforms. Of course, there are already dozens of companies and websites facilitating STRs, and it would be too large a burden on cities to discover and work with all of them. That being said, even just requiring the biggest players to report data could have a big impact on the ability of local regulators to oversee STR activity.

49. San Francisco, Cal., Administrative Code ch. 41A, § 41A.5(g)(1)(D) (2015).

50. Nashville, Tenn., Metropolitan Code Ordinance No. BL2014-951, § 6.28.030.D.2. (2015).

51. Dana Point, Cal., Municipal Code ch. 5.38, § 5.38.050(d) (2013).

52. Dana Point, Cal., Municipal Code ch. 5.38, § 5.38.055 (2013).

Avoiding and Addressing Conflict:

Cities should create channels for neighbors to file complaints about nuisance or STRs believed to be in violation of rental caps. To make neighbors aware of area STRs, an STR ordinance could require that residents applying for an STR permit or license notify adjacent neighbors, as is the case in Nashville, TN, where a permit applicant must provide proof of written notification to any property owner sharing a common wall or a common driveway with the applicant's unit.⁵³

For cases where neighbors are disgruntled about STR activity, but a host is neither in violation of an ordinance nor creating an objective nuisance, we also recommend that cities help fund community mediation services, to give neighbors low-cost conflict resolution mechanisms.

Complaints and Grievances:

A city should establish an accessible system for guests, neighbors, and other stakeholders to bring to the city's attention any host that is in violation of the ordinance or otherwise creating a nuisance or health and safety risk. Prior to resulting in sanctions, the grievance process should give hosts a reasonable opportunity to respond to the city to demonstrate compliance and/or explain measures the host will take to eliminate the concern. For example, Nashville, TN gives the department of codes administration the ability to revoke a host's STR permit if reports of code violation have been received, but not without providing fifteen days prior written notice of the alleged violations to the host and providing him or her the right to appeal the permit denial or revocation.⁵⁴



In addition to creating such a grievance process, a city may also consider creating a private right of action that gives certain stakeholders standing to bring a complaint in court, provided that the stakeholder has already taken a complaint to the city, and the city failed to respond within a specified amount of time. San Francisco's STR ordinance contains a private right of action wherein, following a determination that the STR ordinance has been violated, an interested party (defined as the city, county, unit owner, certain housing nonprofits, homeowners association associated with the STR unit, permanent resident of the building where the alleged STR is located, or permanent resident or owner of a property within 100 feet of the property containing the alleged STR) can

53. Nashville, Tenn., Metropolitan Code Ordinance No. BL2014-951, § 6.28.030.D.3. (2015).

54. Nashville, Tenn., Metropolitan Code Ordinance No. BL2014-951, §§ 6.28.030.R.2., 6.28.030.R.3., 6.28.030.R.4. (2015).

bring civil suit against the host for monetary and injunctive relief. In such a suit, the interested party is entitled to attorney's fees if it prevails in the suit.⁵⁵

Sanctions:

We recommend that cities create a graduated scale of sanctions for hosts who are in violation of STR regulations or who are the subject of multiple complaints.

Sanctions might include:

- Reducing the number of nights per year that a host may rent to STR guests;
- Prohibiting un-hosted nights, particularly where neighbors have complained that guests have created a nuisance;
- Inspection of the unit and a requirement that the host pay for costs of inspection;
- Suspension or revocation of the STR registration or permit;
- Fines that increase with the number of violations. For example, Dana Point, CA may penalize a host \$250 for a violation. If, within a single year, the host has multiple violations, the fines rise to \$500, then to \$1,000, and eventually result in revocation of the STR permit;⁵⁶ or
- Ineligibility to reapply for an STR permit for some extended period of time. For example, Nashville, TN imposes a one year waiting period on hosts found operating an STR without a permit,⁵⁷ and Maui County, HI makes a violator ineligible to apply for a permit for five years.⁵⁸

STR platforms should also be subject to sanctions for violation an STR ordinance. For example, San Francisco's STR ordinance states that any hosting platform violating its responsibilities under the code shall be subject to the city's administrative penalties and enforcement provisions, including payment of civil penalties of up to \$1,000 per day for the period of noncompliance.⁵⁹

F. PRESERVE NEIGHBORHOOD QUALITY

Cities play an important role in shaping the livability of neighborhoods, and STRs have the potential to both positively and negatively affect neighborhoods. On the positive side, visitors bring income to a neighborhood, both through payments to STR hosts and by potentially patronizing neighborhood businesses. However, many residential areas are zoned with the goal of preserving a quiet "neighborhood feeling" and promoting social cohesion among neighbors. A constant stream of STR guests can undermine both neighborhood character and simple infrastructure, such as adequate supply of street parking.

55. San Francisco, Cal., Administrative Code ch. 41A §§ 41A.4.; 41A.5.(d) (2015).

56. Dana Point, Cal., Municipal Code ch. 5.38, § 5.38.090(b) (2013).

57. Nashville, Tenn., Metropolitan Code Ordinance No. BL2014-951, § 6.28.030.R.6.b. (2015).

58. Maui County, Haw., County Code ch. 19.65, § 19.65.080(D) (2012).

59. San Francisco, Cal., Administrative Code ch. 41A § 41.A.5.(g)(4)(C) (2015).

Limiting Crowding and Noise:

Cities may want to limit the purposes for which residents may host guests. For example, Dana Point, CA,⁶⁰ Anaheim, CA,⁶¹ and Maui County, HI⁶² all limit or prohibit hosting of weddings, parties, and other similar gatherings. St. Helena, CA further specifies that a party may be no larger than twice the number of guests, with a maximum of 20 party guests.⁶³ Both Maui County and St. Helena also impose quiet hours at night.⁶⁴

Managing Parking:

In an effort to address parking concerns, Maui County, HI⁶⁵, Dana Point, CA⁶⁶, and Anaheim, CA⁶⁷ have all required hosts to provide off-street parking for STR guests. Because these requirements could bar residents of transit-oriented units, dense developments, or smaller lots from hosting short-term guests, we recommend against off-street parking requirements for STRs.

G. PRESERVE PUBLIC TAX REVENUES AND LEVEL THE PLAYING FIELD BETWEEN STRS AND COMMERCIAL HOTELS

Taxing STRs:

Cities attract visitors by investing in and cultivating welcoming public spaces, tourist attractions, and basic infrastructure. Cities' efforts to create welcoming environments for visitors provide substantial private benefit to hotels, B&Bs, and STR hosts. By charging a Transient Occupancy Tax (TOT) or "hotel tax," cities can recoup part of this benefit and invest travelers' dollars back into the city.

The hotel tax can be a substantial source of income for cities, generating approximately \$226 million in annual revenue for Washington D.C., \$274 million in San Francisco, and \$536 million in New York City in recent fiscal years.⁶⁸ Transient occupancy taxes from STR stays hosted through Airbnb are estimated to amount to roughly \$11 million per year in San Francisco,⁶⁹ and according to a 2014 estimate published by Airbnb, New York City STRs operating through its platform could generate \$21 million in annual TOT revenues

60. Dana Point, Cal., Municipal Code ch. 5.38, § 5.38.080(a)(7) (2013).

61. Anaheim, Cal., Municipal Code ch. 4.05, § 4.05.100.0107 (2014).

62. Maui County, Haw., County Code ch. 19.65, § 19.65.030(Q)(4) (2012).

63. St. Helena, Cal., Municipal Code ch. 17.134, § 17.134.040(J)(4) (2012).

64. See Maui County, Haw., County Code ch. 19.65, § 19.65.030(Q)(1) (2012), and St. Helena, Cal., Municipal Code ch. 17.134, § 17.134.040(J)(1) (2012).

65. Maui County, Haw., County Code ch. 19.65, § 19.65.030(Q)(3) (2012).

66. Dana Point, Cal., Municipal Code ch. 5.38, § 5.38.080(a)(5) (2013).

67. Anaheim, Cal., Municipal Code ch. 4.05, § 4.05.100.0105 (2014).

68. Alison Griswold, Why Airbnb Desperately Wants to Pay Hotel Taxes. And why some cities won't let it (February 13, 2015), http://www.slate.com/articles/business/moneybox/2015/02/airbnb_hotel_taxes_why_does_the_sharing_economy_startup_want_to_pay_them.html.

69. Ibid.

for the city.⁷⁰ If the projected TOT was calculated for all STR units, including those listed independently or facilitated by platforms other than Airbnb, the amount of annual TOT revenues for municipalities like San Francisco and New York City would likely be considerably higher.

Most cities with new STR ordinances require hosts to pay TOT. Due to the adverse effects STRs can have on housing affordability and displacement, we believe that cities should designate all or most of the TOT collected from STR activity toward affordable housing initiatives and other economic support services for low-income, unemployed, and underemployed residents. This could include investing TOT revenues into community land trusts, which are nonprofit housing providers that create permanently affordable homes for low-income residents.⁷¹ In cities where effective enforcement of STR regulations requires additional funds not provided by sanctions and fees, a municipality might also consider directing a portion of the TOT from STR activity toward improving oversight and compliance.

Collecting Taxes Through Intermediaries:

To ensure payment of taxes, cities should require that the third party facilitators of STRs collect and remit the TOT in the same way that these platforms could be required to report residents' STR activity to cities. STR platforms are in the best position to know who is hosting, which units are being rented, and how much revenue is earned. Additionally, because these platforms transfer payments from guests to hosts, they can withhold and remit the taxes with relative ease.

San Francisco's ordinance was the first to require STR platforms and services to collect the city's 14% TOT from guest fees and remit the revenue to the city. In addition, San Francisco requires STR platforms to maintain and make available to the city a record demonstrating that the TOT has been remitted, and the platforms will remain liable for the failure of a user to comply with the requirements of the Business and Tax Regulations Code.⁷² Santa Monica, CA, Portland, OR, and Multnomah County, OR have also required STR intermediaries to collect and remit a TOT.⁷³

70. David Hantman, \$21 million more for New York (April 14, 2014), <http://publicpolicy.airbnb.com/21-million-new-york/>.

71. Community Land Trusts sell or lease homes to low- and middle-income residents while permanently retaining ownership of the underlying land. Through this dual ownership system, CLTs insulate the value of housing from the fluctuating value of land and can preserve the affordability of housing even in areas with substantial increases in land value.

72. San Francisco, Cal., Administrative Code ch. 41A § 41.A.5.(g)(4)(B) (2015).

73. The City of Santa Monica charges a 14% TOT. (Santa Monica, Cal., Municipal Code ch. 6.20, § 6.20.020(a)(3) (2015), and at ch. 6.68, § 6.68.020 (2004).) The City of Portland charges a 6% TOT, and Multnomah County charges 5.5% TOT. See: <http://www.portlandoregon.gov/revenue/29976>.



SAN FRANCISCO: A CASE STUDY

For cities wishing to address the housing affordability issues exacerbated by STRs, it is helpful to use San Francisco as a case study of what not to do. Even those elements of San Francisco's STR ordinance that were intended to address housing affordability and availability were included without the reporting and enforcement mechanisms necessary for their success. Added to that, the San Francisco ordinance only focused on preventing units, but not rooms, from being removed from the long-term rental market. For cities wishing to address the housing affordability issues exacerbated by STRs, it is helpful to use San Francisco as a case study of what not to do. Even those elements of San Francisco's STR ordinance that were intended to address housing affordability and availability were included without the reporting and enforcement mechanisms necessary for their success. Added to that, the San Francisco ordinance only focused on preventing units, but not rooms, from being removed from the long-term rental market.

ATTEMPT TO PROTECT THE SUPPLY OF UNITS: ONE SUCCESS AND ONE FAILURE

San Francisco has attempted to prevent the conversion of residential units into primarily transient use by setting a cap on the number of nights per year that a whole unit may be rented to short-term guests. The city's short-term rental ordinance, which went into effect on February 1, 2015, limits STRs to primary residences, allows an unlimited number of hosted short-term stays (when the host concurrently resides in the unit) and places a 90-night cap on the number of un-hosted nights per year that a unit may be rented to short-term guests.

SAN FRANCISCO: A CASE STUDY, CONTINUED

Though the 90-night cap on un-hosted rentals was likely prompted by the need to prevent the removal of residential units from the market, in the end it is incredibly difficult for regulators to tell the difference between a short-term rental stay that was hosted versus one that was un-hosted, even with regular self-reporting requirements. Some San Francisco regulators say that their ability to reliably distinguish between hosted and un-hosted short-term rentals, as well as the frequency of use, could be greatly improved with access to booking data from the short-term rental platforms. However, STR platforms have refused to release this data, and the great majority of San Francisco's STR



hosts remain unregistered and outside the reach of the city's new rules. As such, and so long as the city lacks mechanisms for reliable reporting and effective enforcement, the provision allowing STR hosts to rent to short-term guests for up to 365 nights per year so long as they are present during the stay essentially opens the doors for year-round un-hosted STRs.

In the end, the element of San Francisco's ordinance that would most effectively reduce the conversion of residential units is actually its restriction of STRs to primary residences. By restricting STRs to primary residences, the ordinance allows only individuals who actually live in a unit to host short-term guests in an extra room, or to rent out the entire unit to short-term guests

for up to 90 nights per year when they are away from their homes. It does not, however, incentivize landlords to evict tenants or permit individuals who own multiple residential units to keep those units empty of tenants in order to rent to short-term guests.⁷⁴

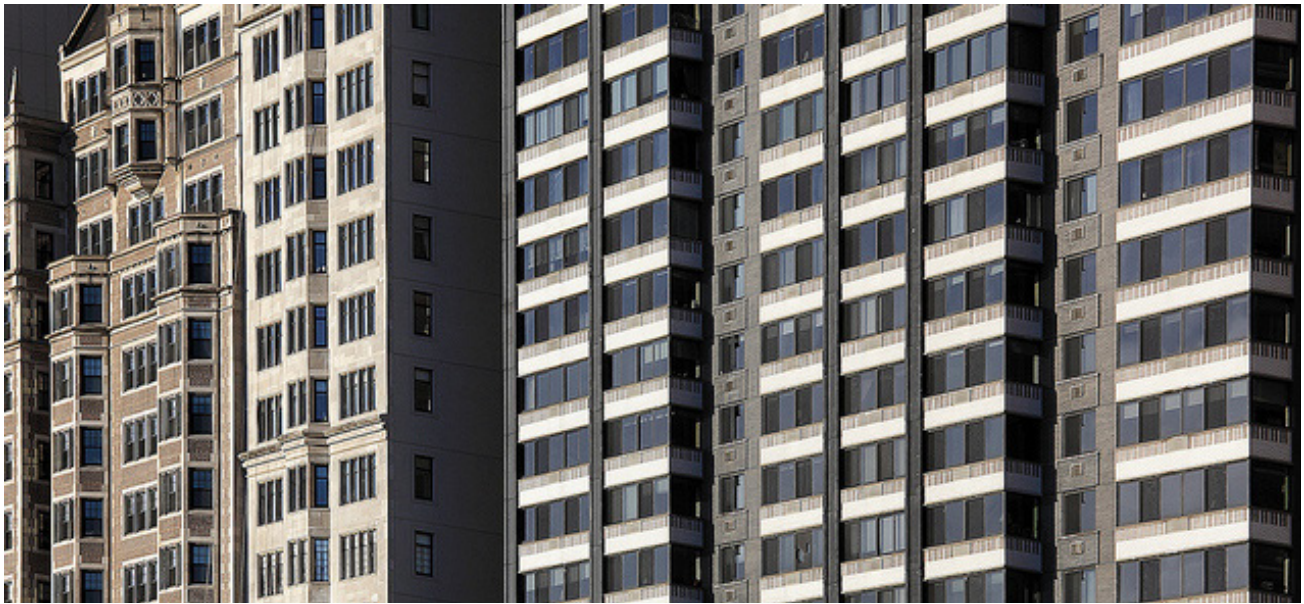
SAN FRANCISCO'S FAILURE TO PROTECT THE SUPPLY OF ROOMS:

As stated above, allowing hosts to engage in unlimited Hosted Primary Residence short-term rentals can reduce the availability and affordability of housing units if unaccompanied by proper reporting and enforcement mechanisms.⁷⁵ But allowing year-round hosted STRs is also problematic for another reason: it creates an incentive for renters and owners to remove rooms from the long-term rental market. If a city does not place a limit on Hosted Primary Residence STRs, people who might otherwise seek a housemate might opt to earn more flexibility or more income per night by using rooms primarily for short-term rental. However bedrooms for rent within a unit are a key source of affordable housing for single individuals, couples, students, and others who cannot afford to rent entire units. Therefore, in cities that are experiencing severe housing pressures, we recommend setting a limit on the number of nights per year that rooms can be rented to short-term guests, whether hosted or un-hosted.

74. Such units would be considered Vacation Rentals, and we recommend that cities where low-income and middle-income households experience difficulty finding affordable housing units strictly limit or even ban Vacation Rentals. See definition of Vacation Rentals in Section V.A.

75. See definition of Hosted Primary Residence STRs in Section V.A.

VI. GOING BEYOND IMPACT MITIGATION: RESTORATIVE APPROACHES TO REGULATING STRS



Although the recommendations above are aimed at mitigating potential harms of STRs, they do not solve the underlying economic imbalances that are damaging communities and motivating the pushback against STR platforms. We believe that it is the responsibility of cities to find ways to address wealth inequality, income inequality, affordable housing shortages, unemployment, under-employment, and poverty. Rather than focusing solely on mitigating the harms of STRs, cities could see STRs as a lever for economic change that can repair persisting economic problems already impacting communities. Indeed, the widespread use of STRs has encroached substantially upon domains under cities' control, namely land use laws and controls on housing supply. For this reason, cities can legitimately maintain their claim on such domains, and perhaps even go as far as prohibit private companies from brokering STRs.

Below, we offer three bold and creative approaches for municipalities interested in harnessing the economic benefits of STRs in addressing local economic issues. That we know of, no city has yet experimented with the following approaches.

Approach #1: Raising STR Caps on the Basis of Financial Need

Gentrification is a powerful economic and cultural process of neighborhood change. The patterns of gentrification can be found in the US and in districts, towns, and cities around the world. Complex and multifaceted, gentrification can occur at differing rates and for different reasons. One main factor, of course, is wealth and income disparities. Cities concerned by the disruptive and exclusionary effects of gentrification could consider STRs as either an agent of gentrification, or a lever against it.

Allowing high-income residents to earn additional income from STRs might intensify the process of gentrification, but allowing low-income residents to earn income from STRs has the potential to protect residents who might otherwise be displaced. Though regulating STRs on a household-by-household basis could be challenging to manage, cities could help low-income long-term residents use STR income to keep pace with increasingly expensive surroundings, remain in place, and benefit from – rather than be displaced by – the economic development of the area.

As STRs have become increasingly popular, many anecdotes have emerged of families, senior citizens, and other individuals avoiding foreclosure or eviction as a result of income generated by hosting short-term guests. Ideally, the potential for residents to use STR income to stay in place would not be fully lost if STR activity was limited by regulation. STR regulation could, in fact, offer cities a lever to create income opportunities for populations that are most impacted by unemployment and underemployment. Cities could even use this lever to selectively raise caps on the number of STR nights per year for households that meet objective financial need criteria.

Granting exemptions to STR caps on a household-by-household basis challenges cities to develop clear objective criteria on which to review applications, and makes the granting of exemptions somewhat more akin to a form of public benefit, like unemployment benefits. An application process might require the applicant to show that he or she has recently become unemployed, recently lost unemployment payments or other public benefits, or recently had a substantial increase in monthly rent. A cap exemption could also be time-limited, recognizing that the exemption acts as a temporary bridge for an individual or household seeking to get back on its feet after a financial blow. Any strategy for raising caps on a household-by-household basis should be carefully reviewed for compliance with constitutional due process provisions.

Selectively raising caps on a household-by-household basis would create substantial administrative costs for a city, but these costs should be seen in the context of the city's economic stabilization and development strategies. Furthermore, the administrative costs of such a program could be offset by TOT if the costs were passed to STR hosts through added STR taxes.

Approach #2: Keeping Wealth Local with a Municipally-Owned STR Platform

In order to recapture wealth that is leaving cities through payments to absentee STR platforms such as Airbnb, cities can prohibit the use of these STR companies, and require that residents use a municipally owned platform with functionality similar to that of Airbnb and other leading STR intermediaries. While this solution may prove difficult to implement at the level of a single city, it would become more financially viable if multiple large cities formed a partnership to jointly invest in the development and ongoing maintenance of the software. The financial return to cities would be nearly guaranteed, given that fees users

are accustomed and willing to pay to existing STR platforms would instead go directly to the City, providing funds for administration, affordable housing, or investment in other city programs. A substantial benefit of a municipal STR platform would be its facilitation of oversight and enforcement, because compliance with the law, including TOT remittances, reporting, and permit renewal, could be carried out directly through the platform.

Approach #3: Building Community Wealth Through a Sharing Economy Trust

Another bold strategy for using STRs to build community wealth is for a City to create a permanent trust for the collection, investment, and distribution of fees from STR bookings, much in the same way that the Alaska Permanent Fund pays all Alaska residents annual dividends from mineral, gas, and oil revenues.⁷⁶ Such a trust would ensure that all city residents benefit from the economic wealth brought by tourism and travel, and the trust could also align residents around the goal of ensuring an adequate supply of housing for all. Peter Barnes's book, *With Liberty and Dividends for All*, describes a variety of strategies for creating trusts that pay universal dividends derived from fees collected on the use of other assets, such as the atmosphere and intellectual property. In this vision, as the recipients of dividends from multiple sources, citizens would ultimately accumulate what amounts to a universal basic income.

We offer this idea because of its potential political viability in comparison to approaches that focus primarily on setting caps and investing tax revenue in affordable housing development. During a 1999 referendum, 83% of Alaskan voters voted to keep the Alaska Permanent Fund in place, demonstrating the potential for universal dividend systems to inspire support from citizens across the political spectrum.

To illustrate how this might work with STRs: Imagine that the City of San Francisco chartered a corporation called the "San Francisco Sharing Economy Trust." The stated purpose of the Trust is to support the long-term creation and preservation of an adequate housing supply for a socio-economically diverse city. Once chartered, the Trust would be somewhat insulated from the dynamics of electoral politics, enabling trustees to make decisions that serve the Trust's purposes, while remaining accountable to San Francisco residents, who are the beneficiaries of the Trust. The Trust could be empowered to determine the City's caps on STR rentals, and, separate from the 14% TOT already collected by the City, the Trust would be empowered to collect an additional percentage of all revenue from STRs. Ideally, the City would mandate that all STR bookings of housing within its borders be made through a municipally-owned or Trust-owned booking platform, rather than a for-profit platform like Airbnb. As such, the 10% to 20% booking fee normally collected by companies like Airbnb could go to the Trust. The Trust could then raise and lower the fee based on the Trust's assessment of housing unit supply in the city. When housing is in short supply, the Trust might raise the booking fee as high

76. For more information about the Alaska Permanent Fund, see <http://pfd.alaska.gov/>.

GOING BEYOND IMPACT MITIGATION, CONT.

as 30% to 40%, thereby giving STR hosts an incentive to put rooms back on the market for long-term rental. Because higher fees could ultimately bring higher dividends to city residents, residents will directly benefit from the Trust's efforts to preserve the housing supply.

There are at least three options for the management of the Trust's funds:

1. The Trust could retain all STR booking income and invest it (in the form of loans) in housing developments and purchases designed to preserve long-term affordability, such as projects stewarded by community land trusts. When the loans begin to pay a return, that income will be divided equally among all city residents and direct-deposited into their bank accounts.
2. The Trust could distribute STR booking income as dividends to residents, without the intermediate step of investing it in affordable housing development.
3. The Trust could strike a balance between the two options above, investing some STR booking income and making direct distributions of the rest.

Like its Alaskan counterpart, the San Francisco Sharing Economy Trust could create an online system to administer the funds. City residents could also use the online system to register and prove their residency in order to receive the dividend deposit. The Trust could set similar eligibility requirements to Alaska's Fund,⁷⁷ such as requiring that someone have lived in the city for at least one year prior to receiving a dividend.

77. See Alaska's residency verification information here: <http://pfd.alaska.gov/Eligibility/EstablishingResidency>.

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Vacation Rentals & Glenwood Springs

City Council

Thursday, May 16 2019



Definitions

☞ Vacation Rental:

☞ The rental of property for a period of time less than thirty (30) consecutive days. Includes STR and ATR categories.

☞ Short Term Rental (STR):

☞ The rental of an entire dwelling unit for monetary consideration for a period of time less than thirty (30) consecutive days.

☞ Accessory Tourist Rental (ATR):

☞ The rental for monetary compensation of not more than one (1) bedroom for transient lodging to guests in those residential dwelling units that contain a minimum of two (2) bedrooms and are owner-occupied or occupied by a resident manager.



Moratorium Background

o3 **November 16, 2019** City Council instituted moratorium on new Vacation Rental Permits, effective November 16-March 14.

o3 **December 1 2019** Online Survey: Available for 2.5 Months
Public work session

o3 **January 16, 2019**

o3 **February 25, 2019** Planning and Zoning Meeting with Recommendations

o3 **March 7, 2019** City Council voted to hold an additional work session to discuss further.

March 14, 2019

Moratorium ends.

o3 **March 21, 2019** City Council held a work session and came up with 4 recommendations in addition to P&Z's recommendations.



Planning and Zoning Commission Recommendations

1. **Permit Fee**

CITY COUNCIL RESOLUTION

Recommend an initial permit application fee of \$300 and a \$150 renewal fee every other year coinciding with the two year vacation rental permit.

1. **Building Inspections and Occupancy**

Recommend requiring a building inspection at time of application and at renewal every other year.

1. **Multifamily Building Limitations**

ORDINANCE CODE AMENDMENT

Recommend reducing the percentage of units that can be vacation rentals in a single-owner multifamily building to ten (10) percent.

1. **Numerical Limits**

Recommend imposing a numerical cap on Short-Term Rental permits equal to (a) 10% of the City's total housing stock or (b) one short-term rental permit for every block face or for every 500 linear feet where regular block face measurement does not apply, whichever is less.

1. **Violations and Penalties**

Recommend implementing a violation schedule of a fine of \$250 for the first offense and a fine of not less than \$100 and up to \$1,000 for each subsequent offense.

1. **Revocation of Permit**

Recommendation of a text amendments to Title 070.010.080(e) to add the following language: except as provided elsewhere in this code.



Planning and Zoning Commission Recommendations

Numerical Limits

Recommend imposing a numerical cap on Short-Term Rental permits equal to (a) 10% of the City's total housing stock or (b) one short-term rental permit for every block face or for every 500 linear feet where regular block face measurement does not apply, whichever is less.

STAFF NOTE: Implementing a per-block or 500 foot lineal foot distance provision would require more staff time.

Staff recommends either adopting only the ten percent numerical cap, or changing the amendment to a numerical limit of ten percent AND one unit per block face, and removing the "whichever is less" statement.

Staff would also recommend amending the application fee appropriately.



Planning and Zoning Commission Discussion

Other Topic Areas without Recommendation

1. **Parking**

- a. Discussion around complaints and comments from survey.

2. **Neighborhood notification**

- a. Discussion around what it would accomplish and how comments would be processed.
- b. May contribute to neighborhood conflict
- c. Idea of “Good Neighbor” pamphlet handout

3. **Owner occupancy and minimum residence requirement**

- a. Discussion on absentee ownership and impact
- b. Somewhat discussed in the “limit” topic area

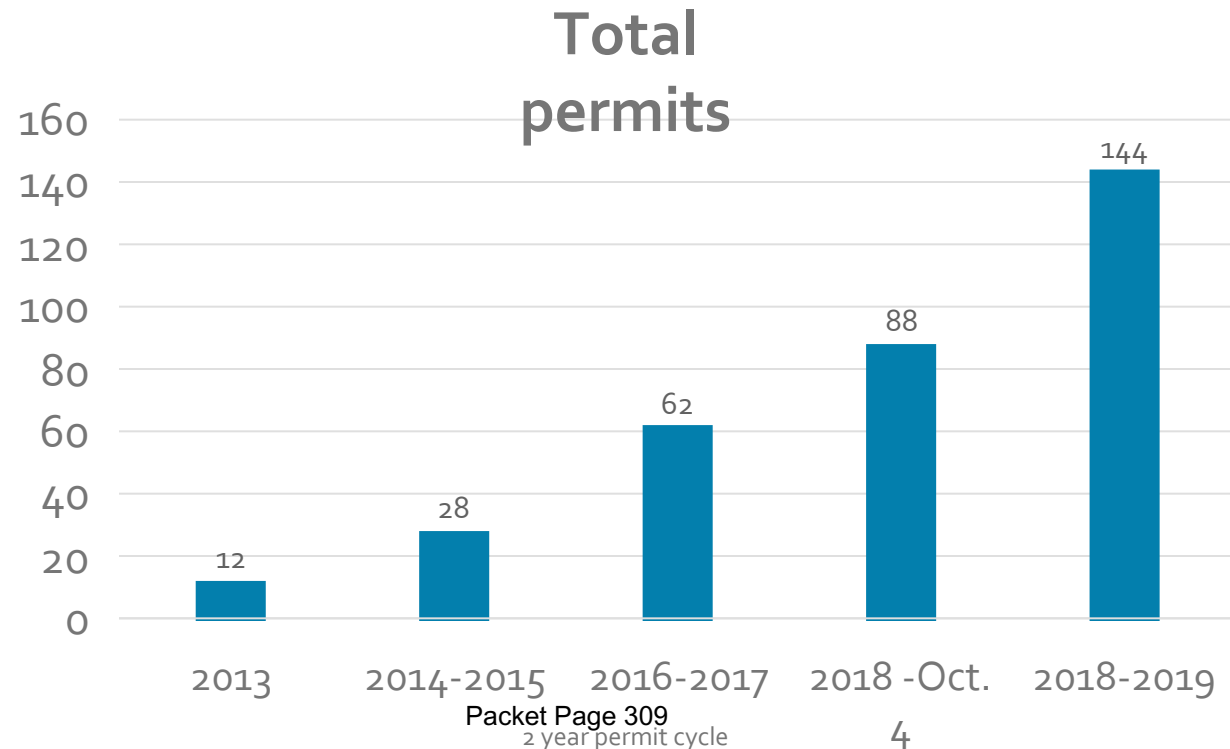


Additional Slide Exhibits

- ❧ Vacation Rental Permit Growth
- ❧ Survey Demographics
- ❧ Previous Council Work session discussion
- ❧ Distance buffer visuals
- ❧ Survey and Public Meeting Results
- ❧ Municipal Combination Examples



2 year Permit Cycle	Short Term Rentals	Accessory Tourist Rentals	Total permits
2013	12		12
2014-2015	28		28
2016-2017	58	4	62
2018 -Oct. 4	75	13	88
2018-2019	127	17	144



Survey

œ482 Respondents

- œ390 Glenwood Residents (80%)
- œ32 Glenwood Employees
- œ57 Outside Glenwood Interest

œ75% of Glenwood Resident Respondents have lived in Glenwood for 6 or more years.

œ86% identify as owning their dwelling.

œ19% of respondents own or operate a Vacation Rental currently.

œ60% of respondents live in a neighborhood with vacation rentals.



Previous City Council Recommendations

1. Permit Fee

CITY COUNCIL RESOLUTION

Recommend an initial permit application fee of \$300 and a \$150 renewal fee every other year coinciding with the two year vacation rental permit.

1. Building Inspections

Recommend requiring a building inspection at time of application and at renewal every other year.

1. Occupancy

ORDINANCE CODE AMENDMENT

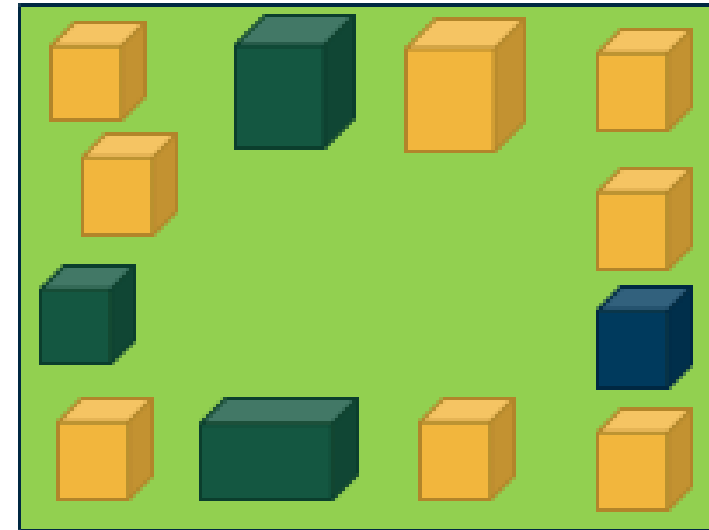
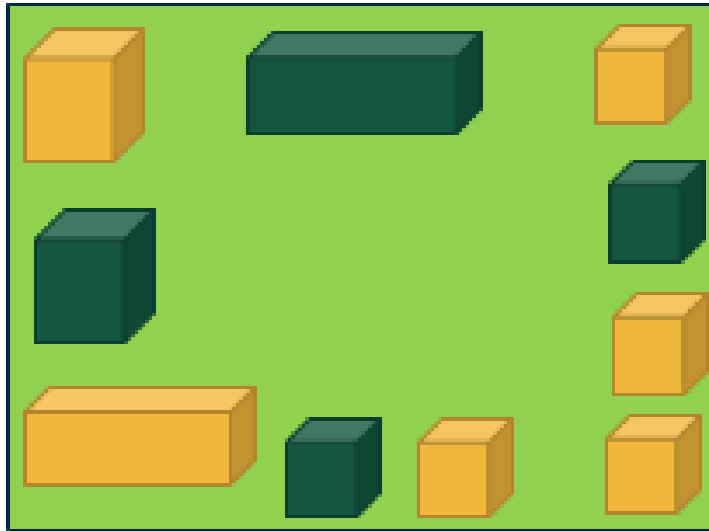
Occupancy shall be limited to 2 persons per bedroom, plus 2 additional.

2. Multifamily Building Limitations

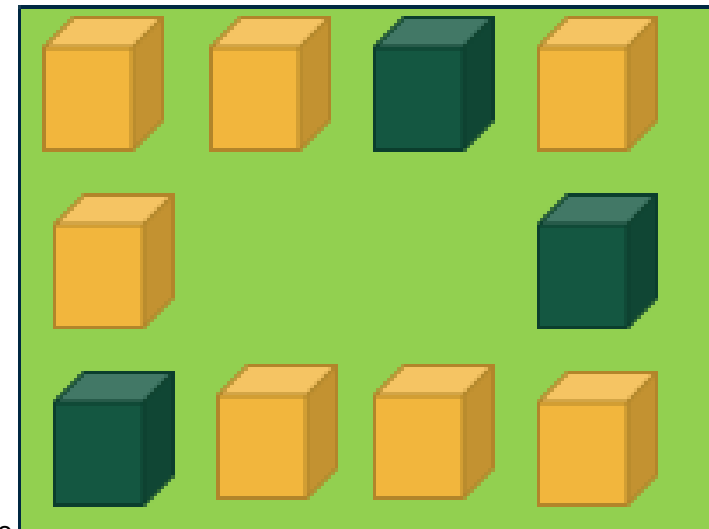
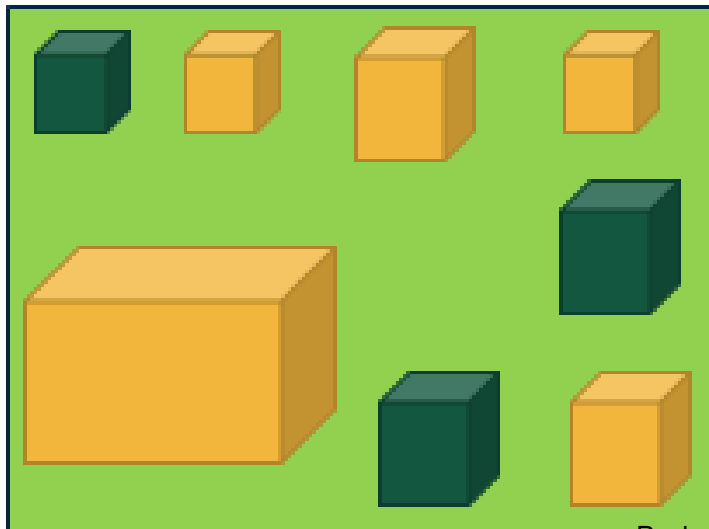
Recommend reducing the percentage of units that can be vacation rentals in a single-owner multifamily building to ten (10) percent, or at least 1 for all Residential and Mixed Use Zone districts.

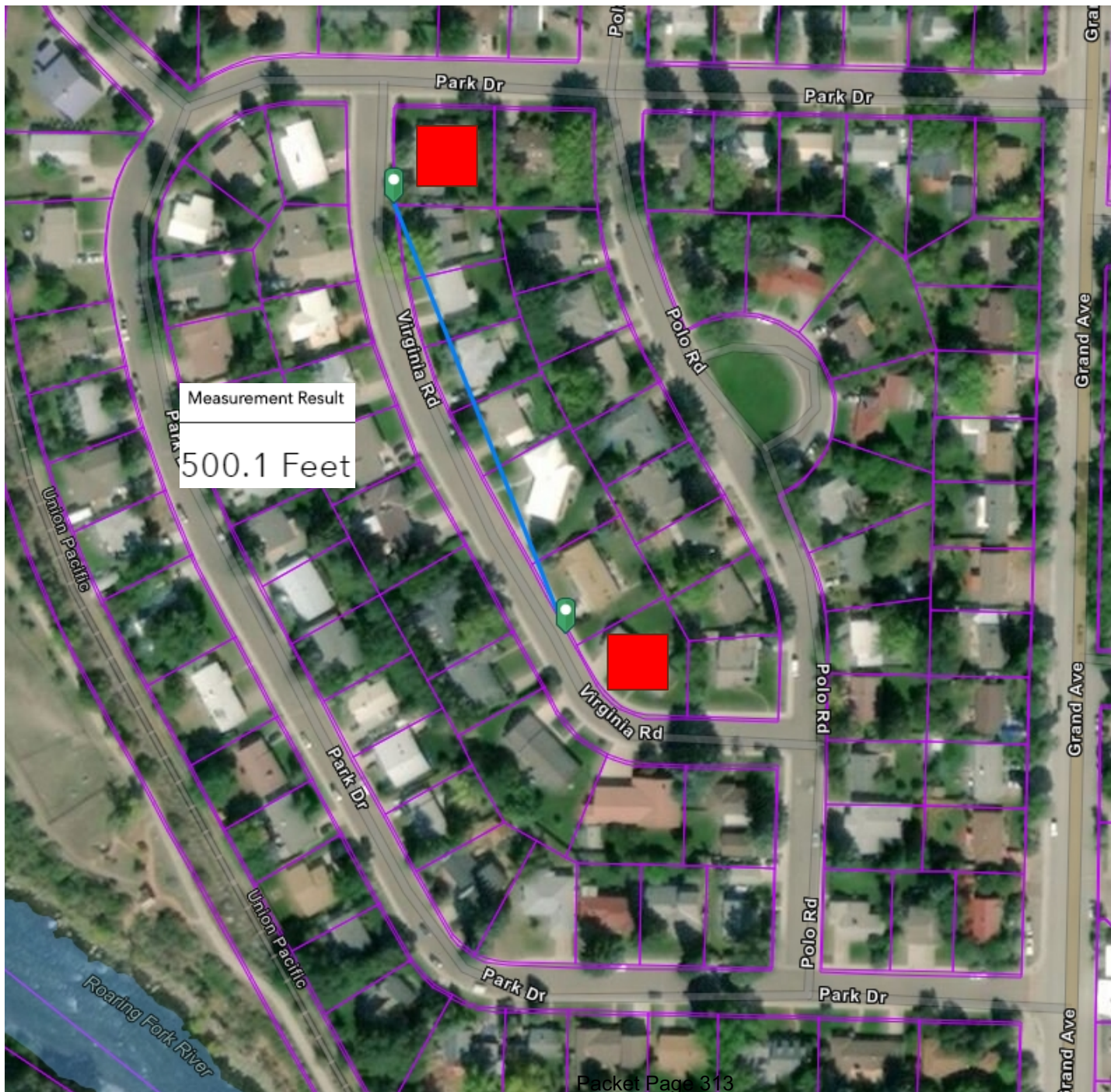


Per Block Face Limitation Example



One permit per block face, Corner lots count for both block faces.





Example of
500 linear
foot
distance
buffer



One per block face, or 500 linear foot distance, whichever is less.



Current
Permits
in same
area

Survey and Public Meeting Results

Allowance and Permits

- ☞ Allow both types of Vacation Rentals
- ☞ Require a Permit

Permit Fee

- ☞ Annual Fee
- ☞ \$100-\$300

Multifamily Building Limitations

- ☞ Limit number of units that can be vacation rentals to 10% of total units.

Building Inspections and Occupancy

- ☞ Require buildings inspections and set occupancy.

Numerical Limits

- ☞ Survey says: YES 50%, NO 34%
- ☞ Public meeting says: YES 46%, NO 54%

Owner Occupancy Requirement

- ☞ Survey YES 45%, NO 42%
- ☞ Public meeting YES 43%, NO 57%

Neighbor Notification

- ☞ Survey only: Require neighbor notification for new vacation rental applications in the immediate area.

Clear Results

Less Clear Results





Tool Box Combination

Community approaches to regulation vary depending on the tools they choose. The tools for limitation, Caps, buffers, parking, and residency requirements, usually dictate how strict the rest of the regulations are. Examples include:

☞Crested Butte

- ☞Primary Residence permits have no numerical limit.
- ☞Non-Primary Residence permits capped at 30% housing stock
- ☞Parking required for exceeding 10 person occupancy

☞Boulder, Denver, and Lyons

- ☞Primary Residence requirement
- ☞No building inspection
- ☞Lower application fees

☞Telluride

- ☞Zoning limitations
- ☞Residential zones limited by frequency (alternative residency)
- ☞3 times a year for maximum of 29 days annual cumulatively

☞Durango

- ☞Cap by zone district
- ☞Distance buffer
- ☞NO residency requirement
- ☞Parking requirement

Steamboat Springs

Temporary Short Term Rentals: No Permit
Limited to 2 times a year, 30 day max
Parking Requirement: 2-3 spaces



City Council
STAFF REPORT
City of Glenwood Springs
May 16, 2019

Agenda Item:	Resolution 2019-14; A Resolution of the City Council of the City of Glenwood Springs, Colorado, Amending Vacation Rental Application Fee and Vacation Rental Permit Application
Action Requested:	Approval of Resolution 2019-14 amending the vacation rental application fee and vacation rental permit application.
Department:	Economic and Community Development
Presented By:	Hannah Klausman, Senior Planner
Background Info:	Consideration of Resolution 2019-14 Consideration of City Council Resolution includes amending the development fee schedule to reflect an initial permit application fee of \$300 and a \$150 renewal fee every other year coinciding with the two-year vacation rental permit, and the addition of a Vacation Rental Permit Condition requiring a building inspection at time of application and for renewal every other year.
Issues:	Staff time estimates used to recommend application fees for vacation rentals are based on current application processing regulations. The implementation of new regulations may alter the amount of staff time necessary for program maintenance. Staff would recommend reviewing these application fee estimates in conjunction with other regulatory policy decisions included in Ordinance No 9, Series of 2019.
Staff Recommendation:	Staff has no recommendation and defers to recommendations made by the Planning and Zoning Commission and the public engagement process.

RESOLUTION 2019 - 14

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GLENWOOD SPRINGS, COLORADO, AMENDING THE CITY'S DEVELOPMENT REVIEW FEE SCHEDULE AND VACATION RENTAL PERMIT APPLICATION FORM.

WHEREAS, City Council adopted Title 070 of the Glenwood Springs Municipal Code through Ordinance 19, Series 2018; and

WHEREAS, pursuant to Section 070.060.030(d)(3)(a) of the City's Municipal Code, City Council adopted a development review fee schedule by Resolution 2018-29; and

WHEREAS, the existing development review fee schedule sets forth a \$110 one-time fee for short term rental permits; and

WHEREAS, by Ordinance No. 23, Series of 2018, the City Council of the City of Glenwood Springs imposed a temporary moratorium on the acceptance and processing of new vacation rental permits and associated business license applications and directed City staff to develop a robust public engagement process to gather information on the topic; and

WHEREAS, the moratorium applied to all vacation rentals as defined in Section 070.030.030(e)(7) of the Glenwood Springs Municipal Code (Accessory Tourist Rentals) and Section 070.030.030(e)(9) of the Municipal Code (Short Term Rentals); and

WHEREAS, during the moratorium City staff engaged in a robust public engagement process which included an online survey regarding community perception of vacation rentals and feelings toward specific regulations; a public work session to discuss the online survey results and expand further into certain topic areas; and research into how other municipalities in Colorado regulate vacation rentals; and

WHEREAS, the Planning and Zoning Commission received and considered the information gathered through the public engagement process, as well as comments from the public, during a Special Meeting held on February 25, 2019; and

WHEREAS, the Planning and Zoning Commission recommended amending the development fee schedule to include a \$300 initial application fee for a vacation rental permit and a biennial \$150 permit renewal fee; and

WHEREAS, the Planning and Zoning Commission further recommended amending the City's vacation rental permit application to require, as a condition of approval and renewal, a biennial building inspection which allows the building department to assign a maximum occupancy; and

WHEREAS, City Council wishes to adopt the recommendations of the Planning and Zoning Commission and amend the City's development fee schedule and vacation rental permit application as set forth herein.

NOW, THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF THE CITY OF GLENWOOD SPRINGS, COLORADO, THAT:

Section 1. The above recitals are hereby incorporated as findings by the City Council of the City of Glenwood Springs.

Section 2. The City Council of the City of Glenwood Springs hereby approves revising the development review fee schedule to include a \$300 application fee for vacation rental permits and a \$150 permit renewal fee.

Section 3. The City Council of the City of Glenwood Springs hereby approves revising the City's vacation rental permit application form to require, as a condition of approval and renewal, biennial buildings inspections for all vacation rentals.

INTRODUCED, READ, AND PASSED THIS 16th DAY OF MAY 2019.

CITY OF GLENWOOD SPRINGS, COLORADO

Jonathan Godes, Mayor

ATTEST:

Catherine Mythen Fletcher, City Clerk



City Council
STAFF REPORT
City of Glenwood Springs
May 16, 2019

Agenda Item: Ordinance No 9, Series of 2019; An Ordinance of the City Council of the City of Glenwood Springs, Colorado, Revising Code Provisions to Vacation Rentals (FIRST READING)

Action Requested: Approval of Ordinance 9, Series 2019 revising code provisions to the vacation rental section of Title 070.

Department: Economic and Community Development

Presented By: Hannah Klausman, Senior Planner

Background Info:

For actions involving amendments to the Municipal Code, City Council is the deciding authority. All Municipal Code amendments are completed by ordinance, which requires two hearings before City Council.

For amendments to the Municipal Code, City Council shall consider whether and to what extent the proposed text amendment:

1. Is consistent with the Comprehensive Plan and other City policies;
2. Does not conflict with other provisions of this Code or other provisions in the Glenwood Springs Municipal Code;
3. Is necessary to address a demonstrated community need;
4. Is necessary to respond to substantial changes in conditions and/or policy; and;
5. Is consistent with the general purpose and intent of this Code.

ACTION ALTERNATIVES

City Council may take one of the following actions:

1. Recommend approval of all or some of the amendments;
2. Recommend denial of some or all of the amendments; or,
3. Continue the hearing with a requirement that staff submit changes or provide additional information regarding some or all the amendments.

Consideration of a various text amendment to Municipal Code Title 070.030.030(e)7 and 070.030.030(e)9 Use Specific Standards for Accessory Tourist Rentals and Short Term Rentals to include:

1. A reduction in the percentage of units that can be vacation rentals in a single-owner multifamily building from twenty-five (25) to ten (10)%;
2. A numerical cap on Short-Term Rental permits equal to (a) 10% of the City's total housing stock or (b) one short-term rental permit for every block face or for every 500 linear feet where regular block face measurement does not apply, whichever is less;
3. A violation fee schedule with the first violation of 070.030.030(e)(7)/(9) shall be subject to a fine of \$250 for the first offense and a fine of not less than \$100 and up to \$1,000 for each subsequent offense; and
4. An amendment to Title 070.010.080(e) to add the following language: except as provided elsewhere in this code, clarifying that the Community Development Director may revoke a vacation rental permit without following the hearing process in Section 070.010.080(e)(2).

Issues: Staff believes the implementation of a distance buffer limitation between vacation rentals will add additional staff time to permit processing and enforcement. This would include:

- Mapping layer updates (GIS)

- Permit application processing time
- Active permit list updating
- Compliance and enforcement time

Staff estimates that these additional tasks will add somewhere between half an hour, to an hour per application, of staff time.

Staff Recommendation:

Ordinance No. 9

Series of 2019

AN ORDINANCE OF THE CITY OF GLENWOOD SPRINGS, COLORADO, AMENDING THE GLENWOOD SPRINGS MUNICIPAL CODE REGARDING THE REGULATION AND PERMITTING OF ACCESSORY TOURIST AND SHORT-TERM RENTALS IN THE CITY.

WHEREAS, the City of Glenwood Springs (the “City”) is a Colorado home rule municipality organized pursuant to Article XX of the Colorado Constitution and with the authority of the Glenwood Springs Home Rule Charter; and

WHEREAS, by Ordinance No. 23, Series of 2018, the City Council of the City of Glenwood Springs imposed a temporary moratorium on the acceptance and processing of new vacation rental permits and associated business license applications and directed City staff to develop a robust public engagement process to gather information on the topic; and

WHEREAS, the moratorium applied to all vacation rentals as defined in Section 070.030.030(e)(7) of the Glenwood Springs Municipal Code (Accessory Tourist Rentals) and Section 070.030.030(e)(9) of the Municipal Code (Short Term Rentals); and

WHEREAS, during the moratorium City staff engaged in a robust public engagement process which included an online survey regarding community perception of vacation rentals and feelings toward specific regulations; a public work session to discuss the online survey results and expand further into certain topic areas; and research into how other municipalities in Colorado regulate vacation rentals; and

WHEREAS, the Planning and Zoning Commission received and considered the information gathered through the public engagement process, as well as comments from the public, during a Special Meeting held on February 25, 2019; and

WHEREAS, the Planning and Zoning Commission recommended amending the Municipal Code to reduce the percentage of units that can be vacation rentals in a single owner multifamily building from 25 to 10%, with at least one unit in the building still being eligible for a vacation rental permit; limit the total number of Short Term Rentals in the City to 10% of the City’s free market residential units or one unit for every block face or every 500 lineal feet in areas where the block face standard does not apply, whichever is less; specify that a violation of the vacation rental regulations in the Code is subject to a \$250 fine for the first offense and a fine of not less than \$100 per day and up to \$1,000 per day for subsequent offenses; and clarify that the Community Development Director may revoke a vacation rental permit without following the hearing process in Section 070.010.080(e)(2); and

WHEREAS, at its regular meeting on March 7, 2019, City Council received and considered the information gathered through the public engagement process, the recommendations of the Planning and Zoning Commission, comments from City staff, and testimony from the public; and

WHEREAS, City Council desires to amend Sections 070.030.030(e)(7) and (9) to reduce the percentage of permissible vacation units in a single-owner multifamily building; limit the total number of Short Term Rentals in the City to 10% of the City's free market residential units or one permit for every block face or every 500 lineal feet in areas where the block face standard does not/cannot be applied, whichever is less; specify that a violation of 070.030.030(e)(7) or (9) is subject to a fine of \$250 for the first offense and a fine of not less than \$100 per day and up to \$1,000 per day for subsequent offenses; and amend Section 070.010.080(e) to clarify that the penalties and remedies set forth therein apply unless another section of Title 070 states otherwise; and

WHEREAS, City Council finds and declares that the amendments to the Municipal Code regarding vacation rentals set forth herein are proper in light of the needs and desires of the City and in the promotion of the public health, safety and welfare of the City's residents and visitors.

NOW THEREFORE, IT IS ORDAINED BY THE CITY COUNCIL OF THE CITY OF GLENWOOD SPRINGS, COLORADO, THAT:

Section 1. The recitals hereinabove are hereby adopted as findings and incorporated herein.

Section 2. Section 070.030.030(e)(7) of the Glenwood Springs Municipal Code is hereby amended as follows, with double underlined text added and ~~strike through language deleted~~:

c. Use and Occupancy Restrictions

8. In a multifamily building under single ownership, no more than 10 ~~(25)~~ percent but at least one unit may be permitted as an accessory tourist rental provided the owner of the resident manager occupies the accessory tourist rental.

d. Permit Procedures

5. Penalties for Violations

Any violation of this Section shall be subject to a fine of \$250 for the first offense and a fine of not less than \$100 and up to \$1,000 for each day of a subsequent offense.

Section 3. Section 070.030.030(e)(9) of the Glenwood Springs Municipal Code is hereby amended as follows, with double underlined text added and ~~strike through language deleted~~:

d. Use and Occupancy Restrictions

3. In a multifamily building under single ownership, no more than 10 ~~(25)~~ percent but at least one unit may be permitted as a short-term rental.

4. The total number of short-term rentals in the City shall be limited to 10 percent of the City's total free market residential units or one short-term rental unit for every block face or every 500 lineal feet in areas where the block face standard does not apply, whichever is less. This limitation shall not apply to units that were permitted prior to the effective date of this subsection or to timely renewals of such permits. However, the 10 percent cap on short term rentals includes existing permitted units.

e.a. Operation

f.d. Permit Procedures

5. Penalties for Violations

Any violation of this Section shall be subject to a fine of \$250 for the first offense and a fine of not less than \$100 and up to \$1,000 for each day of a subsequent offense.

Section 4. Section 070.010.080(e) of the Glenwood Springs Municipal Code is hereby amended as follows, with double underlined text added and ~~strike through language deleted~~:

(e) Penalties and Remedies

Unless otherwise provided in this Code, the ~~The~~ Director, Building Official, or City Engineer, or such other person as may be designated by the Director, shall have the power to enforce this Code subject to the following penalties:

INTRODUCED, READ ON FIRST READING, PASSED AND ORDERED
PUBLISHED BY TITLE ONLY THIS 16TH DAY OF MAY 2019.

CITY OF GLENWOOD SPRINGS, COLORADO

Jonathan Godes, Mayor

ATTEST:

Catherine Mythen Fletcher, City Clerk

INTRODUCED, READ ON SECOND READING, PASSED AND ORDERED
PUBLISHED BY TITLE ONLY TO BE EFFECTIVE TEN DAYS FOLLOWING THE DATE
OF SECOND PUBLICATION THIS ____ DAY OF _____, 2019.

CITY OF GLENWOOD SPRINGS, COLORADO

ATTEST:

Jonathan Godes, Mayor

Catherine Mythen Fletcher, City Clerk



City Council
STAFF REPORT
City of Glenwood Springs
May 16, 2019

Agenda Item: Two Rivers Project

Action Requested: Approval of staff recommendations of potential bid alternates for the Two Rivers Shoreline Restoration Project.

Department: Parks & Recreation

Presented By: Brian Smith, Recreation Director

Background Info: River fronts have historically served as industrial zones for their transportation options as well as ease of industrial waste disposal. Glenwood Springs has not been an exception to this historic precedent. Over the past few decades society has shifted to a stewardship mentality as our rivers have become the central attraction and hub of the local economy.

With approximately 2,500 feet of riverfront at the confluence of the Colorado and Roaring Fork Rivers, Two Rivers Park is the Central parkland of Glenwood Springs with 121,000 users accessing the river. The park was built on fill over a lot of industrial materials which over time has become exposed along the river bank as the shoreline has eroded over the years. As Dean Moffitt shared at the last Council meeting, the project team for the construction of Two River Park ran out of funds before they could make improvements to the River Front. The need for the project is inherent from the existing conditions:

- Inadequate boat ramp
- Erosion issues, bank destabilization
- Minimal vegetation from cement caps, reduced nutrient filtering
- Poor moderation of water temperature (which helps to dissolve oxygen necessary for fish health)
- Depletion of wildlife habitat and corridors of movement
- Public safety issues from exposed metal, cement, chemicals, and other industrial debris
- Failing Irrigation System
- Poor to no river access

The purpose of the Two Rivers Shoreline Restoration Project is to remove industrial debris and beautify the river front, Improve the boat ramp to meet the needs of river users, develop public access to the river and enhance recreational opportunities,

Project Timeline:

- Feb-June 2019: Final Design and Engineering
- June 2019: Design Review and Project Approval
- July 2019: Final Specs and Bid Documents
- Aug 2019: Bid Opening, Contractor Selection
- Sept 2019: Notice to Proceed and Pre-construction Meeting
- Nov-Jan 2020: Preliminary Demo and Construction
- Feb-April 2020: In Water Work, RR Abutment, River Frontage
- May-June 2020: Fine Grading and Topsoil, Riparian Vegetation
- July 2020: Project Cleanup Demobilization

Issues: Council has asked staff to modify and look at add alternates for the project throughout the planning

process over the last five years during which new Council members and new Parks & Recreation Commission members have come on and made additional modifications. Only one City Councilor and two P&R Commissioners remain of the original Council that authorized the project.

Through 2018, \$160,225 has been spent on planning and design for the project. Council has indicated the desire to complete the project with a reduced cost.

Staff Recommendation: Move forward on project completion as presented with the scope of boat ramp, restroom, shoreline improvements to include removal of riverfront debris and riparian vegetation plantings, and supporting utilities. Remove all other design alternates as a possible future phase II.

Two Rivers Shoreline Project



CITY OF
GLENWOOD
SPRINGS
PARKS AND RECREATION



Introduction

- Approx. 2,500 feet of riverfront
- Confluence of Colorado and Roaring Fork Rivers
- 121,000 River Users
- 360,000 Total Park Users
- Main take out for Colorado and Roaring Fork River Anglers
- Sensitive Spawning Area
- Existing Uses:
 - Fishing
 - Rafting
 - Biking
 - Picnicking
 - Events
 - Sports



Existing Conditions | Need for Project

- Inadequate boat ramp
- Erosion issues, bank destabilization
- Minimal vegetation from cement caps, reduced nutrient filtering
- Poor moderation of water temperature (which helps to dissolve oxygen necessary for fish health)
- Depletion of wildlife habitat and corridors of movement
- Public safety issues from exposed metal, cement, chemicals, and other industrial debris
- Poor to no river access
- Failing Irrigation System







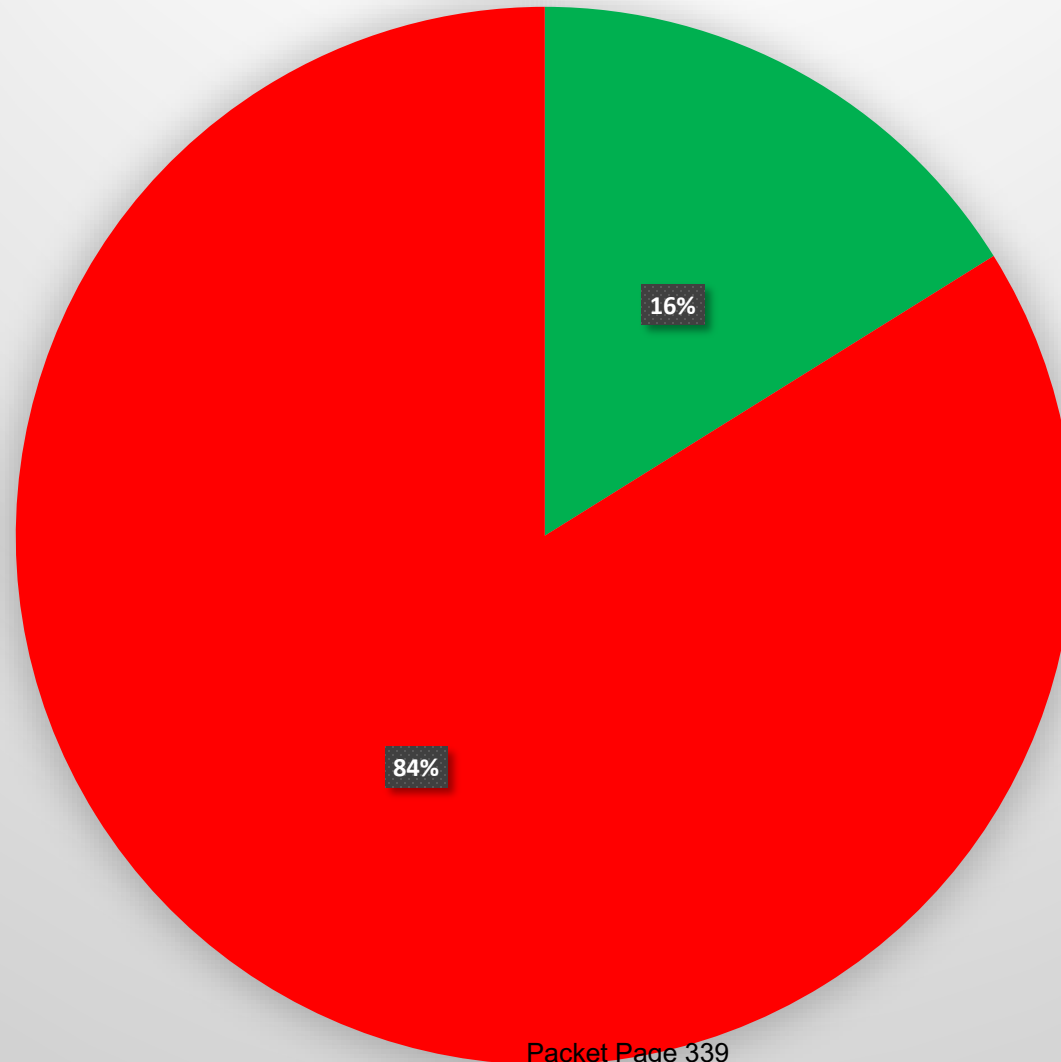






Do you ever fish from the banks of Two Rivers Park?

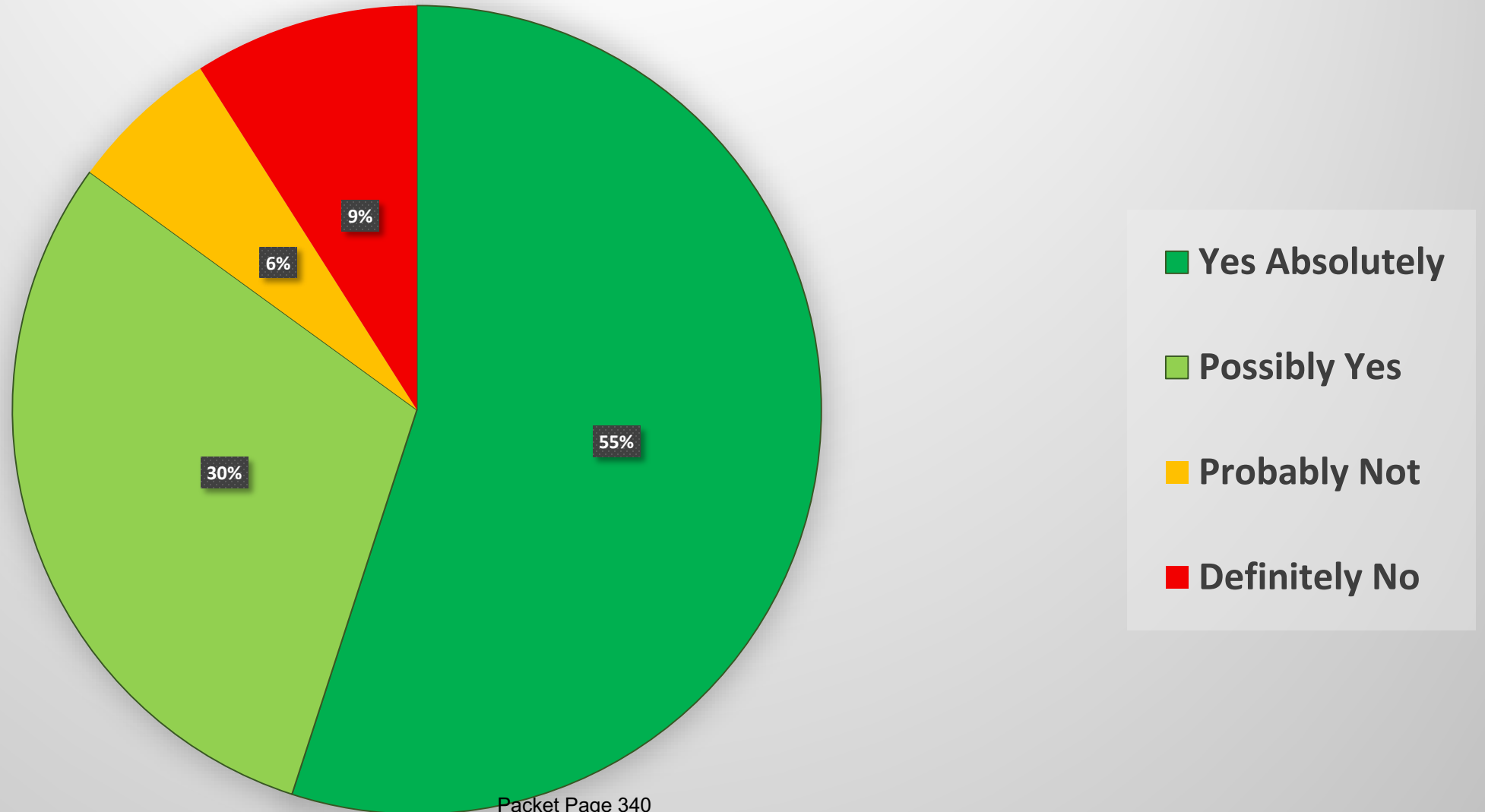
(125 Surveyed Responses)



■ Yes ■ No

Would you would participate in fishing activities at Two Rivers if there was improved river access?

(125 Surveyed Responses)



Project Purpose

- Improve riverfront access
- Implement erosion control measures
- Removal of industrial debris and safety issues
- Improve boat ramp to meet the needs of river users
- Enhance river recreation opportunities
- Reduce water quality impacts
- Invasive plant removal and native plant installation
- Increase terrestrial and aquatic habitat
- Allow for education and outreach opportunities



PRELIM
100-YR
FLOODPLAIN

10 FT WIDE
COMMERCIAL
STAGING AREA

COMM. STAGING

TRASH/RECYCLE
RELOCATE
BIKE RACK,
MAINTENANCE
STATION, AND
WATER FOUNTAIN

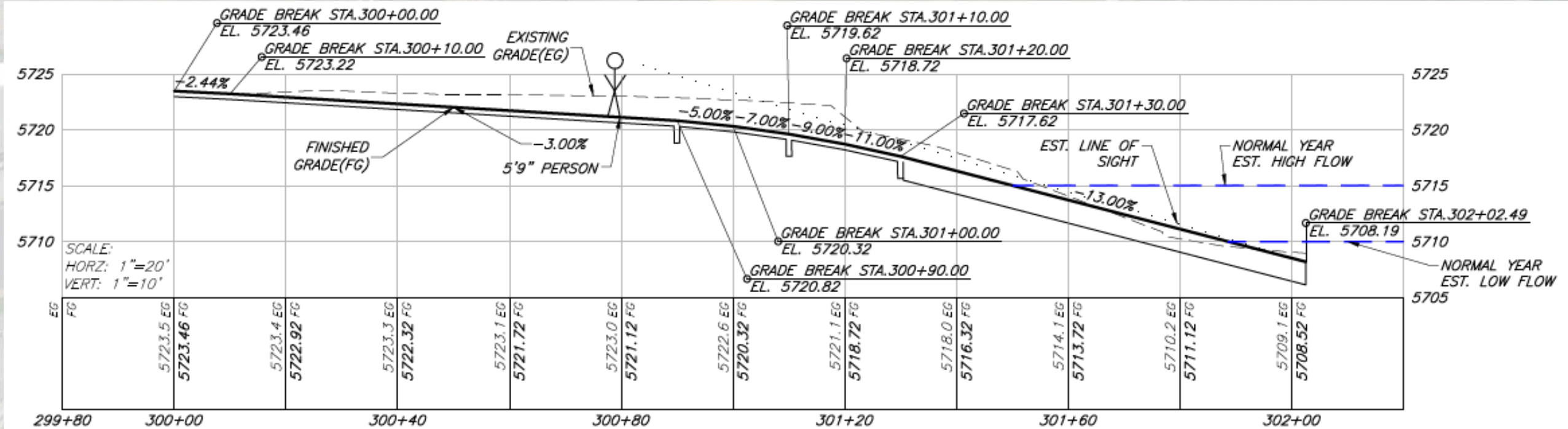
2, 10 FT WIDE
STAGING AREAS

WALKWAY

QUEUING AREA

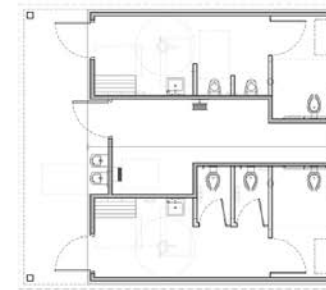
PROP
SIDEWALK

NOTE:
GOOGLE EARTH AERIAL IMAGE IS SHOWN
FOR REFERENCE ONLY. LINEWORK IS
BASED ON FIELD SURVEYED POINTS.





PROJECT REF#: 10631-4/22/2019-0



FLOOR PLAN

SCALE: NOT TO SCALE



TWO RIVERS PARK

GLENWOOD SPRINGS, COLORADO

RESTROOM BUILDING

ARTIST IMPRESSION: 3D RENDERING ONLY FOR REPRESENTATION. COLORS AND MATERIALS ARE SUBJECT TO CHANGE

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2587 BUSINESS PARKWAY
MINDEN NEVADA 89423
P: 888-888-2060 F: 888-888-1448



DOWEL TO EXISTING TRAIL
#4 BARS 12" OC 6" DEPTH

NEW LANDSCAPING TYP.
SEE LANDSCAPING PLANS

EXISTING UPLAND TRAIL
DO NOT DISTURB

NEW LOW TRAIL 6FT WIDE

NEW LOW TRIANGULAR DEFLECTOR
SEE DETAIL SHEET C-09

NEW RIPARIAN NATIVE
VEGETATION ZONE

REMOVE DUMPED CONCRETE

SECTION L-03
SEE SHEET C-05

BOULDER CLUSTER
TYP. SHEET C-09

NEW RIPARIAN NATIVE
VEGETATION ZONE



Work to Date

- 2014: Public Input Meetings/Survey, Needs Assessment Report.
- 2016: Conceptual Plans based on Report Recommendations.
- 2016-2017: 60% Design of Project Priorities- Shoreline Restoration, Boat Ramp and Related Improvements, Add Alternates for Amenities.
- 2018: Final Design, CPW Review, Phase 1 Bid Process-rejected.
- 2019: Refined Scope Focused on Critical Elements, Engineering for Bid Documents.



Project Timeline

- Feb-June 2019: Final Design and Engineering
- June 2019: Design Review and Project Approval
- July 2019: Final Specs and Bid Documents
- Aug 2019: Bid Opening, Contractor Selection
- Sept 2019: Notice to Proceed and Preconstruction Meeting
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- Feb-April 2020: In Water Work, RR Abutment, River Frontage
- May-June 2020: Fine Grading and Topsoil, Riparian Vegetation
- July 2020: Project Cleanup Demobilization

Staff Recommendation

Move forward on project with the scope of boat ramp, restroom, shoreline improvements to include removal of riverfront debris and riparian vegetation plantings, and supporting utilities. Remove all other design alternates as a possible future phase II.



City Council
STAFF REPORT
City of Glenwood Springs
May 16, 2019

Agenda Item: Update on Construction Schedule for 7th Street

Action Requested: None. For information only.

Department: Engineering

Presented By: Terri Partch, City Engineer

Background Info: Gould construction is working diligently to complete the 7th Street project. The original completion date was scheduled for 8/29/2019. Gould was allowed to start the project earlier than anticipated, but due to poor weather and frost conditions substantial work did not start ahead of the planned start of March 1st.

Council authorized change order number one on March 7th of this year. Change order number one authorized additional paver and concrete work from Grand Avenue west to Colorado. At that time, Gould estimated that the additional work would add 21 days to their schedule.

Since that time we have had two other site issues resulting in minor change orders and contract requests for seven additional days. These work and working day additions push the contract scheduled completion to October 1st.

In addition, Gould has been notified of a likely delay in the shipment of pavers from their supplier, Endicott. Endicott is located in one of the flooded areas in Nebraska. Due to substantial flooding in the area, pavers have not been able to be made. They are now projecting a two week delay in shipment from the end of April to mid-May.

Gould is working to accelerate every aspect of the construction to try to complete the contract as close to the original date as possible.

Issues: The contract completion date could be as late as mid-October.

Staff Recommendation: None. For information only.





City Council STAFF REPORT City of Glenwood Springs May 16, 2019

Agenda Item: Bid for Landscaping and Furniture on 7th Street

Action Requested: Approval of Gould Construction's bid for landscaping and furniture on 7th street

Department: Engineering

Presented By: Terri Partch, City Engineer

Background Info: Six Invitation to Bids mailed for the 7th Street Landscaping Project, BD 2019-025. The City received a total of two responses: one from Rocky Mountain Custom Landscapes in the amount \$478,828.00, and Gould Construction in the amount of \$573,390.50. The low bid received from Rocky Mountain Custom Landscapes did not include pricing for the lighting and electrical materials as required by the bid specifications. Therefore, the bid from Rocky Mountain Custom Landscapes was considered as non-responsive. However, the bid received from Gould Construction did include all pricing as required in the bid documents and was deemed the responsive, responsible offer, meeting all specifications of the bid.

Issues: The responsive bid for the project is approximately 23,390.50 over the landscaping budget for the project of \$550,000. The DDA has reviewed these bids and has authorized the thie Board to use up to \$25,000 of their budget to make up the difference.

The current budget analysis for this fund follows:

7th Street 2019 A&I Budget	\$ 4,060,000.00
Base Bid: Phases 2 and 3 (Approved)	\$ 1,627,758.85
Accelerated Schedule (Approved)	\$ 134,400.00
Bollards	\$ 45,997.70
Phase 4: Landscape/Furniture	\$ 573,390.50
Phase 5: Water Features	\$ -
Phase 6: Splash Pad	\$ -
Remaining Budget	\$ 1,678,452.95

Change Order 1	\$ 153,884.85	21	Approved	Added pavers along south sidewalk west of Grand Ave
Change Order 2	\$ -	N/A	Approved	Move the original end date back to 8/29/19 because of late start
Change Order 3	\$ 5,988.55	5	Approved	Retaining Wall adjustments, geogrid and backfill
Change Order 4	\$ 6,156.15	0	Approved	Additional Pavers to make up for anticipated waste
Change Order 5	\$ 19,472.56	2	Approved	East staircase landing
Change Order 6	\$ 43,775.00	0	Approved	Replace flagstone pavers with black granite banding

Remaining Budget \$ 1,449,175.84

The benches specified for the project do not have a center rail (see the attached project specifications). In the past, Council has been concerned about the possibility of people attempting to sleep on City park benches. A center rail is one way to make bench spaces less inviting for sleeping. A change order could be considered to place a center rail.

Staff Accept the responsive bid from Gould Construction for the total price of \$573,390.50.
Recommendation:

GENERAL NOTES

THE CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING ALL CONCURRENT WORK BY OTHER TRADES, PROVIDE SLEEVES AS REQUIRED FOR DRAINAGE, IRRIGATION AND ELECTRICAL LINES. IRRIGATION AND ELECTRICAL SLEEVES AND SUBSURFACE DRAINAGE SYSTEMS SHALL BE CONSTRUCTED PRIOR TO PAVING AND LANDSCAPE WORK.

EXISTING BUILDINGS, GRADING, EASEMENTS AND UTILITIES ARE BASED ON SURVEY INFORMATION PROVIDED BY THE CIVIL ENGINEER.

VERIFY ALL CONDITIONS AT JOB SITE AND NOTIFY LANDSCAPE ARCHITECT OF DIMENSIONAL ERRORS, OMISSIONS OR DISCREPANCIES BEFORE BEGINNING WORK.

THE LANDSCAPE ARCHITECT ASSUMES NO RESPONSIBILITY FOR THE UTILITIES OR STRUCTURES NOT SHOWN ON THE DRAWINGS. CONTRACTOR SHALL USE EXTREME CAUTION WHEN WORKING OVER OR NEAR EXISTING GAS MAINS AND ELECTRICAL LINES. CONTRACTOR IS TO VERIFY HORIZONTAL AND VERTICAL LOCATION OF ALL UTILITIES, ABOVE AND BELOW GRADE, PRIOR TO EXCAVATION OR TRENCHING. NOTIFY ARCHITECT OF ANY DISCREPANCIES OR CONFLICTS. DAMAGE SHALL BE REPAIRED BY THE CONTRACTOR AT NO COST TO THE OWNER.

LAYOUT OF ALL SITE FURNISHINGS, INCLUDING BENCHES, TRASH RECEPTACLES, AND BICYCLE RACKS IS TO BE STAKED IN THE FIELD AND APPROVED BY THE LANDSCAPE ARCHITECT PRIOR TO INSTALLATION. WHERE CONCRETE FOOTINGS ARE REQUIRED FOR FURNITURE, THEY ARE TO BE STAKED AND VERIFIED IN THE FIELD BY THE LANDSCAPE ARCHITECT PRIOR TO INSTALLING ADJACENT PAVEMENT OR FINISHES.

REVIEW DRAWINGS CAREFULLY AND NOTIFY LANDSCAPE ARCHITECT AND REQUEST CLARIFICATION OF A
UNCLEAR NOTATION OR DISCREPANCY PRIOR TO COMMENCING WORK.

ALL SYMBOLS ARE SHOWN DIAGRAMMATIC ALLY ILLUSTRATING APPROXIMATE LOCATION OF EXISTING AND PROPOSED MATERIALS. ANY DISCREPANCIES OR CONFLICTS BETWEEN EXISTING AND PROPOSED CONDITIONS SHALL BE REPORTED TO THE ARCHITECT.

LIMIT OF WORK LINE FOR CONSTRUCTION IS SHOWN DIAGRAMMATICALLY AND OCCURS AT BACK OF CURB, EDGE OF ROAD, FACE OF BUILDING WALL OR PROPERTY LINE EXCEPT WHERE OTHERWISE NOTED. WHERE LIMIT OF WORK IS SHOWN IN LANDSCAPE AREAS, LIMIT DISTURBANCE TO UNDISTURBED AREAS AND REINSTATE LANDSCAPE AS SHOWN ON PLANS.

ALL LAYOUT DIMENSIONS ARE TO BACK OF CURB, (BOC), FACE OF WALL, (FOW) OR FACE OF BUILDING (FOB) UNLESS OTHERWISE NOTED.

ALL LAYOUT DIMENSIONS ARE FROM PLAN VIEW CALCULATIONS. ACTUAL FIELD DIMENSIONS MAY VARY FROM PLAN DUE TO ACTUAL LENGTHS ALONG A SLOPED SURFACE.

WRITTEN DIMENSIONS TAKE PRECEDENCE OVER SCALED DIMENSIONS.

DIMENSIONS MARKED "VERIFY" ARE TO BE FIELD MEASURED. ANY FIELD DISCREPANCIES FROM THE NOTED DIMENSIONS ARE TO BE BROUGHT TO THE ATTENTION OF THE LANDSCAPE ARCHITECT PRIOR TO FURTHER WORK.

SPECIAL CONSIDERATION HAS BEEN GIVEN TO THE DESIGN AND INTENDED RELATIONSHIP BETWEEN LANDSCAPE MATERIALS, FINISHES AND LAYOUT IN RELATIONSHIP TO THE ARCHITECTURE AND/OR STREET, CURB & GUTTER AND SIDEWALK SYSTEMS. PAVEMENT JOINTING, FINISHES, COLOR AND GRADES HAVE BEEN STRICTLY COORDINATED. CONSTRUCTION OF THESE SYSTEMS SHALL ALSO BE STRICTLY COORDINATED.

REFER TO SPECIFICATIONS FOR ADDITIONAL INFORMATION PERTAINING TO THE PROJECT MATERIALS, PROCEDURES AND INSTALLATION. WORK INSTALLED NOT IN COMPLIANCE WITH THE SPECIFICATIONS IS SUBJECT TO REMOVAL AT CONTRACTOR'S EXPENSE.

THE CONTRACTOR SHALL TAKE PRECAUTIONARY MEASURES NECESSARY TO PROTECT EXISTING IMPROVEMENTS FROM DAMAGE. ALL SUCH IMPROVEMENTS AND STRUCTURES DAMAGED BY THE CONTRACTOR'S OPERATIONS SHALL BE REPAIRED OR RECONSTRUCTED SATISFACTORY TO THE LANDSCAPE ARCHITECT AT THE CONTRACTOR'S EXPENSE.

CONTRACTOR IS TO VERIFY ALL QUANTITIES. IN CASE OF ANY DISCREPANCIES, GRAPHICALLY SHOWN MATERIAL QUANTITIES SHALL TAKE PRECEDENCE.

GRADING INFORMATION ON LANDSCAPE PLANS FOR REFERENCE ONLY. REFER TO CIVIL DRAWINGS FOR ACTUAL GRADING AND DRAINAGE INFORMATION. NOTIFY LANDSCAPE ARCHITECT OF ANY DISCREPANCIES PRIOR TO COMPLETION OF ROUGH GRADING WORK.

ARCHITECTURAL ELEMENTS ARE SHOWN ON LANDSCAPE PLANS FOR REFERENCE ONLY. REFER TO ARCHITECTURAL DRAWINGS FOR ACTUAL ARCHITECTURAL INFORMATION. NOTIFY LANDSCAPE ARCHITECT OF ANY DISCREPANCIES PRIOR TO CONSTRUCTION.

COORDINATE PROPOSED WALKS/PLAZA WITH ANY EXISTING CONDITIONS INCLUDING PUBLIC SIDEWALKS. STAKE PROPOSED WALKS AND REVIEW IN FIELD WITH LANDSCAPE ARCHITECT PRIOR TO CONSTRUCTION.

NOTHING IN THE CONTRACT DOCUMENTS SHALL CREATE, NOR SHALL BE CONSTRUED TO CREATE, ANY CONTRACTUAL RELATIONSHIP BETWEEN THE LANDSCAPE ARCHITECT AND THE CONTRACTOR OR ANY SUBCONTRACTOR.

THE LANDSCAPE ARCHITECT IS NOT RESPONSIBLE FOR THE CONSTRUCTION MEANS, METHODS, TECHNIQUES, SEQUENCES OR FOR SAFETY PRECAUTIONS OR PROBLEMS UTILIZED IN CONNECTION WITH THE WORK, AND WILL NOT BE RESPONSIBLE FOR THE CONTRACTOR'S FAILURE TO CARRY OUT THE WORK IN ACCORDANCE WITH THE CONTRACT DOCUMENTS.

CONTRACTOR SHALL BE RESPONSIBLE FOR LOADING AND HAULING SUPPLIED MATERIALS FROM THE CITY MATERIALS STORAGE YARD LOCATED NEAR THE AIRPORT. ALSO KNOWN AS "BONEYARD"

PLANTING NOTES

REFER TO IRRIGATION DRAWINGS FOR GENERAL NOTES REGARDING IRRIGATION SYSTEM CONSTRUCTION.

FIELD STAKE ALL TREE AND SHRUB LOCATIONS BASED UPON THESE PLANS. OBTAIN LANDSCAPE ARCHITECT'S APPROVAL OF STAKED LOCATIONS PRIOR TO PLANTING.

PROVIDE MATCHING SIZES AND FORMS FOR EACH TREE TO BE INSTALLED.

PLANT MATERIAL TO BE HEALTHY SPECIMENS, FREE FROM DISEASE OR DAMAGE.

ALL PLANT MATERIAL SHALL CONFORM TO THE GUIDELINES ESTABLISHED BY THE AMERICAN STANDARD FOR NURSERY STOCK PUBLISHED BY THE AMERICAN ASSOCIATION OF NURSERYMAN.

ALL ROOT WRAPPING MADE OF SYNTHETIC OR PLASTIC MATERIAL SHALL BE REMOVED AT TIME OF PLANTING.

ALL PLANT MATERIAL SHALL BE SELECTED AT THE NURSERIES BY THE PROJECT LANDSCAPE ARCHITECT. PLANT MATERIAL IS SUBJECT TO REVIEW AND APPROVAL BY LANDSCAPE ARCHITECT BEFORE INSTALLATION.

ALL PLANT AND STAKES SHALL BE SET PLUMB UNLESS OTHERWISE NOTED.

THE CONTRACTOR SHALL REFER TO THE CONTRACT SPECIFICATIONS FOR ADDITIONAL REQUIREMENTS.

PLANT QUANTITIES ARE PROVIDED FOR CONTRACTOR'S CONVENIENCE ONLY AND SHALL BE VERIFIED BY CONTRACTOR BY REVIEWING PLANTING PLAN SYMBOLS AND PLANT SPACING.

ALL DECIDUOUS TREES SHALL BE WRAPPED. REFER TO SPECIFICATIONS FOR WRAP TYPE AND TIMING.

PLANT AND EDGING LAYOUT SHALL TAKE PRECEDENCE OVER IRRIGATION EQUIPMENT LOCATIONS. INSTALLED VALVE BOXES WHICH CONFLICT WITH ACCEPTED PLANT AND EDGING LAYOUT SHALL BE MOVED TO A LOCATION BETWEEN PLANTS AS DIRECTED BY LANDSCAPE ARCHITECT AT NO ADDITIONAL COST TO OWNER.

CONTRACTOR SHALL BE RESPONSIBLE TO MAINTAIN ALL PLANT MATERIALS INCLUDING SOD/SEED AREAS IN A HEALTHY STATE DURING CONSTRUCTION. ANY DAMAGE TO PLANT MATERIAL DUE TO NEGLIGENCE BY THE CONTRACTOR SHALL BE REPAIRED OR REPLACED AT THE CONTRACTOR'S EXPENSE.

PROJECT INCLUDES EXTENSIVE IRRIGATION AND UTILITY SYSTEMS, MANY OF WHICH ARE CLOSE TO THE FINISHED SURFACE. VERIFY LOCATION AND DEPTH OF ALL UTILITIES PRIOR TO PLANTING. ANY CONFLICT SHALL BE RESOLVED IN THE FIELD BY THE ARCHITECT.

ALL SHRUB AREAS ARE TO BE PREPARED AS CONTINUOUS BEDS.

PERFORM PERCOLATION TEST ON ALL TREE HOLES AND PLANTING BEDS PRIOR TO PLANTING. INFORM LANDSCAPE ARCHITECT OF RESULTS. REFER TO CONTRACT SPECIFICATIONS FOR FURTHER INFORMATION.

GRADING NOTES

MAXIMUM SLOPE 3:1, MINIMUM SLOPE 2% IN LANDSCAPE AREAS UNLESS OTHERWISE NOTED.

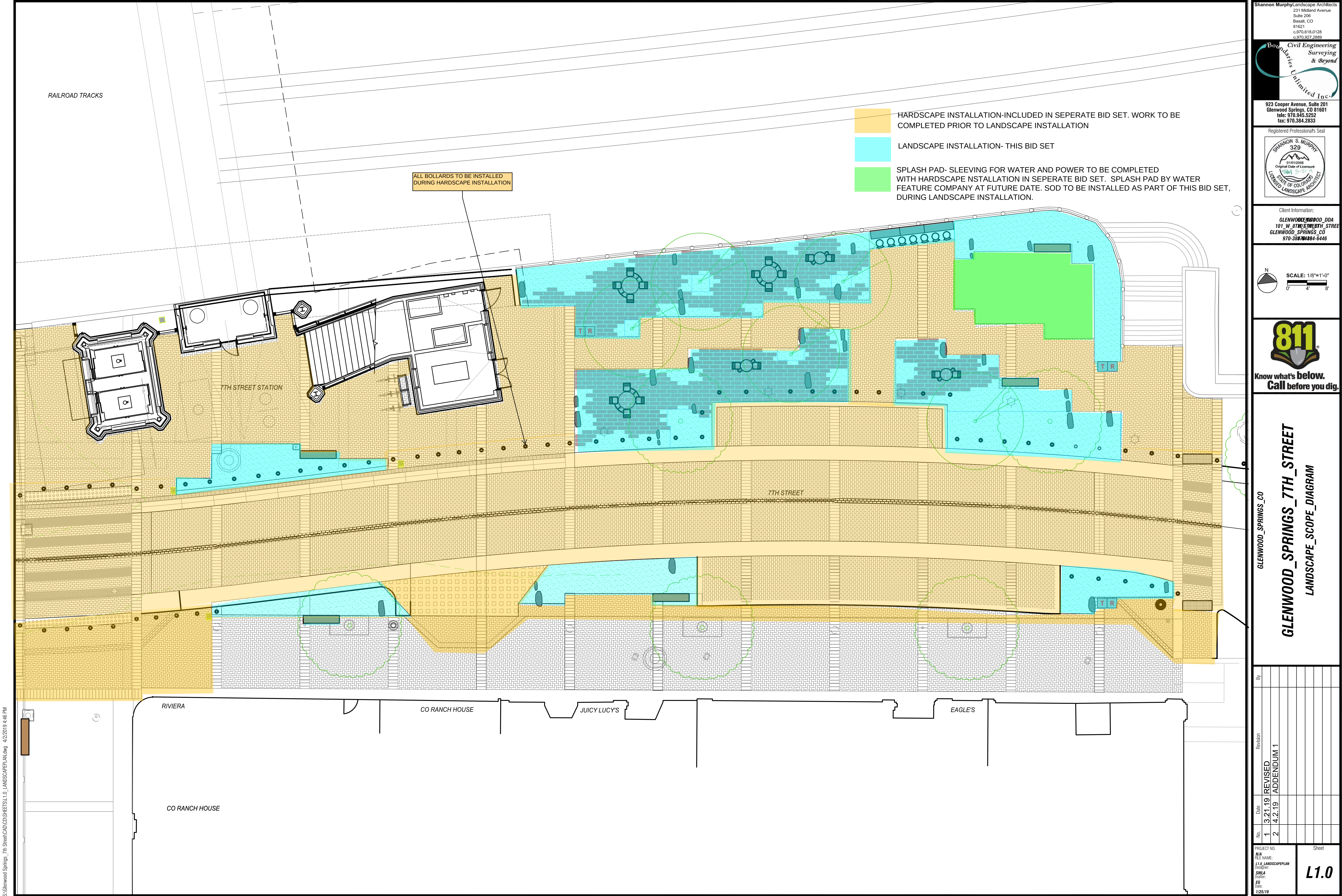
FINAL GRADING TO BE FIELD REVIEWED AND APPROVED BY LANDSCAPE ARCHITECT PRIOR TO SEEDING OR PLANTING.

PROVIDE SMOOTH, CONTINUOUS TRANSITIONS BETWEEN SLOPES UNLESS OTHERWISE NOTED OR INDICATED IN THE DRAWINGS.

PROVIDE 2% CROSS SLOPE ON ALL PLAZA SURFACES UNLESS OTHERWISE NOTED.

ALL FINISHED GRADES ARE TO MEET AND BLEND SMOOTHLY WITH EXISTING GRADES AT THE PROJECT LIMIT OF WORK.

Shannon Murphy Landscape Architects 231 Midland Avenue Suite 206 Basalt, CO 81621 c.970.618.0128 o.970.927.2889		Civil Engineering <i>Surveying & Beyond</i> Boundaries Unlimited Inc.	
923 Cooper Avenue, Suite 201 Glenwood Springs, CO 81601 tele: 970.945.5252 fax: 970.384.2833			
Registered Professional's Seal 			
Client Information: GLENWOOD, DDA 101_W_8TH_STREET GLENWOOD SPRINGS, CO 970-384-6446			
 Know what's below. Call before you dig.			
GLENWOOD_SPRINGS_7TH_STREET GENERAL_NOTES GLENWOOD_SPRINGS_7TH_STREET GENERAL_NOTES			
	By		
Revision	Date	No.	
1	3.21.19	REVISED	
2	4.2.19	ADDENDUM 1	
PROJECT NO.: N/A P.E. NAME: 7TH_ST_NOTES SMLA created: EQ Date: 3/14/19		Sheet L0.1	



RAILROAD TRACKS

ALL BOLLARDS TO BE INSTALLED
DURING HARDSCAPE INSTALLATION

- HARDSCAPE INSTALLATION-INCLUDED IN SEPERATE BID SET. WORK TO BE COMPLETED PRIOR TO LANDSCAPE INSTALLATION
- LANDSCAPE INSTALLATION- THIS BID SET
- SPLASH PAD- SLEEVING FOR WATER AND POWER TO BE COMPLETED WITH HARDSCAPE NSTALLATION IN SEPERATE BID SET. SPLASH PAD BY WATER FEATURE COMPANY AT FUTURE DATE. SOD TO BE INSTALLED AS PART OF THIS BID SET, DURING LANDSCAPE INSTALLATION.

Shannon MurphyLandscape Architects
231 Midland Avenue
Suite 206
Basalt, CO
81621
c.970.618.0128
o.970.927.2899

Boundaries Unlimited Inc.

Civil Engineering
Surveying
& Beyond

923 Cooper Avenue, Suite 201
Glenwood Springs, CO 81601
tele: 970.945.5252
fax: 970.384.2833

Registered Professional's Seal
SHANNON S. MURPHY
329
Landscape
Original Date of License
2014
STATE OF COLORADO
LICENSED LANDSCAPE ARCHITECT

Client Information:
GLENWOOD_SPRINGS_DDA
101 W. 8TH STREET
GLENWOOD_SPRINGS_CO
970-384-6446

N
SCALE: 1/8"=1'-0"
0' 4' 8'

811
Know what's below.
Call before you dig.

GLENWOOD_SPRINGS_7TH_STREET
LANDSCAPE_SCOPE_DIAGRAM

No.	Date	Revision	By
1	3.21.19	REVISED	
2	4.2.19	ADDENDUM 1	

PROJECT NO.
N/A
FILE NAME:
L1.0 LANDSCAPEPLAN
Drawing:
SMLA
Author:
EG
Date:
1/26/19

Sheet
L1.0

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Shannon MurphyLandscape Architects
231 Midland Avenue
Suite 206
Basalt, CO
81621
c.970.618.0128
o.970.927.2889

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tele: 970.945.5252
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Registered Professional's Seal

SHANNON S. MURPHY
329
Landscape Architect
Original Date of License: 01/15/2008
STATE OF COLORADO
LICENSED LANDSCAPE ARCHITECT

Client Information:
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N
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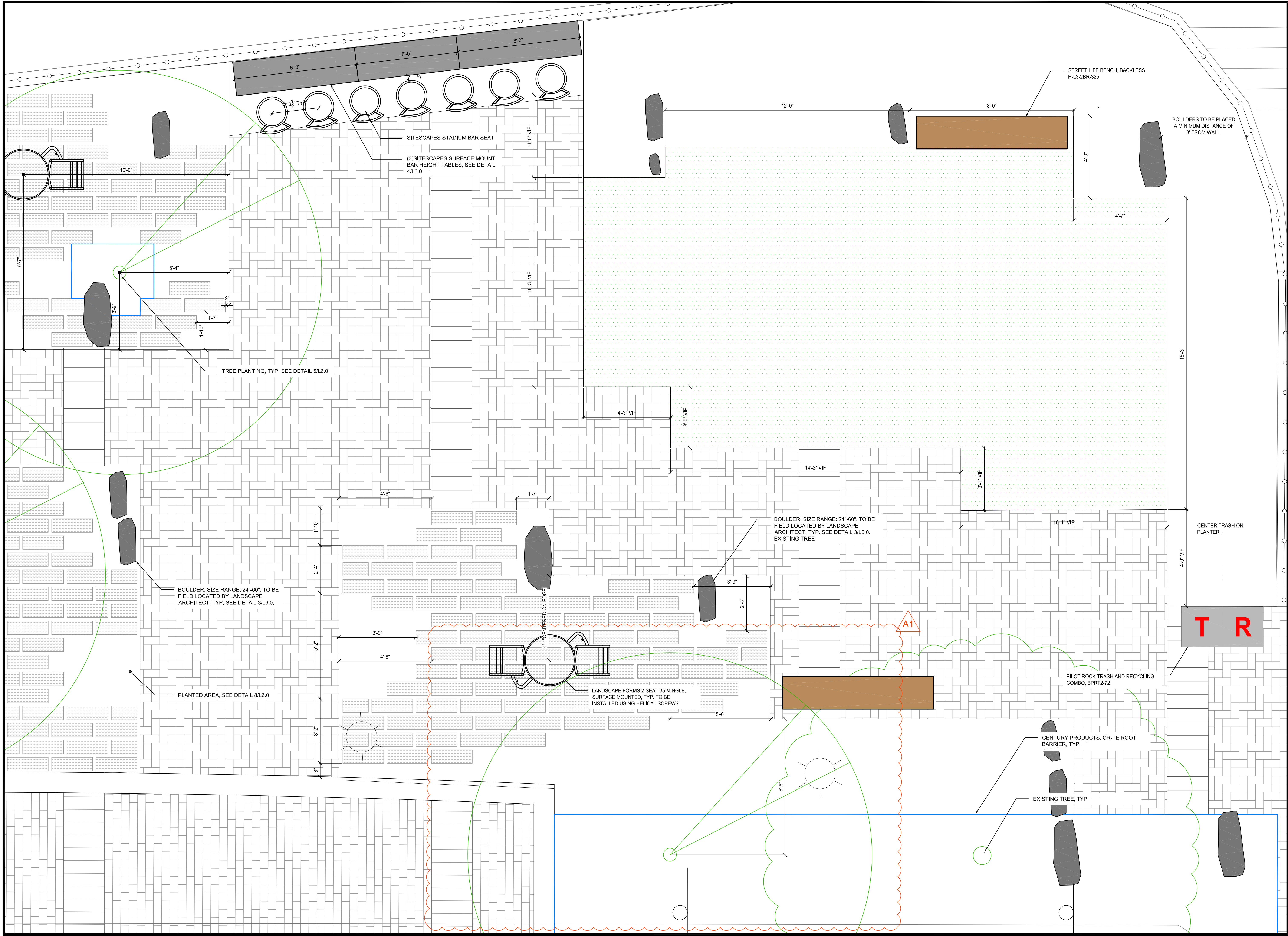
GLENWOOD_SPRINGS_CO
7TH_STREET
LANDSCAPE_PLAN

No.	Date	Revision	By
1	3.21.19	REVISED	
2	4.2.19	ADDENDUM 1	

PROJECT NO.
N/A
FILE NAME:
L1-1 LANDSCAPEPLAN
Drawing:
SMLA
Author:
EG
Date:
3/14/19

Sheet
L1.1

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Shannon MurphyLandscape Architects
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Suite 206
Basalt, CO
81621
c.970.618.0128
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923 Cooper Avenue, Suite 201
Glenwood Springs, CO 81601
tele: 970.945.5252
fax: 970.384.2833
Registered Professional's Seal
SHANNON S. MURPHY
329
01/01/2008
Original Date of License
STATE OF COLORADO
LICENSED LANDSCAPE ARCHITECT

Client Information:
GLENWOOD_DDA
101 W. 8TH STREET
GLENWOOD_SPRINGS_CO
970-384-6446

N
SCALE: 1/2"=1'-0"
0' 1' 2'

811
Know what's below.
Call before you dig.

GLENWOOD_SPRINGS_7TH_STREET
LAYOUT_PLAN_1/2

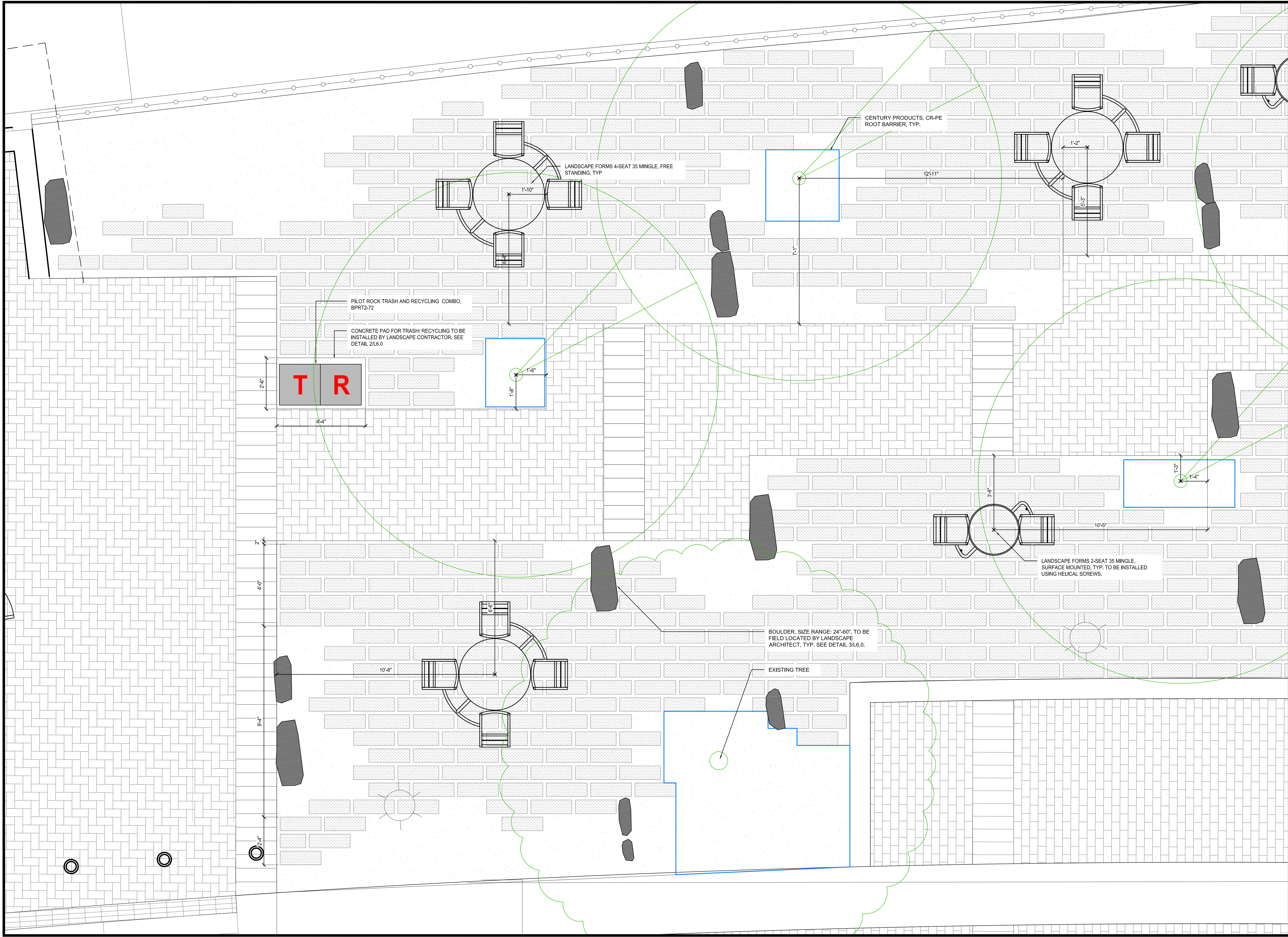
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PROJECT NO.
FILE NAME:
L2.0_LAYOUTPLANS
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3/14/19

Sheet
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Packet Page 358

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Shannon MurphyLandscape Architects
231 Midland Avenue
Suite 206
Basalt, CO
81621
c.970.618.0128
o.970.927.2889

Boundaries Unlimited Inc.

Civil Engineering
Surveying
& Beyond

923 Cooper Avenue, Suite 201
Glenwood Springs, CO 81601
tele: 970.945.5252
fax: 970.384.2833

Registered Professional's Seal

SHANNON S. MURPHY
329
01/01/2008
Original Date of License
STATE OF COLORADO
LICENSED LANDSCAPE ARCHITECT

Client Information:
GLENWOOD_DDA
101 W. 8TH STREET
GLENWOOD SPRINGS CO
970-384-6446

N

SCALE: 1/2"=1'-0"

0' 1' 2'

811

Know what's below.
Call before you dig.

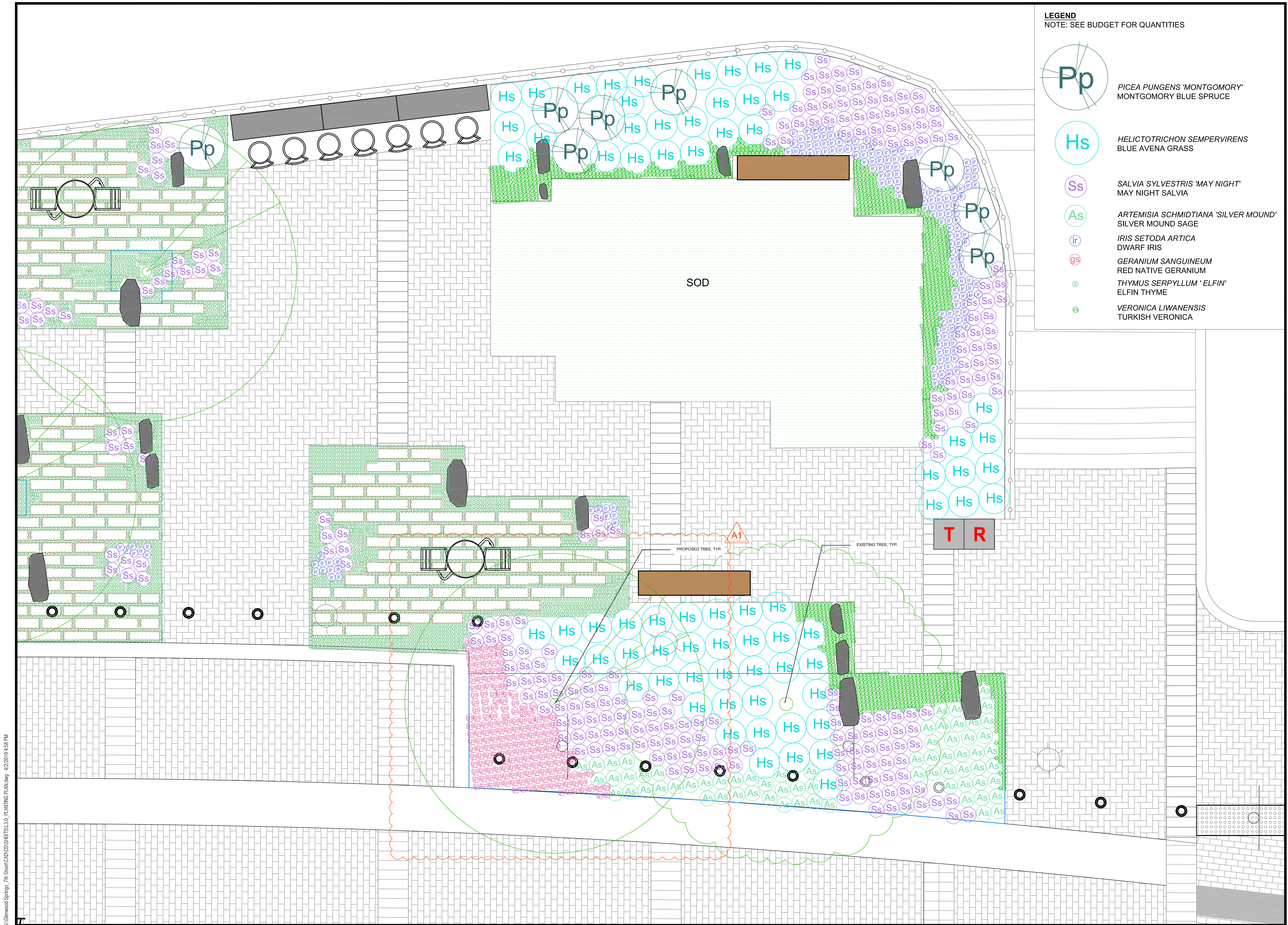
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LAYOUT_PLAN_2/2

No.	Date	Revision	By
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2	4.2.19	ADDENDUM 1	

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Designer:
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Date:
3/14/19

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Shannon Murphy Landscape Architects
231 Midland Avenue
Suite 205
Basalt, CO
81621
c:970.618.0128
o:970.927.2889

Boundaries Unlimited Inc.
Civil Engineering
Surveying
& Beyond

923 Cooper Avenue, Suite 201
Glenwood Springs, CO 81601
tele: 970.945.5252
fax: 970.384.2833

Registered Professional's Seal

SHANNON S. MURPHY
329
01012009
Original Date of License
Landscape Architect
STATE OF COLORADO

Client Information:
GLENWOOD_DDA
101 W 8TH STREET
GLENWOOD_SPRINGS_CO
970-384-6446

N

SCALE: 3/8"=1'-0"

0' 1' 2' 3'

811

Know what's below.
Call before you dig.

GLENWOOD_SPRINGS_7TH_STREET
PLANTING_PLAN_1/3

GLENWOOD_SPRINGS_CO

By

Revision

Date

No.

1 3.21.19 REVISED

2 4.2.19 ADDENDUM 1

PROJECT NO.

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3/14/19

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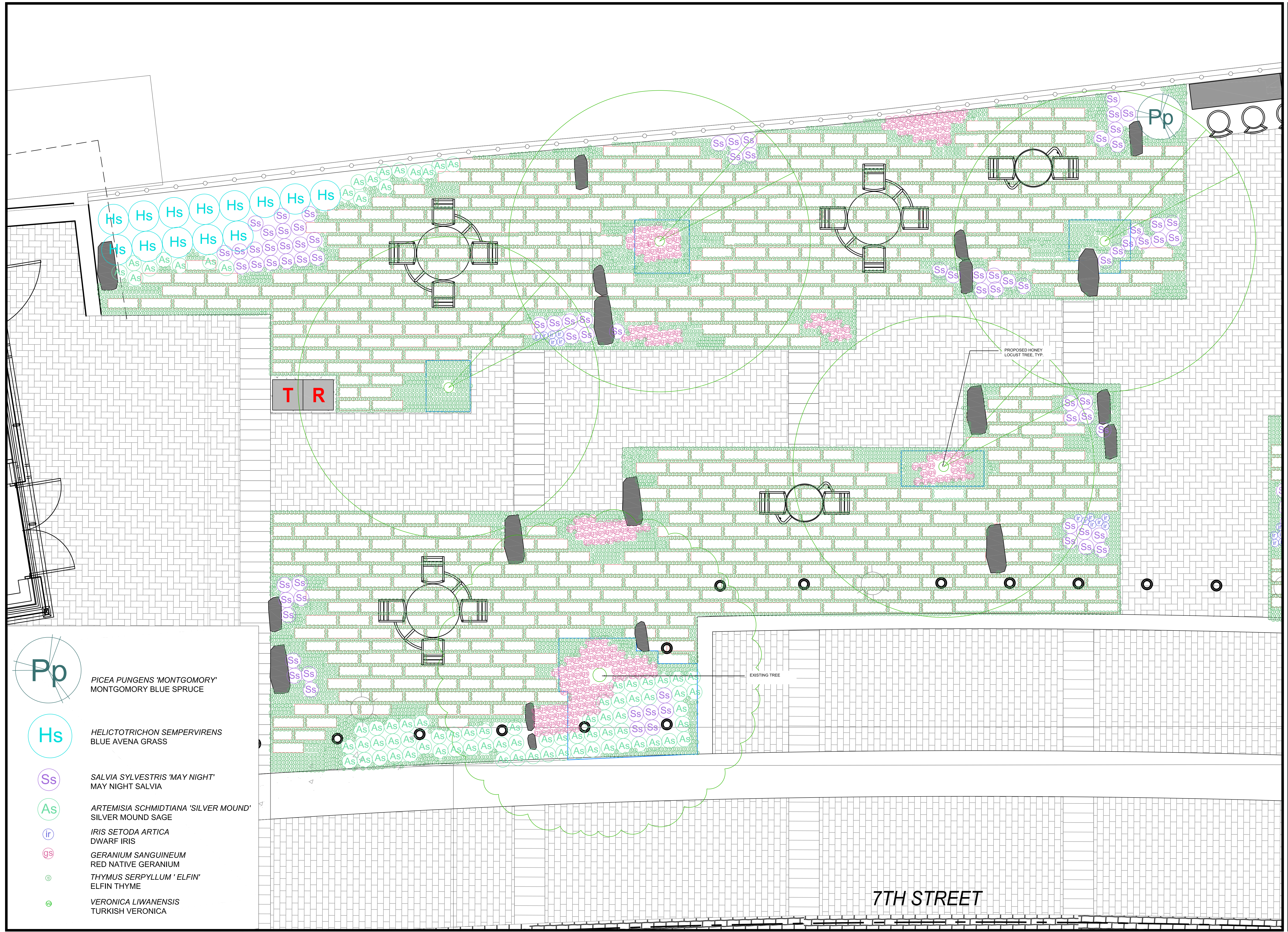
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MONTGOMERY BLUE SPRUCE
- Hs** *HELIOTRICHON SEMPERVIRENS*
BLUE AVENA GRASS
- Ss** *SALVIA SYLVESTRIS 'MAY NIGHT'*
MAY NIGHT SALVIA
- As** *ARTEMISIA SCHMIDTIANA 'SILVER MOUND'*
SILVER MOUND SAGE
- lr** *IRIS SETODA ARTICA*
DWARF IRIS
- gs** *GERANIUM SANGUINEUM*
RED NATIVE GERANIUM
- tt** *THYMUS SERPYLLUM 'ELFIN'*
ELFIN THYME
- vr** *VERONICA LIWANENSIS*
TURKISH VERONICA



Shannon Murphy Landscape Architects
231 Midland Avenue
Suite 205
Basalt, CO
81621
c.970.618.0128
o.970.927.2889

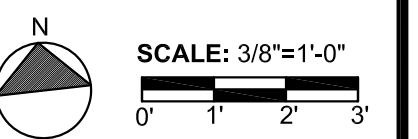
Boundaries Unlimited Inc.
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Client Information:
GLENWOOD_DDA
101 W 8TH STREET
GLENWOOD_SPRINGS_CO
970-384-6446



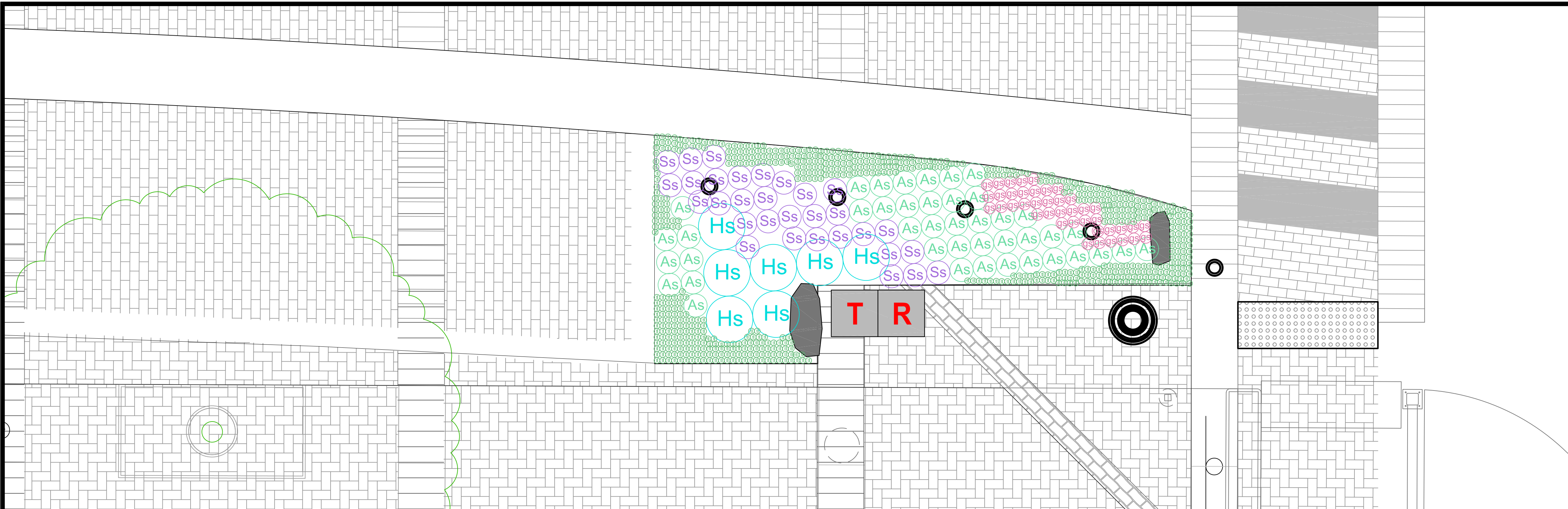
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GLENWOOD_SPRINGS_7TH_STREET
PLANTING_PLAN_2/3

No.	Date	Revision	By
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2	4.2.19	ADDENDUM 1	

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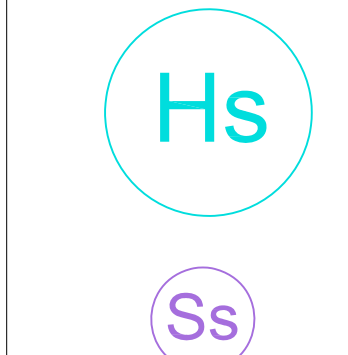
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NOTE: SEE BUDGET FOR QUANTITIES



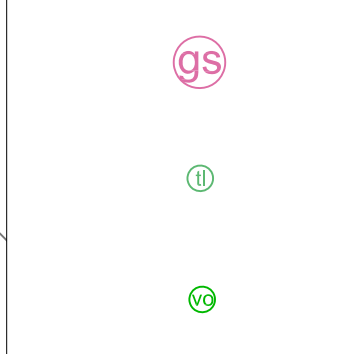
PICEA PUNGENS 'MONTGOMERY'
MONTGOMERY BLUE SPRUCE



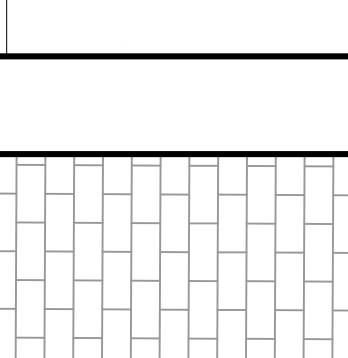
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BLUE AVENA GRASS



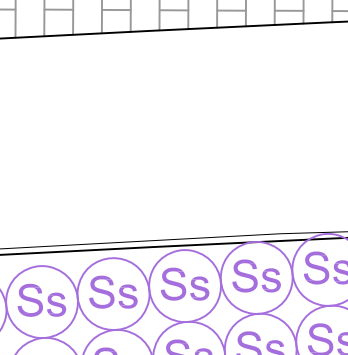
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MAY NIGHT SALVIA



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SILVER MOUND SAGE



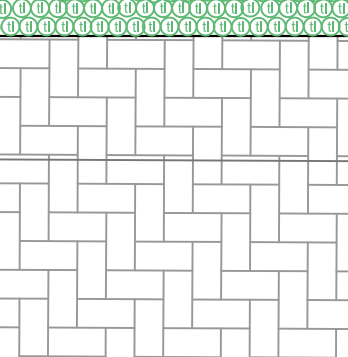
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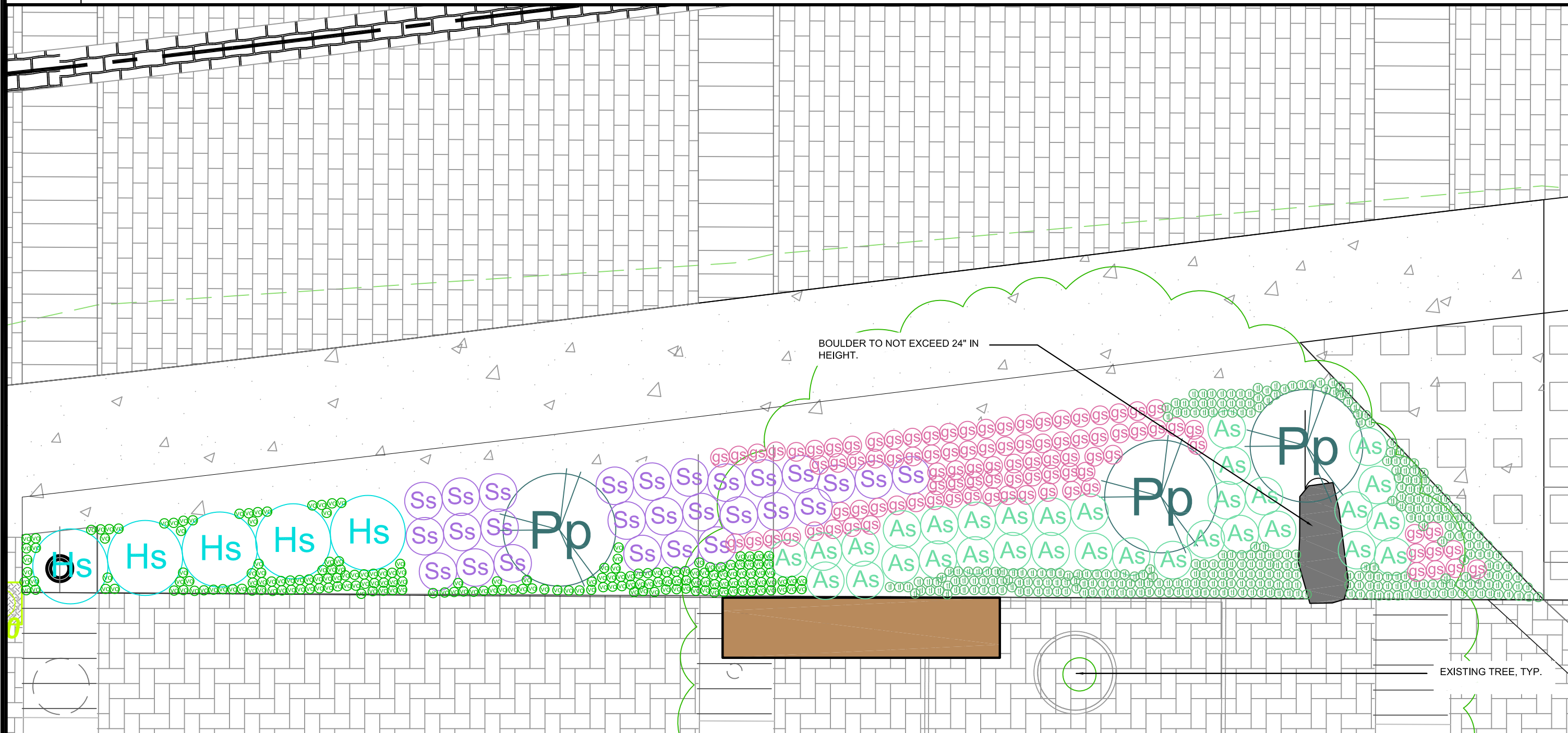


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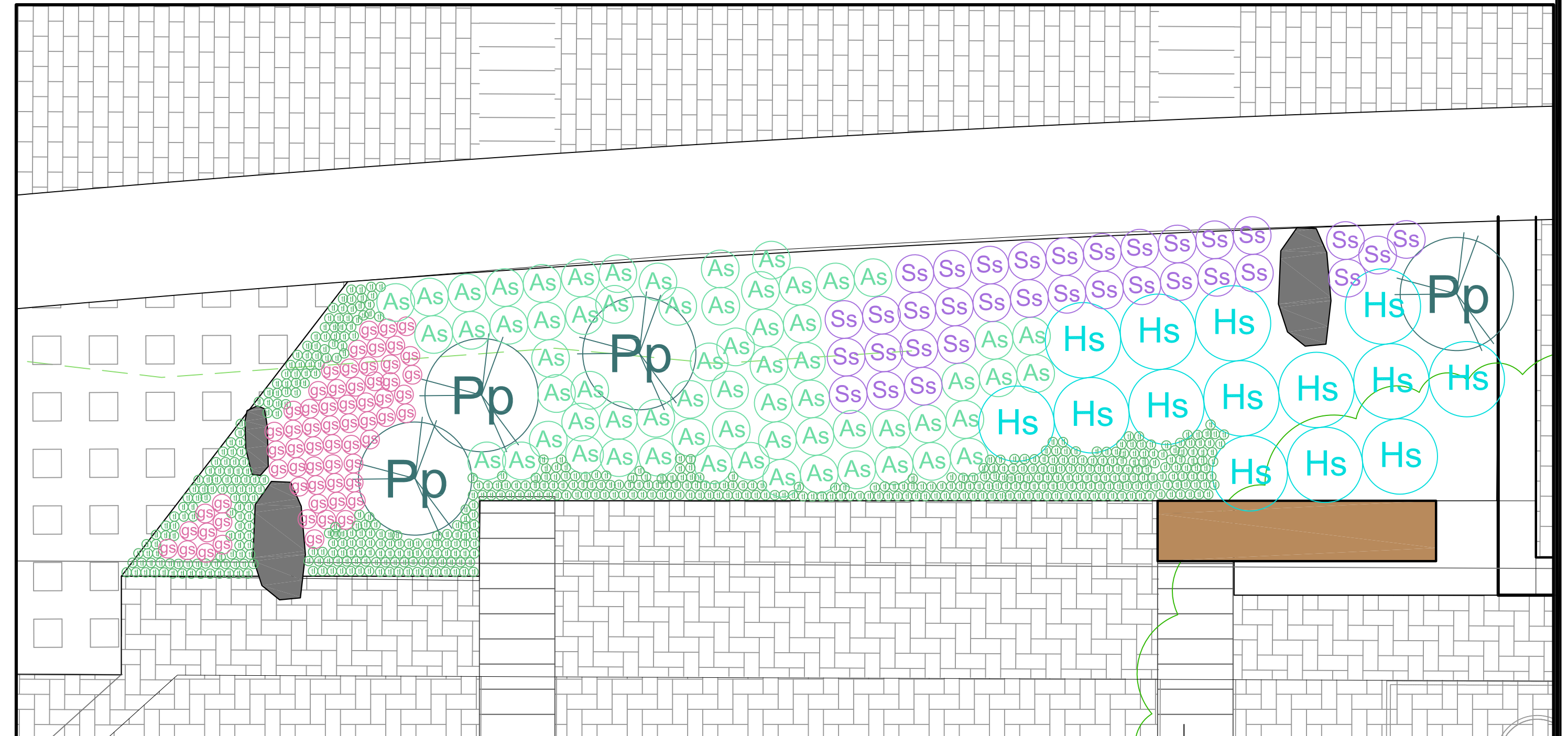


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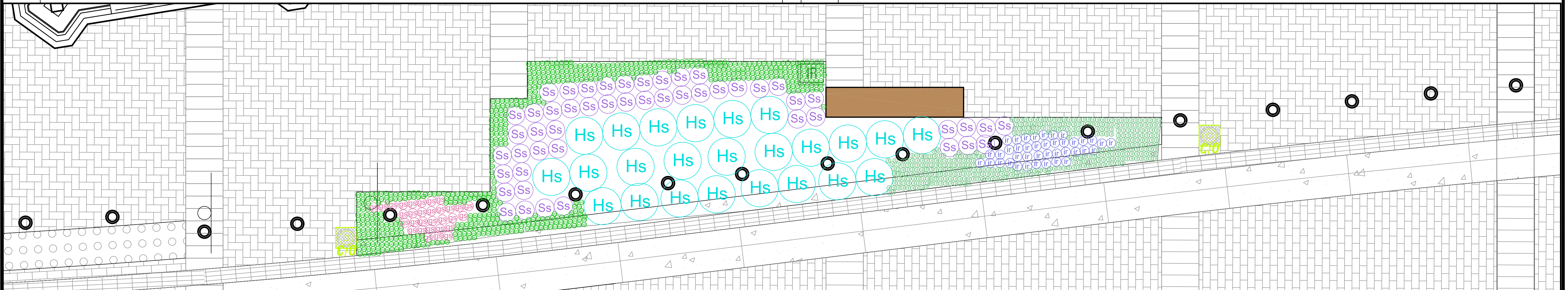
4 PLANTER ON CORNER OF 7TH STREET AND COOPER AVE



2 PLANTER IN FRONT OF RIVIERA AND CO RANCH HOUSE



3 PLANTER IN FRONT OF JUICY LUCY'S



1 PLANTER IN FRONT OF 7TH STREET STATION

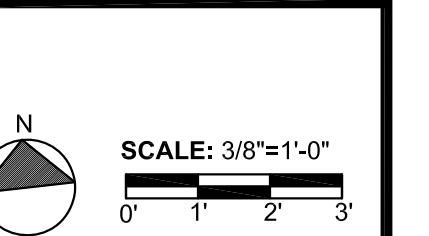
Shannon Murphy Landscape Architects
231 Midland Avenue
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81621
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Civil Engineering
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Client Information:
GLENWOOD_DDA
101 W 8TH STREET
GLENWOOD_SPRINGS_CO
970-384-6446



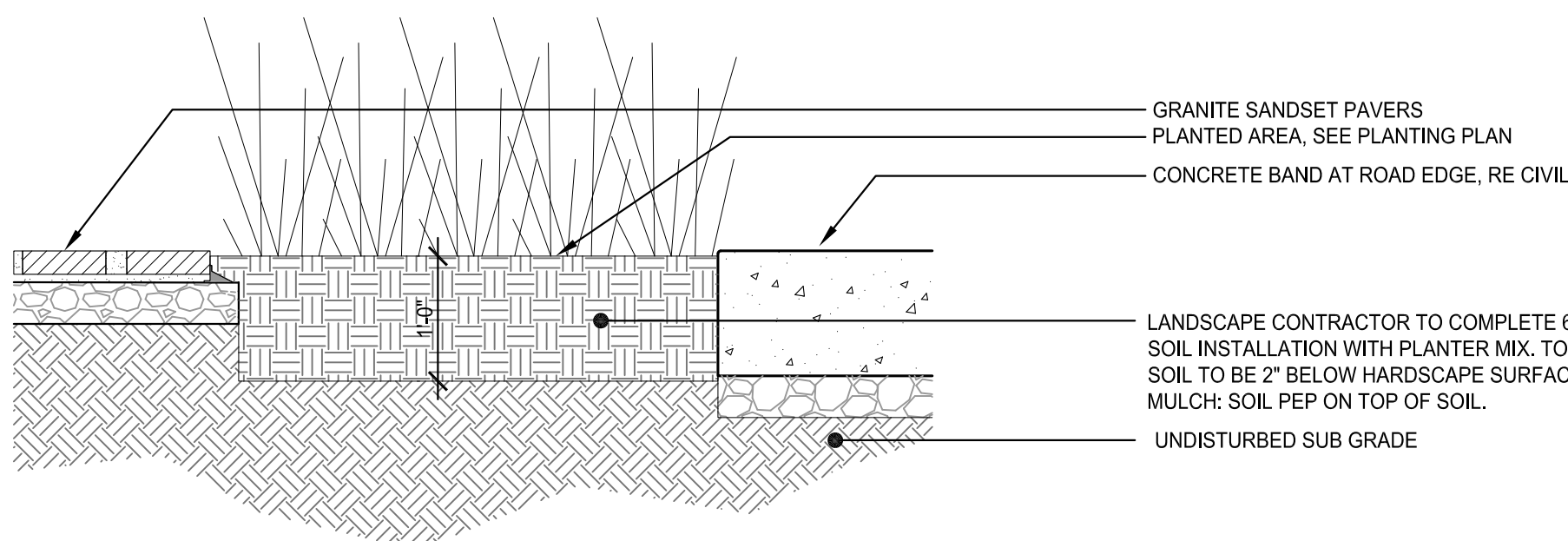
GLENWOOD_SPRINGS_CO
GLENWOOD_SPRINGS_7TH_STREET
PLANTING_PLAN_3/3

No.	Date	Revision	By
1	3.21.19	REVISED	
2	4.2.19	ADDENDUM 1	

PROJECT NO.
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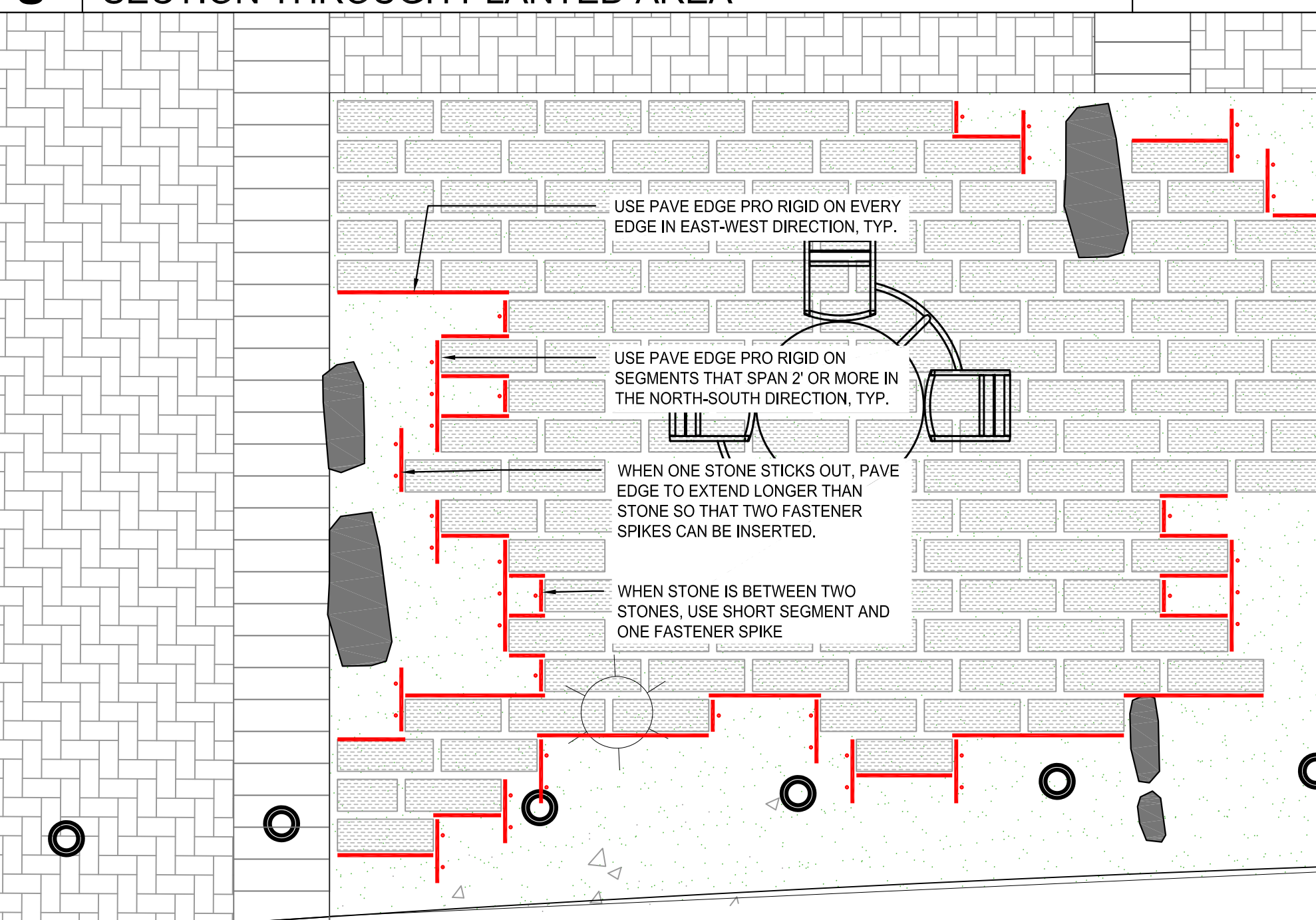
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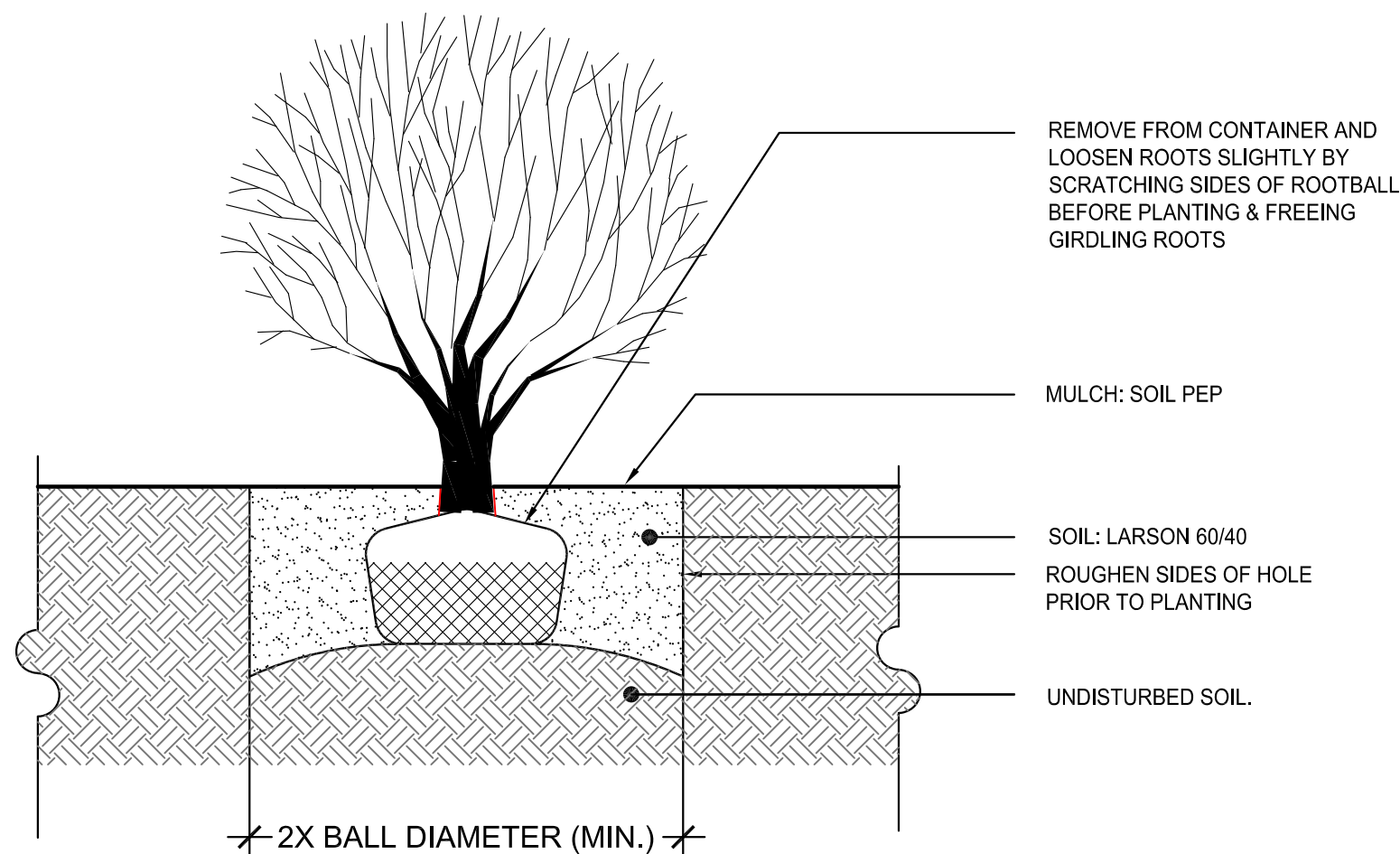
8 SECTION THROUGH PLANTED AREA

SCALE: 3/4"=1'-0"



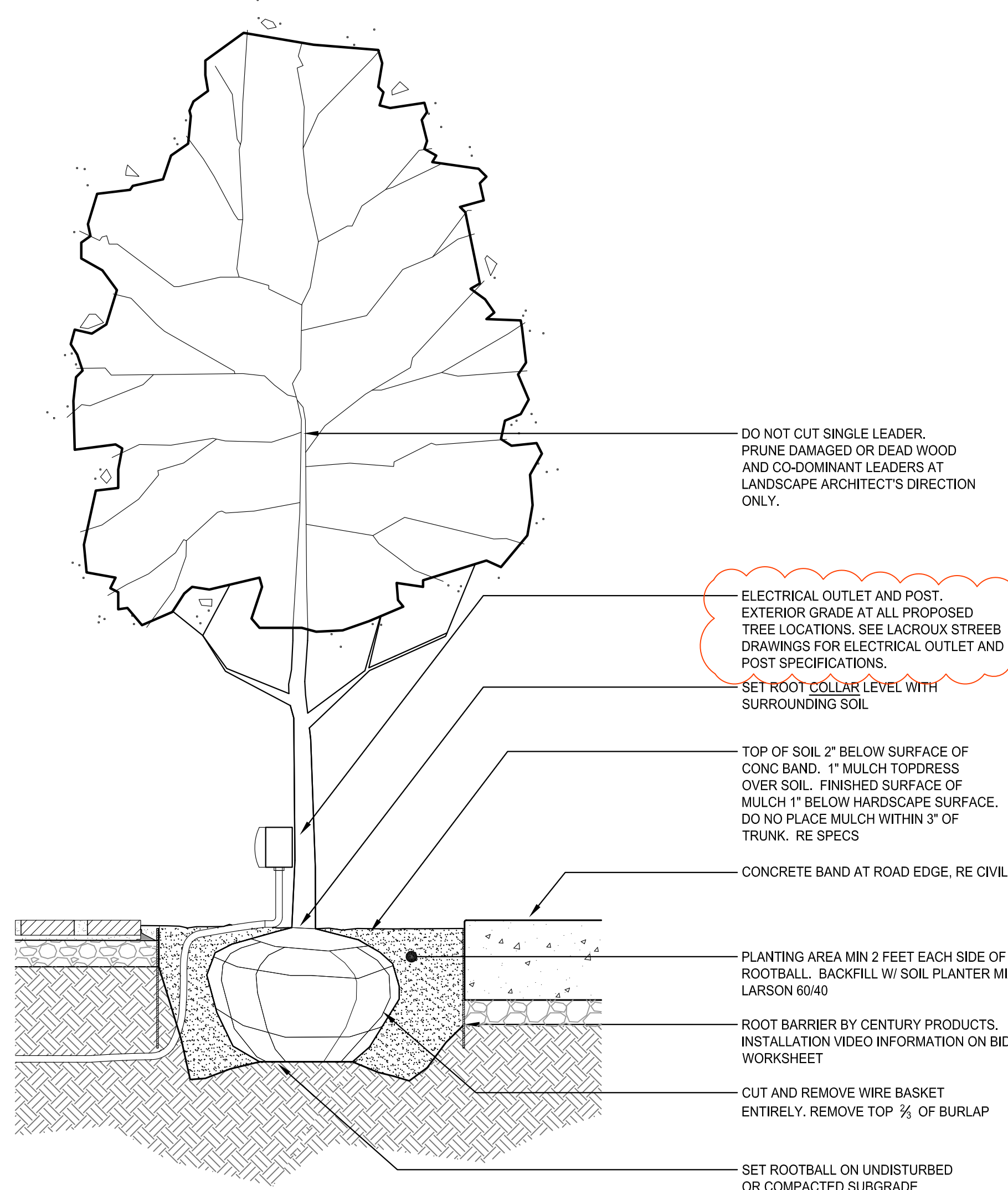
7 PLAN - SANDSET GRANITE, TYPICAL EDGE CONDITION

SCALE: 3/8"=1'-0"



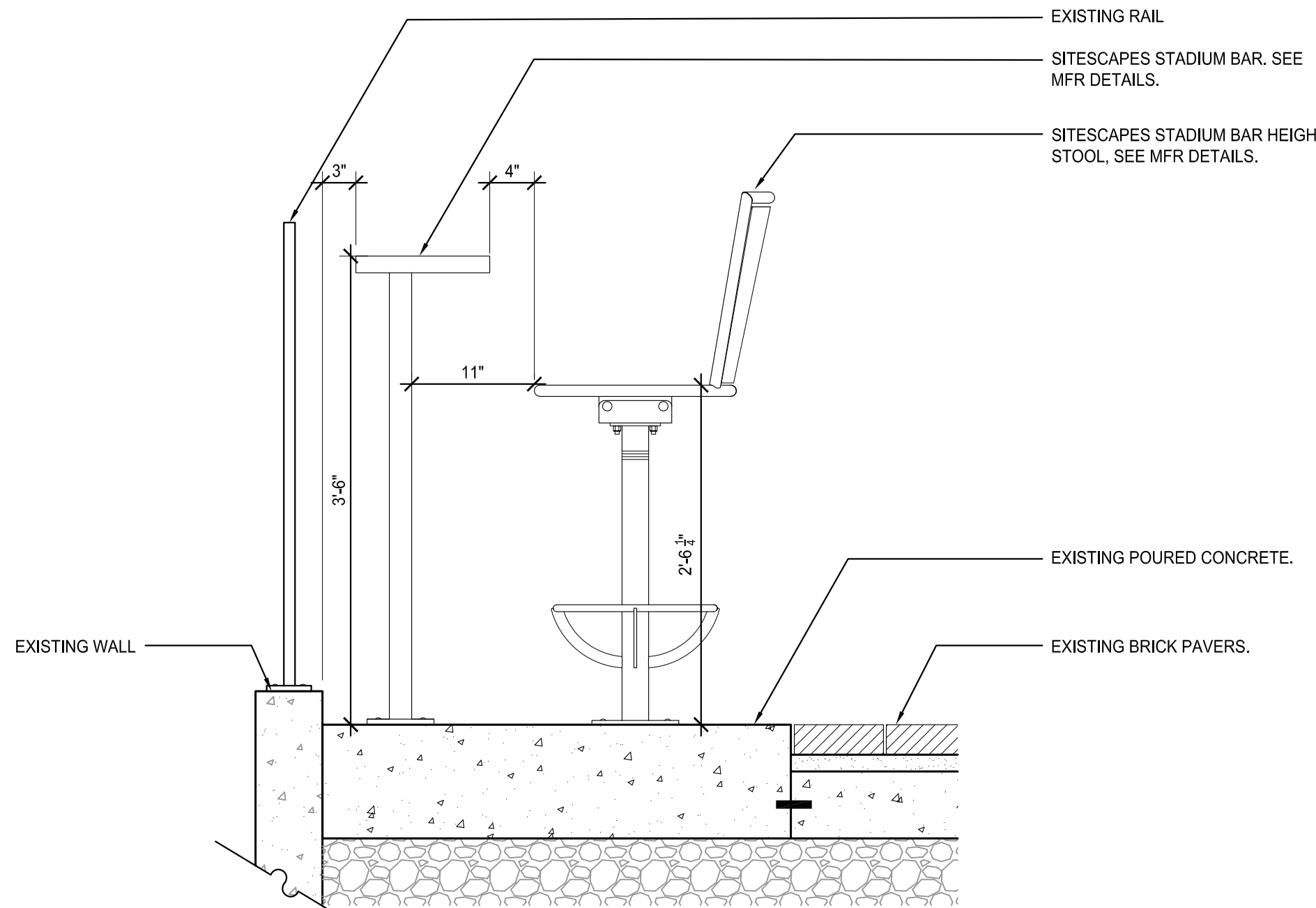
6 SECTION THROUGH SHRUB

SCALE: 3/4"=1'-0"



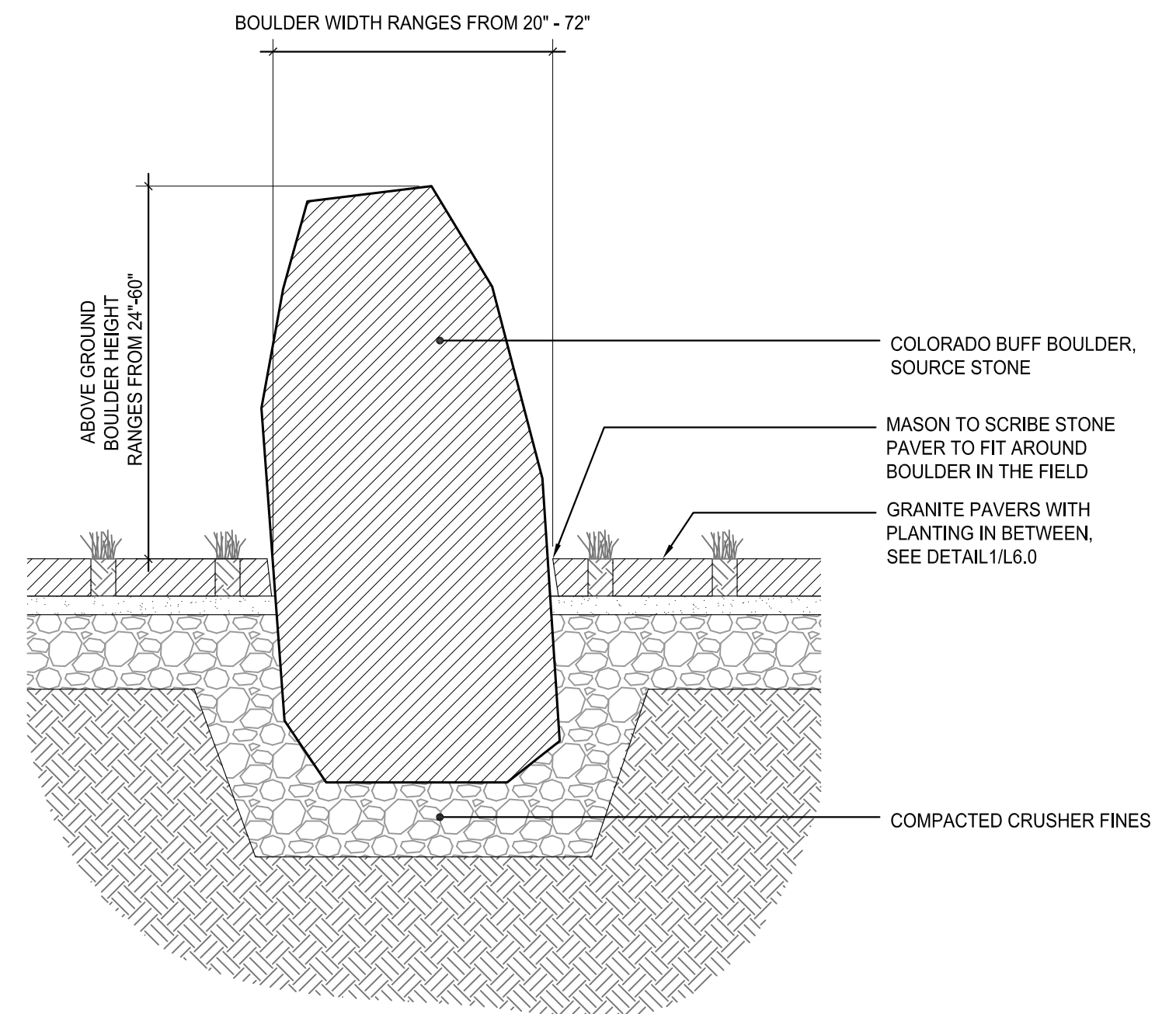
5 SECTION THROUGH STREET TREE

SCALE: 3/4"=1'-0"



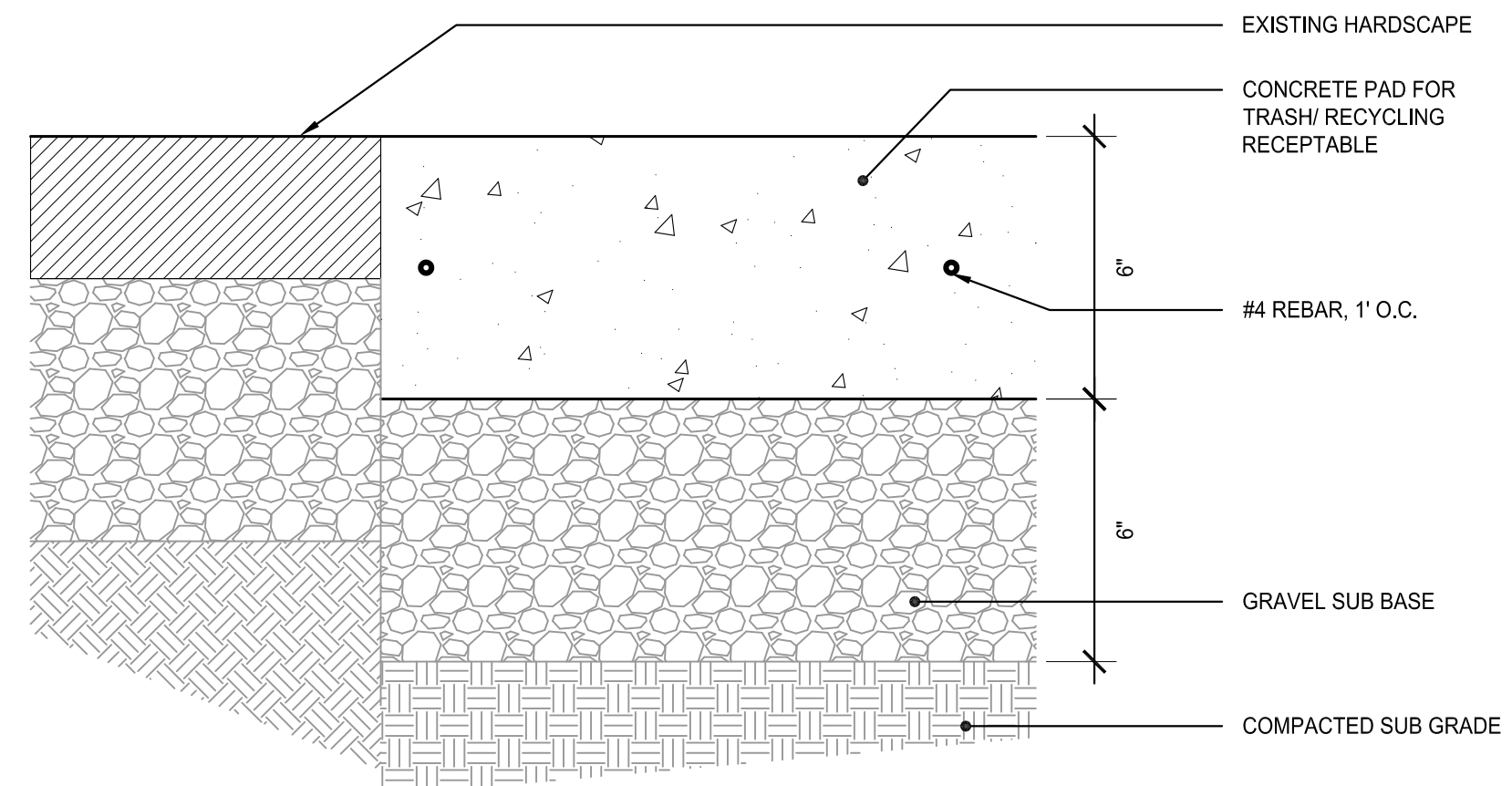
4 SECTION THROUGH BAR COUNTER AND STOOLS

SCALE: 1"=1'-0"



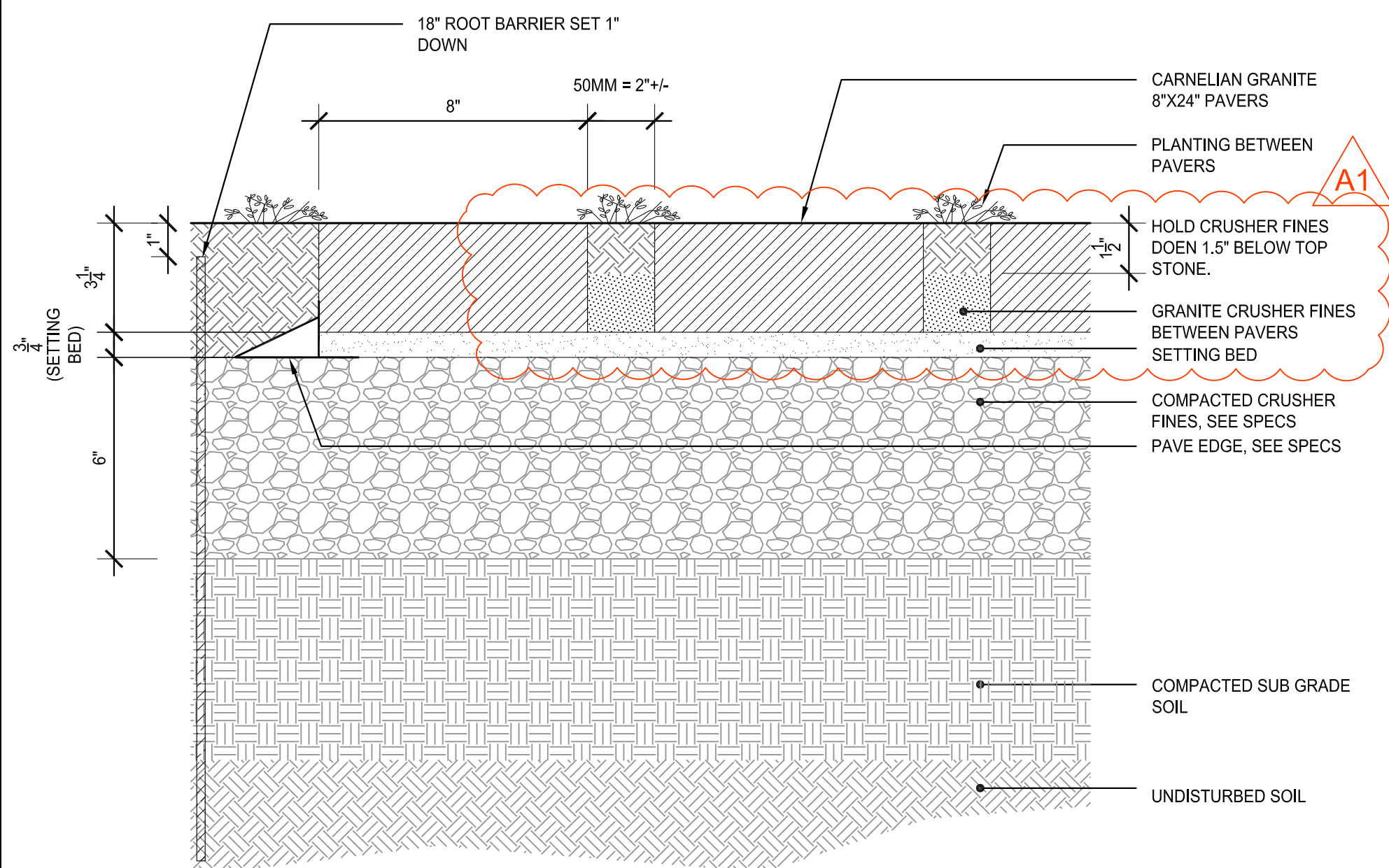
3 BOULDER SET IN PAVEMENT DETAIL

SCALE: 1"=1'-0"



2 CONCRETE BASE FOR TRASH/ RECYCLING

SCALE: 1"=1'-0"



1 SANDSET GRANITE PAVER DETAIL

SCALE: 3"=1'-0"

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LEGEND

CONSTRUCTION FENCING

CONSTRUCTION PROTECTION FENCING DURING NON-WORKING HOURS

AREA TO BE USED AS TEMPORARY STAGING FOR MATERIAL DELIVERY/ CRANE SET-UP. USE OF THIS AREA REQUIRES CITY-APPROVED TRAFFIC CONTROL PLAN AND PERMIT

Shannon MurphyLandscape Architects
231 Midland Avenue
Suite 206
Basalt, CO
81621
c.970.618.0128
o.970.927.2899

Boundaries Unlimited Inc.
Civil Engineering
Surveying
& Beyond

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Glenwood Springs, CO 81601
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LANDSCAPE ARCHITECT

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GLENWOOD_SPRINGS_CO
970-384-6446

N
SCALE: 1/8"=1'-0"
0' 4' 8'

811
Know what's below.
Call before you dig.

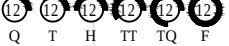
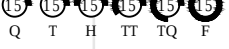
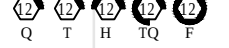
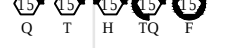
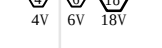
GLENWOOD_SPRINGS_CO
GLENWOOD_SPRINGS_7TH_STREET
SAFETY_FENCING_AND_STAGING_PLAN

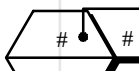
No.	Date	Revision	By
1	4.2.19	ADDENDUM 1	

PROJECT NO.
N/A
FILE NAME:
L1_0 LANDSCAPEPLAN
Drawing:
SMLA
Created:
EG
Date:
4/2/19

Sheet
L9.0

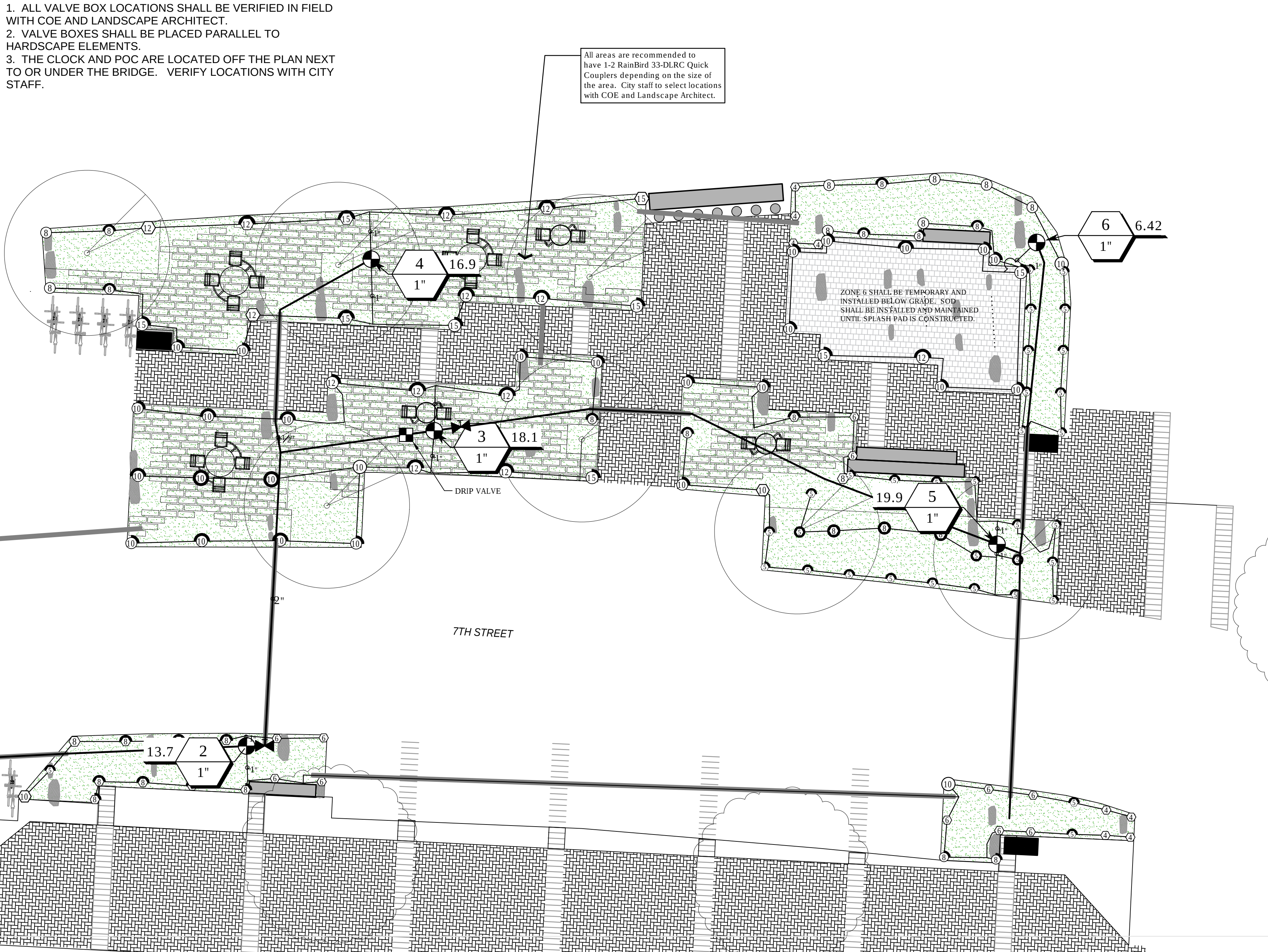
IRRIGATION SCHEDULE

SYMBOL	MANUFACTURER/MODEL/DESCRIPTION	QTY	PSI	DETAIL
	Rain Bird 1812-U U8 Series Shrub Spray, 12.0" Pop-Up Sprinkler with Co-Molded Wiper Seal. Side and Bottom Inlet. 1/2" NPT Female Threaded Inlet.	17	30	
	Rain Bird 1812-U U10 Series Shrub Spray, 12.0" Pop-Up Sprinkler with Co-Molded Wiper Seal. Side and Bottom Inlet. 1/2" NPT Female Threaded Inlet.	26	30	
	Rain Bird 1812-U U12 Series Shrub Spray, 12.0" Pop-Up Sprinkler with Co-Molded Wiper Seal. Side and Bottom Inlet. 1/2" NPT Female Threaded Inlet.	8	30	
	Rain Bird 1812-U U15 Series Shrub Spray, 12.0" Pop-Up Sprinkler with Co-Molded Wiper Seal. Side and Bottom Inlet. 1/2" NPT Female Threaded Inlet.	6	30	
	Rain Bird 1812-U ADJ Shrub Spray, 12.0" Pop-Up Sprinkler with Co-Molded Wiper Seal. Side and Bottom Inlet. 1/2" NPT Female Threaded Inlet.	11	30	
	Rain Bird 1812 5 Series MPR Shrub Spray 12.0" Pop-Up Sprinkler with Co-Molded Wiper Seal. Side and Bottom Inlet. 1/2" NPT Female Threaded Inlet.	39	30	1/1-1.2
	Rain Bird 1812 8 Series MPR Shrub Spray 12.0" Pop-Up Sprinkler with Co-Molded Wiper Seal. Side and Bottom Inlet. 1/2" NPT Female Threaded Inlet.	12	30	1/1-1.2
	Rain Bird 1812 12 Series MPR Shrub Spray 12.0" Pop-Up Sprinkler with Co-Molded Wiper Seal. Side and Bottom Inlet. 1/2" NPT Female Threaded Inlet.	3	30	1/1-1.2
	Rain Bird 1812 15 Series MPR Shrub Spray 12.0" Pop-Up Sprinkler with Co-Molded Wiper Seal. Side and Bottom Inlet. 1/2" NPT Female Threaded Inlet.	2	30	1/1-1.2
	Rain Bird 1812 ADJ Shrub Spray 12.0" Pop-Up Sprinkler with Co-Molded Wiper Seal. Side and Bottom Inlet. 1/2" NPT Female Threaded Inlet.	53	30	1/1-1.2
	Rain Bird 1812 ADJ Shrub Spray 12.0" Pop-Up Sprinkler with Co-Molded Wiper Seal. Side and Bottom Inlet. 1/2" NPT Female Threaded Inlet.	9	30	1/1-1.2

SYMBOL	MANUFACTURER/MODEL/DESCRIPTION	QTY	DETAIL
	Rain Bird X CZ-100-PRB-COM 1" Wide Flow Drip Control Kit for Commercial Applications. 1" Ball Valve with 1" PESB Valve and 1" Pressure Regulating 40psi Quick-Check Basket Filter. 0.3gpm to 20gpm.	1	
	Rain Bird PEB-PRS-D 1" 1", 1-1/2", 2" Plastic Industrial Valves. Low Flow Operating Capability, Globe Configuration. With Pressure Regulator Module.	6	2/1-1.2
	LASCO Fittings TUBV-SC 1", 1-1/2", 2", and 3" Plastic Full Block True Union Ball Valve. Shut Off/Isolation Valve to Eliminate Water Hammer. Install same size as mainline.	2	
	Nibco T-113 Class 125 bronze gate shut off valve with wheel handle, same size as mainline pipe diameter at valve location. Size Range - 1/4" - 3"	1	8/1-1.2
	RME Eagle Controller - 18 Station Installed by Others	1	5/1-1.2
	Point of Connection 2"	1	
	Irrigation Lateral Line: HDPE PE3608 SDR 19	56.4 Lf.	
	Irrigation Lateral Line: HDPE PE3608 SDR 19 1"	1,141 Lf.	
	Irrigation Lateral Line: HDPE PE3608 SDR 19 1 1/4"	4.1 Lf.	
	Irrigation Mainline: PVC Schedule 40	113.6 Lf.	
	Irrigation Mainline: PVC Schedule 40 1 1/2"	81.6 Lf.	
	Irrigation Mainline: PVC Schedule 40 2"	153.7 Lf.	
	Pipe Sleeve: PVC Class 200 SDR 21 Sleeving shall be minimum 2x the size of pipe going through it.	287.5 Lf.	
	Valve Gate		
	Valve Number		
	Valve Flow		
	Valve Size		

NOTES:

1. ALL VALVE BOX LOCATIONS SHALL BE VERIFIED IN FIELD WITH COE AND LANDSCAPE ARCHITECT.
2. VALVE BOXES SHALL BE PLACED PARALLEL TO HARDSCAPE ELEMENTS.
3. THE CLOCK AND POC ARE LOCATED OFF THE PLAN NEXT TO OR UNDER THE BRIDGE. VERIFY LOCATIONS WITH CITY STAFF.



NOTES:

1. VERIFY POC LOCATION WITH CITY STAFF.
2. CLOCK AND WIRE CONDUIT TO BE INSTALLED BY OTHERS. LOCATION IS WEST OF THE ELEVATOR BUILDING ACROSS THE STREET FROM THE GRIND NEAR THE EXTERIOR TRANSFORMER. VERIFY CLOCK AND CONDUIT LOCATIONS WITH CITY STAFF.

General Notes

IRRIGATION LAYOUT

IRRIGATION DESIGNS

1	CD Set - Update	2/6/19
No.	Revision/Issue	Date

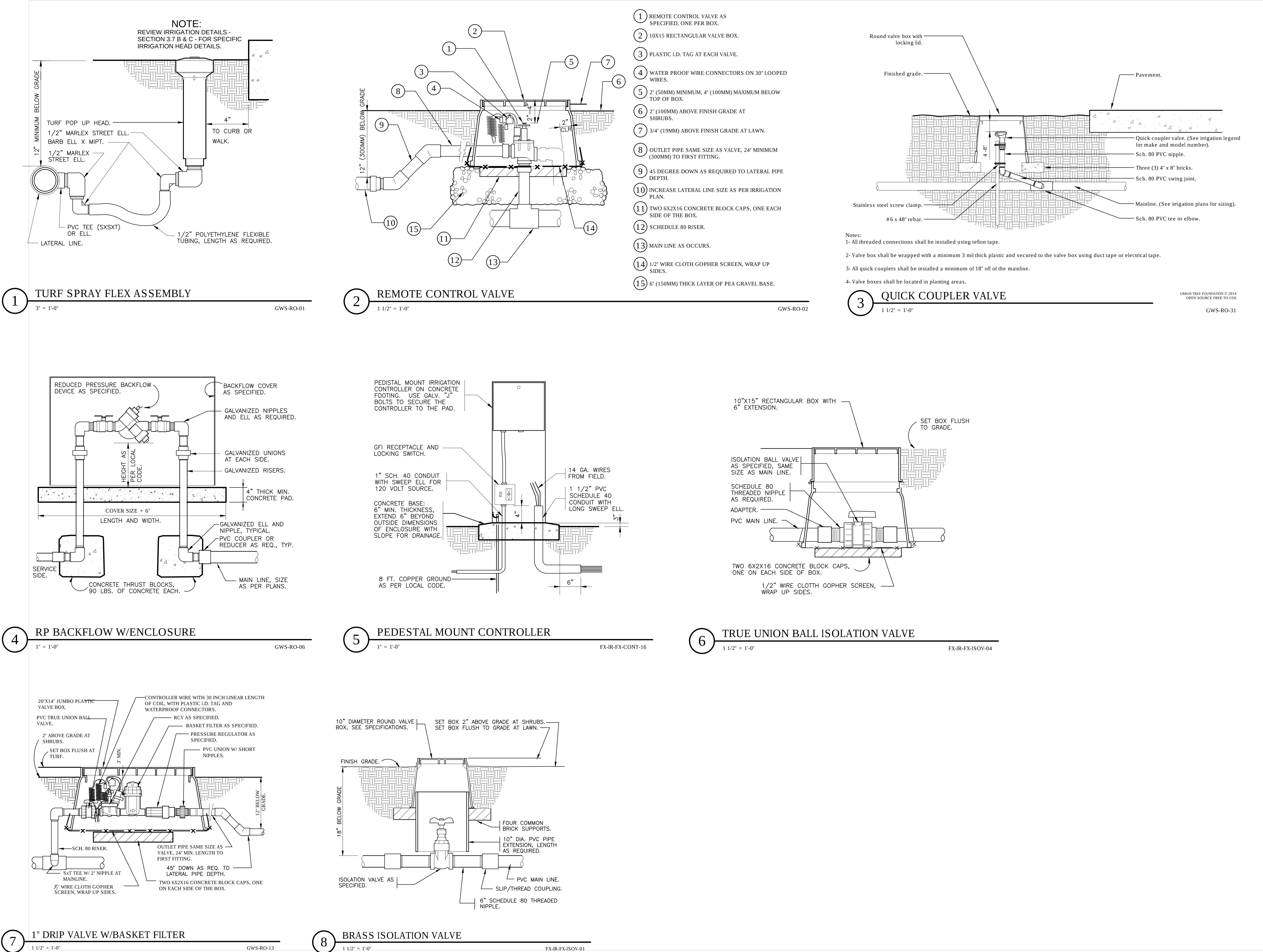
Firm Name and Address

Colorado Outdoor Environments, Inc.
PO Box 513
Carbondale, CO 81623
(970)618-7005

Project Name and Address

City of Glenwood Springs
Downtown Dev. Auth.
101 W 8th Street
Glenwood Springs, CO
81601

Project	7th Street	Sheet
Date	June 11, 2018	I - 1.1
Scale	3/8" = 1' - 0"	





Existing
Mainline



Not To SCALE

Under Bridge construction
to include connection at the
valve, piping, wiring, spray
heads and any other
irrigation items required to
make system work.

Note: Wiring for
Drip Valve shall
come from clock
on North side of 7th
Street across from
The Grind. Verify
space in clock.

Note: From 1/2"
dripline to pots
use 1/4" Distribution
Tubing. Use hole in
bottom of pot for
Distribution Tubing
to access inside of
pot. Use Xeri-Spray
360° True Spray
heads in pots. COE
and Landscape
Architect to determine
number of heads in
pots (1-3).
Mainline to
continue from
here.

Dripline in
Surface Drains:
1/2" Poly

Dripline in
sleeves: 3/4" Poly.

Drip Valve:
XCZ-100-PRB-COM

Valve Box: Christy
B 1324

Valve box, valve and conduits to (blue shaded
area) to be installed during current 2019 7th
Street construction project.

1 1/2" Sch 40

1 1/2" Sleeves
w/ Sweeping Elbows

7th Street

Note: Sleeve mainline
same as COOT install.

Irrigation Design

Consulting

Supervision

P.O. Box 513 Carbondale, CO 81623 peer@coeaspen.com 970.618.7005

Purple Line - Irrigation Water Line Red Line - Irrigation Conduit

DISCHARGE WEEP HOLE UNDERDRAIN SYSTEM INTO THE STORM SEWER (CORE)

INSTALL (1) 4"Ø AND (3) 2"Ø PVC CONDUITS (256 LF,EA)

REINSTALL SALVAGED CARRIAGE LIGHT AND 2"Ø CONDUIT (50 LF). SEE SHEET C.7A FOR LIGHT FOUNDATION.

CONTRACTOR TO SUPPLY/INSTALL A DESIGN BUILD LAWN-SPRINKLER IRRIGATION SYSTEM USING THE EX. IRRIGATION SUPPLY. INSTALL AN ELECTRIC SERVICE NEAR THE EX. TRANSFORMER. INSTALL A GFCI DUPLEX RECEPTACLE IN LANDSCAPE (ARLINGTON GPD19B-1 GARD-N-POST LANDSCAPE LIGHTING GARDEN POST WITH OUTLET COVER, 19-INCH, BLACK)

EXTEND EX. 1-1/2"Ø IRRIGATION SERVICE IN A 4"Ø PVC CONDUIT (200 LF)

PAVER WEEP HOLE UNDERDRAIN SYSTEM & CLEANOUT (SPECIAL) (130 LF)

PAVER WEEP HOLE UNDERDRAIN SYSTEM & CLEANOUT (SPECIAL)(40 LF)

UTILITY BUILDING

ELEVATOR BUILDING

STAIRCASE BUILDING

INSTALL BOX
INSTALL BOX & BLOWOFF

DISCHARGE WEEP HOLE UNDERDRAIN SYSTEM INTO THE STORM SEWER (CORE)

7th Street

INSTALL BOX

PAVER WEEP HOLE UNDERDRAIN SYSTEM & CLEANOUT (SPECIAL)(130 LF)

DISCHARGE WEEP HOLE UNDERDRAIN SYSTEM INTO THE STORM SEWER (CORE)

INSTALL BOX & GFCI DUPLEX RECEPTACLE IN LANDSCAPE (ARLINGTON GPD19B-1 GARD-N-POST LANDSCAPE LIGHTING GARDEN POST WITH OUTLET COVER, 19-INCH, BLACK)

EXTEND EX. PAVER WEEP HOLE UNDERDRAIN SYSTEM, INSTALL CLEANOUT (SPECIAL)

(3) 3"Ø PVC CONDUITS CONNECTING THE LANDSCAPE AREAS (28 LF, EA)

THIS WORK IS TO BE COMPLETED BY OTHERS AND NOT THE LANDSCAPE CONTRACTOR.

REMARKS:

- UTILITY ACCESS COVER-PAVER, 16" OPENING, H-20 RATED, STAINLESS STEEL (WUNDERCOVER WC60-60-10D-7.5F-P-SS)
- UTILITY ACCESS COVER-PAVER, 23.5"

NOTES:

- ALL STRUCTURES AND PIPES SHALL BE WATER TIGHT.
- SEE CITY SPECIFICATIONS AND DETAILS FOR TYPICAL STRUCTURE AND PIPE REQUIREMENTS.

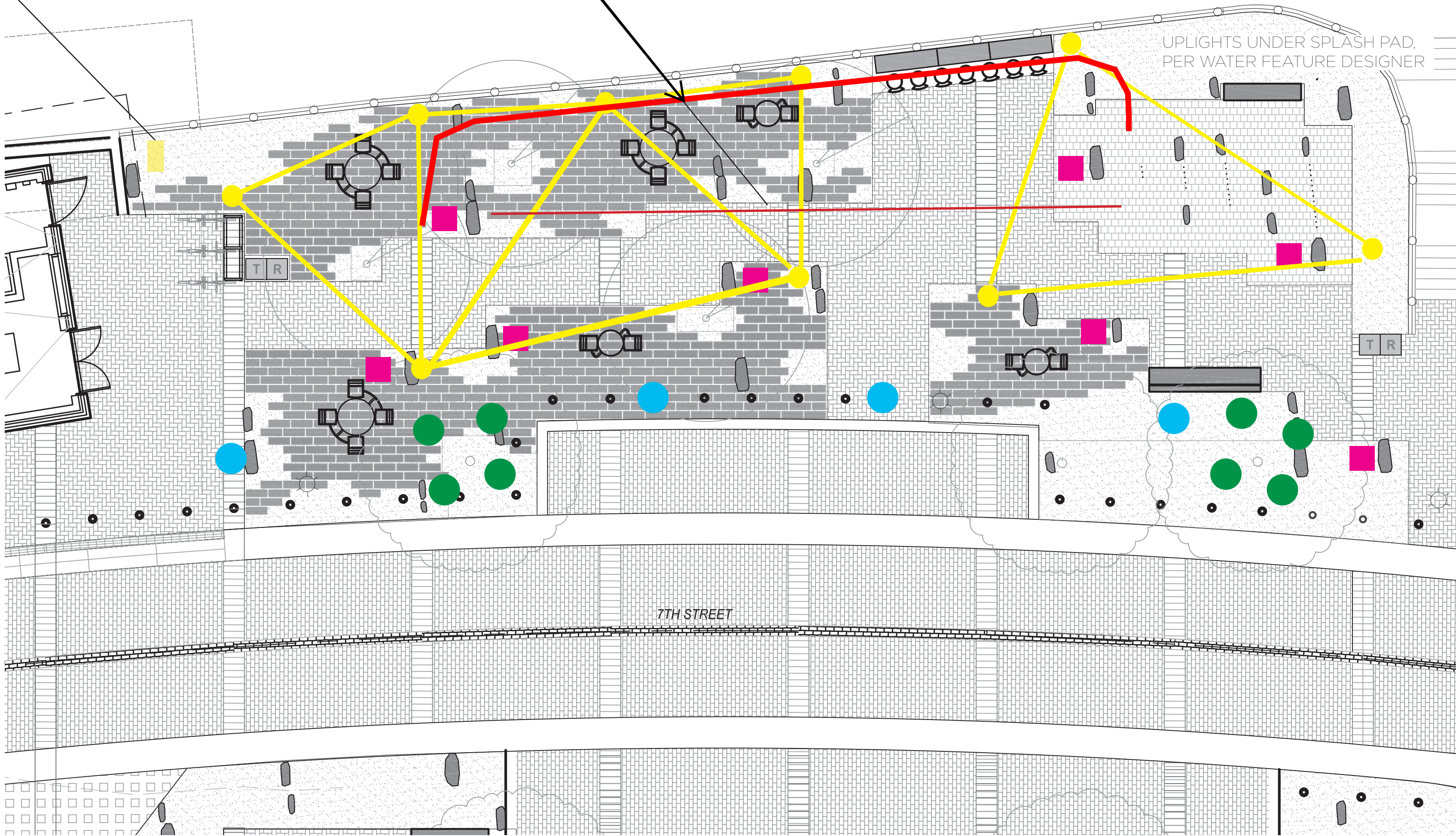
- PEDESTRIAN POLE LIGHT - TO BE INSTALLED BY GOULD CONSTRUCTION PRIOR TO 7TH STREET INSTALLATION
- IN-GRADE UPLIGHT
- TREE MOUNTED MOONLIGHTER/DOWNLIGHT
- STRAND LIGHTING
- STRAND LIGHTING SUPPORT POLES

POSSIBLE TRANSFORMER LOCATION TO BE COORDINATED WITH SURROUNDINGS FOR CLEARANCE

EXTEND THE EXISTING 4" SCH.80 PVC ELECTRICAL GRADE CONDUIT FROM THE EXISTING STUB LOCATION TO THE SPLASH PAD

RECEPTACLES TO BE LOCATED AT THE BASE OF EACH TREE FOR HOLIDAY LIGHTING

UPLIGHTS UNDER SPLASH PAD, PER WATER FEATURE DESIGNER



TREE MOUNTED MOONLIGHTER/DOWNLIGHT AURORALIGHT #HSL11-BR-60-G-4-M-27-H-T/S-12-BLP

auroralight lifetime warranty

TYPE: _____
CAT. # HSL11-

HSL11 TAOS

The new compact HSL11 is engineered around Auroralight's interchangeable LED module to deliver brilliant LED performance in a small package. **Storm Drain™** lensing prevents water from collecting on the lens surface, reducing maintenance. Our exclusive **AMS™** mounting system offers an extensive choice of mounting options, making this elegant accent light ideal for illuminating mid-sized trees or casting subdued light onto low shrubbery. See HSL16 for additional size and wattage options.

Features include:

- Interchangeable LED Module in 2, 4 or 6 Watts
- Cree XLAMP® High Density (XP-L) LED
- Interchangeable UV & Shock Resistant Silicone Optic
- 2700, 3000 or 4500K (CRI 80 typ.)
- Thermally Integrated® and Field Serviceable LED Module
- TRIAC Dimming to <10% typ.
- 12 VAC Electronic or Magnetic Source Compatible
- Solid Brass or Solid Copper and Brass Construction

ORDERING GUIDE: H (HYBRID) SL (SPOTLIGHT) 11 (MR11 LAMP BASE)

MATERIAL (BR) Brass (CU) Copper
SHROUD (60) 60° Angled (90) 90° Straight (NS) No Shroud
BODY (G) Grooved (NG) No Groove
LIGHT SOURCE Leave blank for **NO LAMP** For lighted orders, refer to Lamp Guide
LED WATTAGE (2) 2W (4) 4W (6) 6W
OPTIC (N) 15° Narrow (M) 25° Medium (W) 40° Wide (A) All Optics Kit
LED COLOR (W) Warm White (27) 2700K (30) 3000K (45) 4500K
ACCESSORIES (H) Hex Baffle (L) Liner Screen (P) Prismatic Lens (S) Splice Box (T) Teak Mount (M) Teak Mount (T) Teak Mount
MOUNT (112) 1/2" Male Thread (G) Ground Stake (S) Deluxe Spike (P) (T-R-X) Tri-axial Spike (9" or 12") (T-R-X) Tri-axial Spike (9" or 12") (T-R-X) Tri-axial Spike (9" or 12") (T-R-X) Tri-axial Spike (9" or 12")
FINISH (NAT) Natural (BLP) Bronze Living Patina (BLP-XD) BLP Extra Dark (N) Nickel PVD

Highly Configurable Machined Brass LED Module
IP67 sealed module with encapsulated electronics, Copper PCB and interchangeable silicone optics.
Previous Module
Internal Driver and LED
Beam Spread
Interchangeable UV & Shock Resistant Silicone Optic

CARLSBAD, CA | PHONE 877 942 1179 | FAX 760 931 2916 | E-MAIL SALES@AURORALIGHT.COM | AURORALIGHT.COM
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auroralight lifetime warranty

TYPE: _____
CAT. # T-S-

T-S TREE STRAP

Auroralight's Tree Mounts are machined from solid brass for durability and feature a nylon base with multiple wire exit ports. For use with 12V lighting systems.

The **Tree Strap Mount** is totally passive making it ideal for protection of valuable specimen trees. Supports up to 5lb future weight. It is supplied with two, UV stabilized EPDM rubber straps to firmly hold the fixture while the highly elastic material allows for unhindered tree growth. Up to three straps can be connected in a series which can be cut to length to accommodate 2 to 18" caliper branches.

For easy and safe installation, you can pre-wire luminaires on the ground, and use the supplied stainless steel retention clip to hold connectors inside each brass fitting.

ORDERING GUIDE: (T)S T (TREE) S (STRAP)

FIXTURE ATTACHMENT (12) 1/2" NPT Female Threaded Hole (12) 1/2" Universal feature (AMS) Auroralight Mount System (Add 1/2" Brass Adapter to 1/2" SL, LSL, and HSL series directional luminaires)

STRAP LENGTH (22) Heavy Duty Tree Strap (22" in 5" increments) (36) Heavy Duty Tree Strap (36" in 6" increments)
* Up to 5lb future weight
** Up to 25lb future weight

FINISH (NAT) Natural (BLP) Bronze Living Patina (BLP-XD) BLP Extra Dark (N) Nickel PVD

CARLSBAD, CA | PHONE 877 942 1179 | FAX 760 931 2916 | E-MAIL SALES@AURORALIGHT.COM | AURORALIGHT.COM
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IN-GRADE UPLIGHT (8 LEFTOVER FROM UNDERBRIDGE PROJECT, NEED 2 ADDITIONAL BACK BOXES TYPE P)

MP LIGHTING

Specification Sheet / In-Grade / L300

L300

Application
Exterior/interior directional in-grade luminaire for lighting walls, columns, architectural features or landscape features. Applicable for mounting into floors, walls, ceilings or other surfaces where a non-obstructive luminaire is required. Suitable for drive-over and walk-over applications. For wet/dry locations.
Recommended Projects - Commercial, Institutional, Retail, Clinic, Hospitality, Religious, Educational, Architecture

IP Rating
66

Mounting
Comes with splice box, aluminum flange and level gauge. Can be buried in earth/gravel or cast into concrete/paving stone with or without mounting base. Designed to be cast into concrete or inserted into paving stone. Includes 6" wire lead. Can be mounted with MK1 and MK2 (consult with factory). Can be used with Single Gang Box (not included). Can be purchased directly from MP Factory. See page 2 & 3.

Electrical
Powered by remote dimmable/ non-dimmable driver (sold separately).
*Site available for recommended drivers
*Remote emergency driver / inverter options available Consult factory

Power Consumption
1.5 Watt (at 350 mA, 1.0 Watt)
3.0 Watt (at 700 mA, 2.5 Watt)
1.0 Watt, 29-33lm
2.5 Watt, 47-53lm
*For photometric data, see page 03

Light Output
5 years limited warranty
Estimated useful life of LED is 50,000 hours.

Warranty
Solid anodized aluminum or stainless steel (316) with tempered glass lens, RoHS compliant.
2200kg/4850lbs

Material
1.8lbs (0.81kg) base extra

Drive Over Rating
1.8lbs (0.81kg) base extra

Weight
1.8lbs (0.81kg) base extra

Approval
UL ENEC CE

Disclaimer - When using a control system, consult dimming system manufacturer with minimum first before installing 12V AC transformer. Malfunction and damage to product due to improper dimming system installation or misuse will not be covered under warranty. Only DC Drivers are recommended for dimming systems. Consult MP Lighting for recommended drivers.
*MP Lighting reserves the right, at its sole discretion, at any time and without notice, to make design changes to any of our products.

Order Guide
Example: L300-14025-N-C-LM-2-D-0-0-0-0-0

Code	Wattage	Color	Beam	Lens	(Exter)	Angle Bracket	Input Voltage	Flange Height	Base Height	Finish		
L300	1 = 1W 2 = 2.5W	W225 = 2700K, 80+ CRI W275 = 3000K, 80+ CRI W300 = 3500K, 80+ CRI W350 = 4500K, 80+ CRI W450 = 2700K, 80+ CRI W500 = 3000K, 90+ CRI W550 = 3500K, 90+ CRI	8 = spot (12°) C = chair N = narrow beam F = frosted (90°) W = wide flood (120°)	S = clear F = frosted (90°) T = teak (120°) M = teak (120°) B = teak (120°) S = clear F = frosted (90°) T = teak (120°) M = teak (120°) B = teak (120°)	0 = no angle 25 = 25° angle N = custom (20° max) P = custom (20° max) S = clear F = frosted (90°) T = teak (120°) M = teak (120°) B = teak (120°)	0 = DC A = 12V AC C = 12V AC P = 12V AC S = 12V AC T = 12V AC M = 12V AC B = 12V AC	S = standard flange box 2 = 2" (51mm) 3 = 3" (76mm) 4 = 4" (102mm) 5 = 5" (127mm) 6 = 6" (152mm) 7 = 7" (178mm) 8 = 8" (203mm) 9 = 9" (229mm) 10 = 10" (254mm) 11 = 11" (279mm) 12 = 12" (305mm) 13 = 13" (330mm) 14 = 14" (355mm) 15 = 15" (381mm) 16 = 16" (406mm) 17 = 17" (432mm) 18 = 18" (457mm) 19 = 19" (483mm) 20 = 20" (508mm) 21 = 21" (533mm) 22 = 22" (559mm) 23 = 23" (584mm) 24 = 24" (610mm) 25 = 25" (635mm) 26 = 26" (660mm) 27 = 27" (686mm) 28 = 28" (711mm) 29 = 29" (737mm) 30 = 30" (762mm) 31 = 31" (787mm) 32 = 32" (813mm) 33 = 33" (838mm) 34 = 34" (863mm) 35 = 35" (889mm) 36 = 36" (914mm) 37 = 37" (939mm) 38 = 38" (965mm) 39 = 39" (990mm) 40 = 40" (1016mm) 41 = 41" (1041mm) 42 = 42" (1067mm) 43 = 43" (1092mm) 44 = 44" (1118mm) 45 = 45" (1143mm) 46 = 46" (1168mm) 47 = 47" (1193mm) 48 = 48" (1219mm) 49 = 49" (1244mm) 50 = 50" (1270mm) 51 = 51" (1295mm) 52 = 52" (1321mm) 53 = 53" (1346mm) 54 = 54" (1371mm) 55 = 55" (1397mm) 56 = 56" (1422mm) 57 = 57" (1447mm) 58 = 58" (1473mm) 59 = 59" (1498mm) 60 = 60" (1524mm) 61 = 61" (1549mm) 62 = 62" (1574mm) 63 = 63" (1600mm) 64 = 64" (1625mm) 65 = 65" (1650mm) 66 = 66" (1676mm) 67 = 67" (1701mm) 68 = 68" (1726mm) 69 = 69" (1752mm) 70 = 70" (1777mm) 71 = 71" (1802mm) 72 = 72" (1828mm) 73 = 73" (1853mm) 74 = 74" (1878mm) 75 = 75" (1904mm) 76 = 76" (1929mm) 77 = 77" (1954mm) 78 = 78" (1980mm) 79 = 79" 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Specifications

Downtown Glenwood Springs 7th Street Landscaping

Shannon Murphy Landscape Architects
1-25-19
Revised 3-21-19

Project Manager
DDA Representative
Presently Deric Walter, Boundaries Unlimited
970.945.5252

Landscape Architect
Shannon Murphy Landscape Architects
970.927.2889

SECTION 01300

SUBMITTALS

PART 1 GENERAL

1.01 REQUIREMENTS INCLUDED

The CONTRACTOR shall submit to the PROJECT MANAGER for approval all submittals required by the General Conditions and these Specification sections.

1.02 INSURANCE CERTIFICATES

Refer to General Conditions for submittal requirements. Submit updated certificates as necessary to verify current coverage.

1.03 SCHEDULE OF VALUES

Refer to General Conditions for requirements. On bid items to be paid as lump sum that may extend beyond a single pay estimate, a schedule of values shall be submitted to OWNER a minimum of 10 days prior to work on that item. Adequate detail shall be given to allow a value to be placed on work completed during any given pay estimate. Where payment is to be based on unit bid prices, correlate schedule of values with Divisions and Sections of Specifications unless otherwise approved by the PROJECT MANAGER. If separate payment is to be requested for materials suitably stored but not installed, segregate delivered costs from installation costs, including overhead and profit.

1.04 CONSTRUCTION SCHEDULE

(See Section 01310 for Construction Schedule Submittal details).

1.05 SHOP DRAWINGS

(See Section 01340 for Shop Drawing Submittal details).

1.06 PROJECT RECORD DOCUMENTS

(See Section 01700, Project Acceptance, for project record document details).

END OF SECTION

Submittal Description: _____

Submittal No.: _____

Spec. Section: _____

	Routing	Date Sent	Date Received
OWNER:	Contractor/Project Manager		
PROJECT:	Project Manager/Contractor		
CONTRACTOR:			

We are sending you:

☐ Attached

☐ Under separate cover via _____

☐ Submittals for review and comment

☐ Product data for information only

Remarks: _____

Item	Copies	Date	Section No.	Description	Review action ^a	Reviewer initials	Review comments attached

^a Note: NET = No exceptions taken; MCN = Make corrections noted; A&R = Amend and resubmit; R = Rejected, Develop Replacement

Attach additional sheets if necessary.

Contractor

Certify either A or B:

- ☐ A. We have verified that the material or equipment contained in this submittal meets all the requirements, including coordination with all related work, specified (no exceptions).
- ☐ B. We have verified that the material or equipment contained in this submittal meets all the requirements specified except for the attached deviations.

No.

Deviation

Certified by: _____

Contractor's Signature

SECTION 01310

CONSTRUCTION SCHEDULES

PART 1

1.01 GENERAL

- A. Permitted working hours. City of Glenwood Code Section 100.070.030 - Noises prohibited.

The following noises are declared a nuisance and are in violation of this section: (1) Construction work. Any noise created by operating or causing to be operated any equipment (mechanical or nonmechanical, self-propelled or manually manipulated) used in construction, repair, alteration or demolition work on buildings, structures, streets, alleys or appurtenances at any time other than between the hours of 7:00 a.m. and 8:00 p.m. on Monday through Friday, and 8:00 a.m. and 6:00 p.m. on Saturday and Sunday.

- B. Within ten (10) days after EFFECTIVE DATE OF AGREEMENT or by the pre-construction conference, the CONTRACTOR shall prepare and submit to the PROJECT MANAGER estimated construction progress schedules for the Work, with sub-schedules of related activities which are essential to the progress of the Work. Project to start after Gould Construction completes current project on 7th Street in this area. Confirm proposed start date with Project Manager.

- C. Submit revised progress schedules as follows:

1. Weekly: Submit a two week schedule depicting items of work and general locations for the two weeks succeeding the date of submittal. Needs from Owner (submittal reviews, construction staking, etc) shall be included. This may be in the form of a spreadsheet and shall contain adequate detail to provide clear vision to all of the intended work. The Resident Project Representative shall be notified of variations from this schedule as soon as known and no later than the morning of the effected change.
2. Monthly: With each progress payment request, submit an updated progress schedule as detailed herein. Failure to submit this updated progress schedule or providing a progress schedule that does not represent the true status of the project as determined by the Owner, shall be grounds for a determination that no further progress payments are to be made until Contractor is in full compliance with this section.

- C. OWNER may require CONTRACTOR to add to his plant, equipment or construction forces, as well as increase the working hours, if operations fall behind schedule at any time during the construction period.

- D. Related Requirements Specified Elsewhere.

1. General Conditions.
2. Supplemental General Conditions.

3. Standard Specifications.

1.02 FORM OF SCHEDULES

- A. Prepare schedules in the form of a horizontal bar chart.
 1. Provide separate horizontal bar for each trade or operation.
 2. Horizontal time scale: Identify the first work day of each week.
 3. Scale and spacing: To allow space for notations and future revisions.
 4. Maximum sheet size: 11" x 17".

- B. Computer generated schedule.

Network analysis system may be utilized in lieu of bar chart.

- C. Format of Listings.

The chronological order of the start of each item of work.

1.03 CONTENT OF SCHEDULES

- A. Construction Progress Schedules to include:

1. The complete sequence of construction by activity.
2. The dates for the beginning, and completion of, each major element in each major area of construction,
3. Projected percentage of completion for each item, as of the date on which each scheduled Application for Payment is due.
4. Complete projected progress payment schedule.

- B. Schedule of Submittals for Shop Drawings and Product Data to include:

1. The dates for CONTRACTOR's submittals.
2. The dates approved submittals will be required from the PROJECT MANAGER.
Extensions of time for delays in submittal review and distribution will only be allowed as provided for in Section 01340.

- C. Products Delivery Schedule.

Show delivery dates for all major items of material and equipment.

1.04 PROGRESS REVISIONS

- A. Indicate progress of each activity to date of submission.
- B. Show changes occurring since previous submission of schedule.

1. Major changes in scope.
2. Activities modified since previous submission.
3. Revised projections of progress and completion.
4. Revisions to projected progress payment schedule.
5. Other identifiable changes.

C. Provide a narrative report as needed to define:

1. Problem areas, anticipated delays, and the impact on the schedule.
2. Corrective action recommended and its effect.

1.05 SUBMISSIONS

A. Submit initial schedules within ten (10) days after effective date of Agreement.

1. PROJECT MANAGER will review Schedules and return review copy within ten (10) days after receipt.
2. If required, resubmit within seven (7) days after return of review copy.

B. Submit revised progress schedules with each Application for Payment.

C. Number of copies required at each submission:

1. The number of opaque reproductions required by the CONTRACTOR plus four (4) copies which will be retained or distributed by the PROJECT MANAGER.
2. Do not submit fewer than five (5) copies.

1.06 DISTRIBUTION

A. After review, PROJECT MANAGER will distribute copies of schedules to:

1. One (1) copy to OWNER.
2. One (1) copy to Resident Project Representative.
3. One (1) copy to the Town Public Works Manager
4. One (1) copy to be retained in PROJECT MANAGER's file.
5. One (1) copy to CONTRACTOR to be kept on file at CONTRACTOR's field office.
6. Remainder to CONTRACTOR for his distribution following modifications if required.

B. Schedule recipients will report promptly to PROJECT MANAGER and CONTRACTOR, in writing, any problems anticipated by the projections shown on the schedules.

END OF SECTION

SECTION 01315

MAINTENANCE

MAINTENNANCE PROPOSAL

Proposal to include:

- Recommendation for landscape maintenance
- The frequency of on-site crew visits
- Duties to be performed at each visit
- The price for one year of maintenance

To be submitted in addition to the bid sheet.

END OF SECTION

SECTION 01320

PRODUCT DELIVERY, STORAGE AND HANDLING

PART 1 – GENERAL

1.01 RELATED REQUIREMENTS

- A. General and Supplementary Conditions

1.02 PRODUCTS

- A. Products include material, equipment and systems. Comply with Specifications and referenced standards as minimum requirements.

1.03 TRANSPORTATION AND HANDLING

- A. Transport products by methods to avoid product damage; deliver in undamaged condition in manufacturer's unopened containers or packaging, dry. Provide equipment and personnel to handle products by methods to prevent soiling or damage.
- C. Promptly inspect shipments to assure that products comply with requirements, quantities are correct, and products are undamaged.

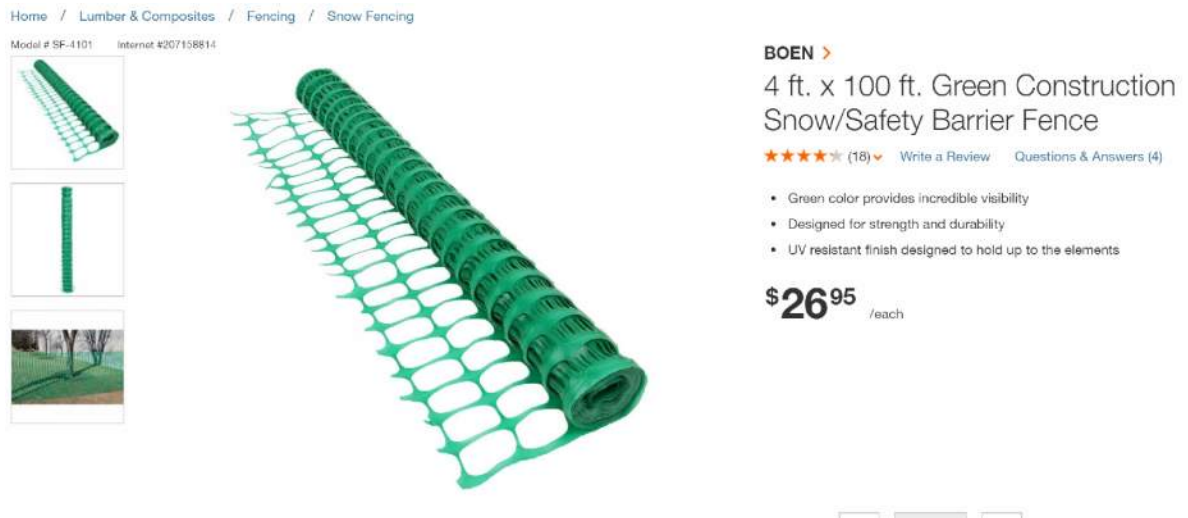
1.04 STORAGE AND PROTECTION

- A. Store products in accordance with manufacturer's instructions, with seals and labels intact and legible. Store sensitive products in weathertight enclosures; maintain within temperature and humidity ranges required by manufacturer's instructions.
- B. For exterior storage of fabricated products, place on sloped supports above ground. Cover products subject to deterioration with impervious sheet covering; provide ventilation to avoid condensation.
- C. Store loose granular materials on solid surfaces in a well drained area; prevent mixing with foreign matter.
- D. Arrange storage to provide access for inspection. Periodically inspect to assure products are undamaged and are maintained under required conditions.
- E. Staging of delivery vehicles and offloading materials to be conducted with least possible interference to vehicular traffic. Contractor to include specifications for handling delivery vehicles in Traffic Control Plan to be submitted to the Project Manager.
- F. The contractor may work with Gould Construction to use the current staging area at the City of Glenwood Springs Water Treatment Facility parking lot at the

intersection of 7th. St. and 8th Street. Approximately 3 blocks west of construction site. If Gould's contract is complete, the use of the staging area adjacent to the WWTP will require an agreement with the City to continue use.

- G. Overnight and multiple day materials storage during project construction to occur within project area. Contractor to build temporary materials staging area within the project boundary.
- H. Green plastic fencing to be installed between the project work area and pedestrian walkways and vehicle traffic lanes to provide safety and secure the project site. Fencing to be maintained in an aesthetically pleasing fashion, and remain in place for duration of project.

Example of green plastic fencing for temporary staging area.



END OF SECTION

SECTION 01340

SHOP DRAWINGS

PART 1 GENERAL

1.01 REQUIREMENTS INCLUDED

- A. The CONTRACTOR shall submit to the PROJECT MANAGER for approval all shop drawings required by the specification sections and PLANS.

1.02 SHOP DRAWINGS

- A. Shop drawings shall be prepared by a qualified detailer for CONTRACTOR, subcontractor, supplier, or manufacturer, and shall illustrate some portion of the work, showing fabrication, layout, setting, or erection details.
- B. Identify details by reference to sheet and detail numbers shown on Contract Drawings. Use same symbols used on Contract Drawings to identify shop drawing details wherever practicable.

1.03 PRODUCT DATA

- A. Submit manufacturer's standard schematic drawings:
 - 1. Modify drawings to delete information that is not applicable to the project.
 - 2. Supplement standard information to provide additional information applicable to project.
- B. Submit manufacturer's catalog sheets, brochures, diagrams, schedules, performance charts, illustrations, and other standard descriptive data.
 - 1. Clearly mark each copy to identify pertinent materials, products or models.
 - 2. Show dimensions and clearances required, performance characteristics and capabilities, wiring diagrams and controls, and any other pertinent data applicable to the project.
- C. Submit manufacturer's certificate of compliance certifying to compliance with specification requirements, applicable reference standards and test data requirements. Include reference to the specification section and paragraph with which the product or materials is intended to comply.

1.04 CONTRACTOR RESPONSIBILITIES

- A. CONTRACTOR shall submit shop drawings in electronic PDF format.
- B. Submittals shall be made by CONTRACTOR to the PROJECT MANAGER with a transmittal form or letter and not by subcontractors, suppliers or manufacturers. CONTRACTOR shall review, stamp with his approval, and submit in orderly sequence all submittals required by the specifications. By approving and submitting items, CONTRACTOR represents that he has verified all field measurements, field construction criteria, materials, catalog numbers, and similar data, and has coordinated each shop drawing with requirements of the project.
- C. The CONTRACTOR shall not begin work that requires submittals until the PROJECT MANAGER reviews and approves submittals. The PROJECT MANAGER will return an approved copy of the submittal to the CONTRACTOR.
- D. CONTRACTOR'S responsibility for errors and omissions in submittals, or for deviations in submittals from requirements of the Contract Documents, shall not be relieved by review of submittals unless PROJECT MANAGER gives written acceptance of specific deviations. The CONTRACTOR shall notify PROJECT MANAGER in writing at time of submission of deviations in submittals from requirements of the Contract Documents.

END OF SECTION

SECTION 01570

TRAFFIC CONTROL

PART 1 GENERAL

1.01 SUMMARY

- A. Contractor to minimize impact to vehicular and pedestrian traffic in and near project site. Potential methods include: utilizing small crews that work within a defined "work zone" until that zone is completed. Working from within the small "work zones" and closing off small sections of the road shoulder to create a safety buffer between workers and vehicles. Shuttling materials into the "work zones" during low traffic periods.
- B. This work shall consist of furnishing, installing, moving, maintaining and removing temporary traffic signs, advance warning signs, barricades, channelizing devices, delineators, and flagmen as required by the latest revision of the "Manual on Uniform Traffic Control Devices for Streets and Highways" and the latest revisions of the Colorado Supplement thereto, in accordance with the Drawings and these Specifications.
- C. Where the contractor's work requires either partial or complete closure of any public street, road, highway, alley or sidewalk, the contractor shall submit a Traffic Control Plan to the City of Glenwood Springs for approval prior to starting project. If the City of Glenwood Springs approves the complete closure of an arterial or collector street, the Traffic Control Plan shall be submitted 7 days in advance of the actual closure, so that there will be sufficient time for public notification. The contractor shall notify the City of Glenwood Springs Police Dispatcher and Fire Protection District 48 hours prior to the time the closure is to begin and again when the street is reopened.
- D. Where the control and maintenance of traffic has not been performed as specified in the Special Conditions and/or the Contractor does not provide or conform to the devices and methods in the latest Manual on Uniform Traffic Control Devices (MUTCD) and the latest revisions of the Colorado Supplement thereto adopted by the City, the City Engineer may act to provide for the control and maintenance of traffic as directed by the City. All costs incurred by the City shall be borne by the contractor. The City Engineer may issue a Stop Work order to the Contractor until traffic control is in conformance to these specifications.
- E.

1.02 REFERENCE STANDARDS.

- A. Federal Highway Administration; Manual on Uniform Traffic Control Devices.
- B. Colorado Department of Transportation, Standard Plans, S-Standards, current version.

1.03 SUBMITTALS

- A. Review, by Project Manager or Owner, of the Contractor's Traffic Control Plan (TCP) and Methods of Handling Traffic (MHT's) in no way limits or removes from the Contractor the full responsibility for the safe and effective handling of traffic both vehicular and pedestrian through or around the Project.
- B. Traffic Control Plan (TCP). Traffic control, both vehicular and pedestrian, through the construction area is the responsibility of the Contractor. The Contractor shall prepare a TCP to be submitted with the return of the signed agreement. The TCP shall include a schedule of traffic control devices to be used on the Project, general layout of devices, situations that may require use of flaggers and/or pilot cars, and methods of notifying public of impending traffic changes. The Project Manager or Owner will review the TCP for general coordination of the Project.
- C. Methods of Handling Traffic (MHT). The Contractor shall control traffic in accordance with the Traffic Control Plan (TCP). To implement the TCP, the Contractor shall develop and submit a method for handling traffic (MHT) for each different phase of construction, which shows the Contractor's proposed construction phasing and proposed traffic control devices consistent with the TCP. If at any time the Contractor desires to change the MHT, it shall be considered a different phase requiring a new MHT.
- D. Each MHT shall be submitted to the Project Manager/Owner before the corresponding phase of construction will be allowed to begin. The initial MHT shall be submitted a minimum of 10 days prior to the start of work on the Project. All successive MHT's shall be submitted to allow reasonable time for review. MHT's for work in the City of Glenwood Springs rights-of-ways shall be submitted a minimum of thirty (30) days prior to commencement of related work.
- E. The Contractor shall continually review their methods of handling traffic. If revisions are needed for the safe movement of traffic through or around the work areas, the Contractor shall implement the revisions immediately. The Contractor shall notify the Project Manager/Owner of all changes made.

PART 2 PRODUCTS

2.01 GENERAL

- A. All materials shall conform to the applicable portions of the Reference Standards.
- B. No access from Railroad side of project. Keep railroad stairs and platform clear at all times.

2.02 BARRICADES

- A. Minimum 8' wide on movable skids.

2.03 DETOURS

- A. As required by the Project.

2.04 ROAD RESTRICTIONS

- A. As required by the Project.

2.05 FLAGPERSONS

- A. Certified flagpersons only. Provide as needed, as directed by Project Manager or as stated on Drawings to control traffic encroaching in construction zone.

2.06 BARRICADES, CHANNELIZING DEVICES, FLASHING WARNING LIGHTS

- A. Provide for all work areas, open trenches, lane closures, equipment and material storage, etc., and as called for on the Drawings and located within limits of construction. Protection to be in place 24 hours per day and device inspection shall be seven days per week.

2.07 TRAFFIC CONTROL MANAGEMENT

- A. Provided by a certified Traffic Control Supervisor (TCS) on a 24-hours-per-day basis. An after-hours contact shall be provided for every calendar day from the first placement of traffic control devices until all devices are removed. Any changes to this contact shall be submitted to the Project Manager and to Dispatch Services.

PART 3 MEASUREMENT AND BASIS OF PAYMENT

- 3.01 Work under this item shall be paid for as lump sum. Work shall include Contractor development of the TCP; placement and maintenance of traffic control devices; other devices as needed to protect and secure the work area; flag persons; traffic control management and inspection; and other items not specifically stated that are essential to the safe movement of vehicular and pedestrian traffic through and around the work area.
- 3.02 Where items are specifically included on the bid schedule, they will be paid for by the unit given. All other items in this section that are essential to the Project but for which there are no specific pay items, will not be measured and paid for separately but shall be included in the Project.

END OF SECTION

SECTION 01700

CONTRACT CLOSEOUT

PART 1 GENERAL

1.01 SUMMARY

- A. Work to be performed under this section shall include all labor, equipment, materials and miscellaneous items necessary to provide all documents, information and items as specified herein.

1.02 PROJECT RECORD DOCUMENTS.

- A. Maintain at the job site one record copy of the following (updated daily):
 - 1. Drawings.
 - 2. Specifications.
 - 3. Addenda.
 - 4. Reviewed Shop Drawings.
 - 5. Change Orders.
 - 6. Other Modifications to Contract.
 - 7. Field Test Records.
- B. Do not use record documents for construction purposes. Maintain documents in clean, dry legible condition, apart from documents used for construction.
- C. Label each document "Record Document". Mark all information with contrasting color using ink. Keep each record current. Do not permanently conceal any work until required information is recorded.
- D. Record following information on Drawings:
 - 1. Northing and Easting coordinates for all building corners and all buried pipes and utilities (at ends, changes in alignment, fittings and valves). Coordinates shall be in the project coordinate system.
 - 2. Building Locations and depth of foundation elements.
 - 3. Horizontal and vertical location of underground utilities.
 - 4. Location of internal utilities and appurtenances concealed in construction.
 - 5. Structural, architectural, mechanical and electrical installations.
 - 6. Field changes of dimension and detail.
 - 7. Changes by Change Order or field order.
 - 8. Details not on original Contract Drawings.

- E. Record following information on Specifications:
 - 1. Manufacturer, trade name, catalog number and supplier of each product and item of equipment actually installed.
 - 2. Changes by change order or field order.
 - 3. Other matters not originally specified.
- F. Maintain Shop Drawings as record documents recording changes made after review as specified for Drawings above.
- G. At completion of project, deliver record documents to Project Manager with transmittal letter containing date, project title and number, contractor's name and address, title and number of each record document, and certification that each document is complete and accurate. Submittal shall be signed by Contractor or his authorized representative.

1.03 CLOSEOUT PROCEDURES.

- A. The following project closeout procedure defines the responsibilities of the Contractor, Owner and Project Manager in closing the project. Closeout may be conducted by areas or portions of the work if required by the project or requested by Owner.
 - 1. Step 1: Contractor advises Project Manager in writing that he has reached "Substantial Completion" and provides a list of items to be completed or corrected.
 - a. Completion of all testing and training required.
 - b. Have all utilities connected and operational.
 - c. Dismantled and removed temporary construction facilities.
 - d. Completion of Plant Startup and diversion of sewage to the new facility as shown and/or specified.
 - 2. Step 2: Project Manager inspects the work to determine if it is substantially complete and issues a Certification of Substantial Completion plus a "punch list" of items to be completed or corrected.
 - 3. Step 3: Contractor completes and/or corrects all punch list items and notifies in writing that his work is ready for final inspection. At this time, a final application for payment is submitted to the Project Manager.
 - a. Project Manager's and Contractor's punch list of deficiencies from the substantial completion inspection stating how each item has been corrected or otherwise resolved.
 - b. Submit a final meter reading for all utilities, a measured record of stored fuel and chemicals and similar data as of the time of final inspection.
 - c. Complete listing of all consumables and spare parts used by the contractor to service the elector-mechanical equipment after testing.
 - d. Submittal of Record Drawings.
 - e. Notify the Project Manager that the facility is ready for the final

inspection including the punch list items and that all marred or damaged finishes have been repaired or restored in the notification letter.

4. Step 4: Project Manager makes final inspection. When the Work is found to be acceptable under the Contract Documents, and the contract fully performed, Project Manager will issue a final Certificate of Payment.

1.04 RE-INSPECTION FEES

- A. Should the Contractor fail to complete and/or correct all punch list items such that additional inspections are required by the Project Manager, the Contractor will be billed at the Project Manager's current rate for additional services. If the Contractor has any question with regard to any items on the punch list, he is to request clarification before final inspection.

1.05 FINAL PAPERWORK

- A. Prior to release of final payment, the General Contractor shall deliver the following items to the Project Manager:
 1. Inspection Certificates, as applicable.
 2. Equipment and material guarantees/warranties.
 3. General Contractor's two-year guarantee of materials and workmanship.
 4. Materials and Equipment Manuals and Spare Parts as specified.
 5. All other guarantees, warranties and submittals, as specified.
 6. Receipts for extra materials delivered to the Owner.
 7. Make final change-over of locks and deliver keys.
 8. Final application for payment.
 9. Contractor's affidavit of release of liens (Spec. Section 00691 or AIA Form G706A).
 10. Consent of surety to final payment (Spec. Section 00692 or AIA Form G707).
 11. Final Project Record Documents. The purpose of final project record documents is to provide factual information regarding all aspects of work, both concealed and visible, to enable future modification of work to proceed without lengthy and expensive site measurement, investigation, and examination.
 - a. Transfer of Data to Drawings
 - i. Carefully transfer all data to a clean set of drawings, coordinating changes as required.
 - ii. Clearly indicate at each affected detail and other drawing, a full description of changes made during construction, and the actual location of items to be located.
 - iii. Call attention to each entry by drawing a "cloud" around the area/s affected.
 - iv. Make changes neatly, consistently, and with the proper media to assure longevity and legibility.
 - b. Transfer of Data to other Documents
 - i. If documents other than drawings have been kept clean during progress of work, and if entries thereon have been orderly and acceptable to the Project Manager, the job set

- of those documents other than drawings will be accepted as final record documents.
 - ii. If any such document is not acceptable to the Project Manager, secure a new copy of that document from the Project Manager at Project Manager's usual charge for reproduction and handling, and carefully transfer the changed data to the new copy for acceptance by the Project Manager.
 - c. Changes subsequent to acceptance
 - i. Contractor has no responsibility for recording changes in work subsequent to final completion, except for changes resulting from warranty work.
- 12. Contractor acknowledgement of Date of Substantial Completion.
- 13. Provide copy of all certificates and approvals required from outside agencies, i.e. State Electrical Board.
- 14. The above items are described in following articles or applicable sections of the Specifications.
- 15. Inspection Certificates. Each subcontractor shall, upon completion of the Work, secure in triplicate from any state or local governing bodies having jurisdiction in dictating that the Work is in strict accordance with the applicable codes and deliver the same to the General Contractor for transmittal to the Owner.

1.06 WARRANTY

- A. The General Contractor and each subcontractor shall remedy any defects due to faulty materials or workmanship and pay for any damage to other Work resulting therefore, which shall appear in his Work within the specified Warranty Period of 1 year. The Contractor's warranty shall begin upon issuance of the Notice of Acceptance and in accordance with the terms of any special warranties provided in the Contract. The Owner shall give notice of observed defects with reasonable promptness.
- B. A final warranty inspection will be required thirty (30) days prior to expiration of the warranty.
- C. Upon completion of his Work, the General Contractor shall deliver to the Project Manager in duplicate, a written warranty based on the provision of the Article properly signed and notarized. Warranty shall be address to the Owner and assembled in a binder with a durable plastic cover and with a table of contents.
- D. The warranty period shall begin upon acceptance by Owner with written Notice of Substantial Completion.
- E. In the event that multiple or phased system startups are required, warranty periods will begin upon acceptance by Owner with written Notice of Substantial Completion for each system after successful startup of the complete system.

- F. Equipment warranties shall be the greater of the manufacturer's standard warranty and the project warranty requirement stated in the Supplemental General Conditions.

1.07 MISCELLANEOUS KEYS, SWITCHES AND WRENCHES

- A. At the completion of the project, all loose keys for hose bibs, adjustment keys and wrenches for door closers and panic hardware, keys of electric switches, electrical panels, etc., shall be accounted for and turned over to the General Contractor for transmittal to the Owner.

1.08 SPARE PARTS

- A. The contractor shall provide all spare parts and products as specified in the technical specifications. Contractor shall submit an itemized list of all items furnished describing each item and citing all appropriate specification sections and paragraphs. Each item shall be packed for long term storage and marked or tagged for easy identification.
 - 1. Items shall be delivered to the project site to an area designated by the Owner.
 - 2. The contractor shall provide an inventory of delivered items and obtain a receipt from the Owner after inspection. The inventory shall be delivered with an affidavit stating these are the specified spare parts or products delivered by the manufacturer or supplier of the installed equipment or material.

1.09 FINAL CLEANING.

- A. Prior to final inspection, the contractor shall clean all interior and exterior surfaces exposed to view but shall avoid disturbing natural weathering of exterior surfaces.
 - 1. Exterior Cleaning (During Construction)
 - a. Construction debris shall be confined in strategically located container(s) covered to prevent blowing by wind. Debris shall be removed from the work area to container daily. Debris shall be hauled from the site once a week at a minimum.
 - b. Protect existing trees before commencing work.
 - c. Keep weeds and other vegetation trimmed to 3-inch max height.
 - d. Remove soils, sand, and gravel deposited on paved areas and walks as required to prevent muddy or dusty conditions.
 - e. Comply with stormwater general permit requirements and monitor and employ best management practices.
 - f. Protect site furnishings from getting bumped or scratched during construction.
 - 2. Exterior Cleaning (Final Cleaning)
 - a. Remove trash and debris containers from the site. Reseed areas disturbed by location of debris containers.

- b. Broom clean all paved surfaces.
 - c. Rake clean other surfaces of grounds.
 - d. Remove any dust or debris from site furnishings.
- B. The contractor shall comply with all safety standards and shall not bury or burn waste on the site.

1.10 CERTIFICATE OF FINAL COMPLETION

- A. The Owner/Project Manager will issue a Certificate of Final Completion in writing after successful plant startup with proper operation and control, correction of all punch list items, receipt and acceptance of the verification letter, and all items in Project Closeout section are completed.

END OF SECTION

SECTION 02255

DUST SUPPRESSION

PART 1 GENERAL

1.01 SUMMARY

- A. Work under this Section shall include furnishing all materials, labor, equipment and miscellaneous items necessary to provide dust control over the entire project site.

1.02 SUBMITTALS

- A. NA

PART 2 PRODUCTS

- A. NA

PART 3 EXECUTION

3.01 DUST CONTROL

- A. Dust control to be considered an integral part of the Work. Control shall be provided from the start of construction until the Work is complete. Fugitive dust as a result of construction shall be controlled at all times.

3.02 WATERING

- A. For landscape installation and utility construction, dust control may be accomplished by water truck or spray system from an on-site water system if approved. Contractor shall be prepared to provide dust control until the final surface is completed.
- B. The Contractor shall provide a water meter for metering any water taken from the municipal water system whether from fire hydrants or private taps. Watering shall be considered incidental to the related work and will not be paid for separately.

PART 4

END OF SECTION

SECTION 02700

FINISHED GRADING AND RESTORATION

PART 1 GENERAL

1.01 SUMMARY

- A. This Work shall consist of finish grading, restoration of grounds and cleanup. This shall be a continuous process from project start-up to final acceptance of the Work by the Project Manager.

PART 2 PRODUCTS

2.01 GENERAL CLEANUP

- A. Cleanup shall include the daily sweeping and washing of all hardscape surfaces where construction activities impacted the surfaces. If hardscape surfaces are damaged during construction, the contractor shall restore the surfaces to as good or better condition than that at the start of construction. The Project Manager shall be the sole judge as to whether streets, roads or property have been restored to a condition as good or better than at the start of construction.
- B. The Contractor shall, at all times, keep property on which Work is in progress free from accumulation of waste material or rubbish caused by employees or caused by the Work, and he shall carry on a constant program to maintain Work area, structure sites, right-of-ways and the surface of streets and roads in a condition satisfactory to the appropriate authority, grantor of the right-of-way, and the Project Manager.
- C. Preliminary cleanup shall commence as soon as the construction site is occupied by the Contractor (including his employees, supplies, materials or equipment) and shall be a continuous process, if necessary, in order that the site of the Work shall have an appearance and/or utility equal to or better than the start of the Work.
- D. Upon completion of the Work, the Contractor shall remove all remaining rubbish, tools, equipment, scaffolds and surplus materials from the job and leave the Work area clean and free of debris.

PART 3 EXECUTION

3.01 GENERAL

- A. All driveways, retaining walls, concrete flatwork, drainage ditches, trees, shrubs, and other miscellaneous items shall be returned to as good as or better than original conditions, if they are damaged by Work.

3.02 LANDSCAPING

- A. See Section 02480 and 02821 for reseeding requirements.

PART 4

END OF SECTION

SECTION 02780

UNIT AND STONE PAVERS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Stone Pavers

1.02 RELATED SECTIONS

- A. Section 03300 – Cast in Place Concrete.

1.03 REFERENCES

- A. American Society for Testing and Materials (ASTM):
 - 1. C140, Standard Test Methods for Sampling and Testing Concrete Masonry Units and Related Units.
 - 2. D698, Standard Test Method for Laboratory Compaction Characteristics of Soil Using Standard Effort (12,000 ft-lbf/ft³ (600 kN-m/m³)).
 - 3. D1557, Test Method for Laboratory Compaction Characteristics of Soil Using Modified Effort (56,000 ft-lbf/ft³ (2,700 kN-m/m³)).
- B. Interlocking Concrete Pavement Institute (ICPI):
 - 1. ICPI Tech Spec Technical Bulletins
- C. US Green Building Council (USGBC)
 - 1. Leadership in Energy and Environmental Design (LEED), latest edition.
- D. Americans with Disabilities Act (ADA) regulations, latest edition.
- E. Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG), latest edition.

1.04 SUBMITTALS

- A. Submit under provisions of Section 01300.
- B. Product Data: Manufacturer's data sheets on each product to be used, including:
 - 1. Preparation instructions and recommendations.
 - 2. Storage and handling requirements and recommendations.
 - 3. Cleaning methods.

- C. Verification Samples: For each product and finish specified, two full-size samples representing actual products, colors and textures.

1.05 QUALITY ASSURANCE

- A. Manufacturer Qualifications: All primary products specified in this section will be supplied by a single manufacturer with a minimum of ten years of experience.
- B. Installer Qualifications: All products listed in this section are to be installed by a single installer with a minimum of five years demonstrated experience in installing products of the same type and scope as specified.
- C. Mock-Up: Provide a completely assembled, typical wall areas installed with related accessories, in composite configurations designed to fulfill the performance criteria, and representative of the design as shown on the Drawings.
 - 1. Install a 10 foot x 10 foot minimum mock-up in a location as directed by the Engineer or Architect.
 - 2. Do not proceed with remaining work until workmanship is approved by the Engineer or Architect.
 - 3. This area will be used as the standard by which the work will be judged.
 - 4. Subject to acceptance by the Owner and Engineer or Architect, mock-up may be retained as part of the finished work.
 - 5. If mock-up is not retained, remove and properly dispose of mock-up.

1.06 ENVIRONMENTAL REQUIREMENTS

- A. Do not install in rain or snow.
- B. Do not install frozen bedding materials.

1.07 DELIVERY, STORAGE, AND HANDLING

- A. Deliver, store and handle materials and products in strict compliance with manufacturer's instructions and recommendations and industry standards.
- B. Store materials in manufacturer's original sealed, labeled packaging until ready for installation and in accordance with manufacturer's instructions. Protect from damage.

1.08 PROJECT CONDITIONS

- A. Maintain environmental conditions (temperature, humidity and ventilation) within limits recommended by manufacturer for optimum results. Do not

install products under environmental conditions outside manufacturer's recommended limits.

1.09 WARRANTY

- A. Manufacturer's Standard Material Warranty: At project closeout, provide to Owner or Owners Representative an executed copy of the manufacturer's standard limited warranty against manufacturing defect, outlining its terms, conditions, and exclusions from coverage.

PART 2 PRODUCTS

2.01 STONE UNIT PAVERS

- A. Granite: Manufactured by Coldspring, 17482 Granite West Road, Cold Spring, MN 56320, (320) 685-4703.
 - 1. Color:
 - a. Carnelian: 8 inch x 24 inch x 3-1/4 inch, snapped edges, Diamond 10 finish top, sawn bottom, 2" joint with planting in between

2.02 BEDDING AND JOINT SAND

- A. Bedding sand to be "Crusher Fines" from United Companies, County Road 143, Carbondale, Colorado

PART 3 EXECUTION

3.01 EXAMINATION

- A. Prepare substrates using the methods recommended by the manufacturer for achieving best result for the substrates under project conditions.
- B. Do not proceed with installation until substrates have been prepared using the methods recommended by the manufacturer and deviations from manufacturer's recommended tolerances are corrected. Commencement of installation constitutes acceptance of conditions.
- C. If preparation is the responsibility of another installer, notify Architect in writing of deviations from manufacturer's recommended installation tolerances and conditions.
- D. Inspect areas and conditions under which work is to be performed and notify the Architect in writing of conditions detrimental to the proper and timely completion of the work.
- E. Verify that concrete base is sloped for drainage and is free of standing water, dust, oil, grease, paint, wax, curing compounds, primer, sealers, form release agents, or any deleterious substances and debris which may

prevent or reduce bonding. [Conduct moisture tests to verify that concrete surfaces are completely cured, free from hydrostatic pressure and having a moisture content of less than 5%.]

3.02 PREPARATION

- A. Completely remove loose particles and debris from surface of concrete base. This may require mechanical grinding and scarifying of the surface.
- B. Neutralize any trace of strong acid or alkali from the substrate prior to mortar application.
- C. Surface to receive [slurry coat and] mortar shall have a tolerance of $\pm 1/4$ inch over 10 feet for normal mortar setting bed applications and $\pm 1/8$ inch over 10 feet for thin set mortar setting bed applications.

3.03 INSTALLATION

- A. Install pavers using string line for precision.
- B. Maintain 2 inch wide joints.
- C. Joints shall be uniform and straight in all both directions
- D. Lippage: maintain no greater than 1/16 inch height difference between adjacent pavers. Use level to confirm.
- E. Edge of stone pavers to be secured with Pave Edge Pro Ridge. Follow manufacturer's instructions for installation. Follow Landscape drawing set L6.0 Detail 7 for instructions on where to install around granite pavers.

PAVE EDGE PROFILES



Multiple profiles provide best performance for varying application needs

Because no one product can meet the needs of all pavement applications, **PAVE EDGE** is available in three profiles: **RIGID**, **FLEXIBLE** and **INDUSTRIAL**.



RIGID

- Straight one piece sections
- Designed for straight runs & gradual curves
- Engineered to withstand vehicular traffic
- Requires fewer spikes
- No restrictions on spike placement; can be driven through the back at any location
- Can be made flexible by cutting v-shape notches in the back
- Use with pavers 6-8 cm thick

3.04 CLEANING AND SEALING

- A. Clean and seal stone paver in accordance with the manufacturer's written recommendations.

3.05 FIELD QUALITY CONTROL

- A. Surface tolerances on flat slopes should be measured with a rigid straightedge. Tolerances on complex contoured slopes should be measured with a flexible straightedge capable of conforming to the complex curves on the pavement surface.
- B. The final surface tolerance from grade elevations shall not deviate more than $\pm 1/4$ inch under a 10 foot straightedge.
- C. Check final surface elevations for conformance to drawings.

3.06 PROTECTION

- A. Protect pavers from construction-related foot traffic for at least 24 hours after completion of the installation and general foot traffic for at least 72 hours after installatio.
- B. Protect textured material during installation and afterwards. Cover and protect the textured surface from vehicular traffic during the construction period.
- C. Protect installed products until completion of the project.
- D. Touch-up, repair or replace damaged products before Substantial Completion.

END OF SECTION

SECTION 02830

TREES, SHRUBS, PERENNIALS, WEED BARRIER AND MULCH

PART 1 - GENERAL

1.01 SUMMARY:

A. Section Includes:

- a. Landscape development work as shown on the drawings and in schedules.

B. Related Sections:

- a. Irrigation System

1.02 SUBMITTALS:

A. Maintenance Instructions:

- a. Submit 2 copies of typewritten instructions recommending procedures to be established by the Owner for the maintenance of landscape work for one full year. Submit prior to completion of planting for review by Landscape Architect.

1.03 QUALITY ASSURANCE:

- A. Work of this Section shall be performed by a single firm specializing in landscape work having not less than 5 years successful experience in landscape projects of similar scope to this one.

B. Source Quality Control:

- a. Ship landscape materials with certificates of inspection as required by governmental authorities. Comply with governing regulations applicable to landscape materials.
- b. Trees, Shrubs, Grasses and Perennials: Provide trees, shrubs, grasses and perennials grown in a regional nursery in accordance with good horticultural practice. Provide healthy, vigorous stock grown under climatic conditions similar to conditions in the locality of the project and free of disease, insects, eggs, larvae, and defects such as knots, sun-scald, injuries, abrasions, or disfigurement.

C. Plant Material Inspection;

- a. Landscape Architect and or Project Manager shall inspect plant materials when delivered to project site. Damaged, diseased or defective plant material will be rejected and shall be removed from project site. Rejected plant material will be replaced, at the expense of the Contractor, with healthy, vigorous stock.

1.04 PROJECT / SITE CONDITIONS:

- A. Utilities: Prior to commencement of landscape work, Landscape Contractor shall contact affected utility companies and request on site flagging of utility locations. Project Record Documents shall be consulted to review designed locations of underground utilities. Contractor shall perform work in a manner which will avoid damage to utilities. Contractor shall be responsible to repair damage caused by construction.
- B. Excavation: When conditions detrimental to plant growth are encountered, such as rubble fill, adverse drainage conditions, or obstruction, notify Project Manager before planting.
- C. Coordinate with landscape irrigation system work. Exercise special care to avoid damage to irrigation system.
- D. Plant trees, shrubs, grasses and perennials during normal seasons for such work in location of project.

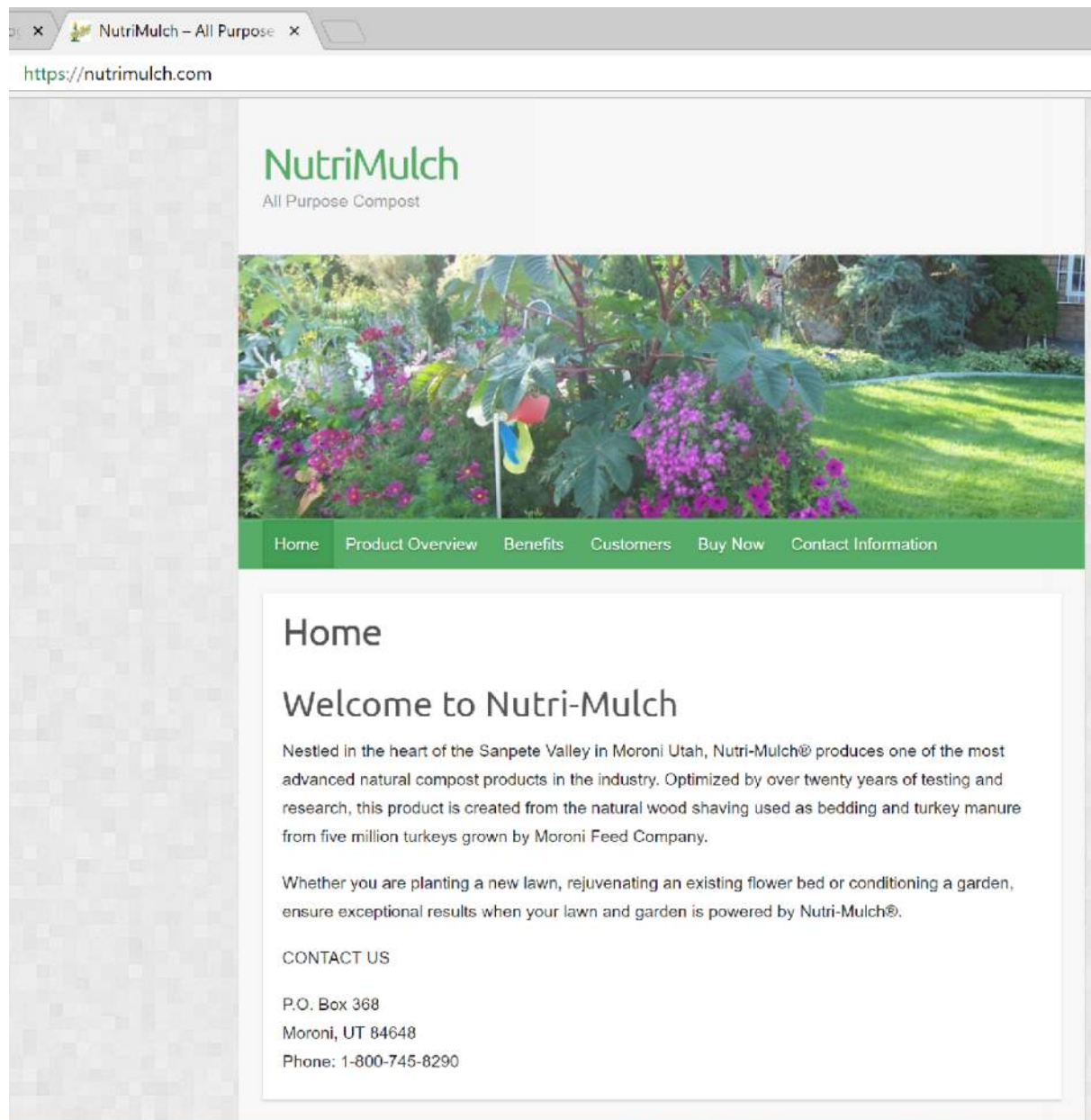
1.05 WARRANTY:

- A. Warrant trees and shrubs for a period of one (1) year after date of acceptance, against defects including death and unsatisfactory growth, except for defects resulting from neglect by Owner, abuse or damage by others, or unusual phenomena or incidents which are beyond landscape installer's control. Replace at optimum planting time.

PART 2 - PRODUCTS

2.01 TOPSOIL:

- A. Provide Larson 60/40 new topsoil.
- B. Plant Backfill:
 - a. For backfill at trees and shrubs, use a soil mixture containing one (1) part compost to four and one half (4.5) parts topsoil.
- C. Soil Amendments:
 - a. Compost mulch: NutriMulch Brand.



2.02 PLANT MATERIALS:

- A. Provide plant materials true to name and variety established by the American Joint Committee on Horticultural Nomenclature "Standardized Plant Names", Second Edition, 1942.
- B. Quality: Provide trees, shrubs, and other plants complying with the recommendations and requirements of ANSI Z60.1 "Standard for Nursery Stock" and of not less than indicated sizes, balled and burlapped or container grown, unless otherwise indicated of specified.

- C. Deciduous Shrubs: Provide shrubs of the height shown or listed and with not less than the minimum number of canes required by ANSI Z60.1 for the type and height of shrub required.

2.03 OTHER LANDSCAPE MATERIALS:

- a. Mulch at base of trees/shrubs to be Yard Care “Mini Nuggets” bark mulch. Place in 2” deep layer.



- b. Mulch to top-dress perennial planting areas to be Yard Care “Soil Pep” composted mulch. Place in 2” deep layer.



- c. Root barrier to be Century Products CR-PE Multi-Purpose Root and Water Barrier Molded Rolls. 0.040 inch thickness. 12 inch height adjacent to pedestrian walkway. 24 inch height adjacent to concrete curb at road edge. See plan for locations. Install per manufacturers specifications.



CR-PE Multi-Purpose Root & Water Barrier Molded rolls :

Manufactured from durable polyethylene material, the CR-PE Roll first features a natural water barrier with integrated 90° flared root deflecting ribs preventing costly damage to both hardscapes and pavements from root and/or water damage. Reduces construction cost on materials for projects up to 50% over standard root barrier panels with maximum protection.



Linear Application: For root pruning of existing trees or in planting situations where one or more trees are in close proximity to hardscapes.

-OR-

Tree Well Application: For new tree planting or when the hardscape encircles the planter

FEATURES:

- Most versatile & advanced root barrier on the market today.
- Reduces cost by combining two products into one effective Water and Root barrier.
- Prevents water from seeping under pavements & roadways.
- Integrated 90° Flared root deflecting ribs; self interlocking connection.
- Ease of installation; ribs provide stabilization during installation.

MD = Machine Direction
TD = Transverse Direction

SPECIFICATIONS (Polyethylene)

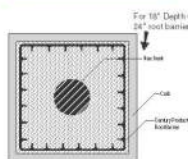
CR-PE Series: CR-PE12-20, CR-PE18-20, CR-PE24-20, CR-PE36-20.
Integrated & Flared root deflecting ribs with self interlocking connection.
Material: Polyethylene with ultraviolet inhibitor.
Thickness: 0.040" - 0.060"

MATERIAL	Polyethylene		Polyethylene	
	0.040"		0.060"	
THICKNESS	0.040"		0.060"	
PROPERTIES	ASTM TEST METHOD	VALUE POLYETHYLENE COPOLYMER (0.040")	ASTM TEST METHOD	VALUE POLYETHYLENE COPOLYMER (0.060")
MD Break Strength (psi)	D638	4230 psi	D638	2950 psi
TD Break Strength	D638	3278 psi	D638	3463 psi
MD Break Elongation	D638	720%	D638	603%
TD Break Elongation	D638	607%	D638	676%
Puncture Strength	D4033	111 lbs.	D4033	158 lbs.
MD Tear Strength	D1004	46 lbs.	D1004	64 lbs.
TD Tear Strength	D1004	42 lbs.	D1004	60 lbs.
Hydrostatic Resistance (psi)	D75, Procedure A	403 psi	D75, Procedure A	615 psi
MULTI-AXIAL TENSILE PROPERTIES				
Maximum Stress (psi)		1954 psi	D5617 Procedure A Centerpoint Deflection Versus Pressure	1954 psi
% Elongation @ Rupture		31.1%	D5617 Procedure A Centerpoint Deflection Versus Pressure	31.1%

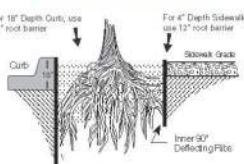
U.S. Standard
For Technical or Field Support, please call: (714) 432-7083

Tolerances may vary in order to maintain the integrity of post-consumer materials, and assure the material structure. We make no other warranties, express or implied, and specifically disclaim the warranty of merchantability or fitness for a particular purpose.

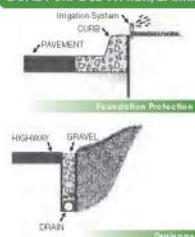
TREE WELL APPLICATION



LINEAR APPLICATION



DUAL PURPOSE WATER/BARRIER



* If planting adjacent curb, gutter & sidewalk, 24" material is recommended to contain roots.

CR-PE SERIES Dual Purpose Water/Root Barrier Molded Rolls

The Century CR-PE Series Dual Purpose Water/Root Barrier Molded Rolls are manufactured in 20' segments with integrated 90° flared root deflecting ribs; also available in custom lengths up to 100' with a flexible top safety edge for pedestrian safety. The barrier is cut to specified height (12" to 48") and installed in a linear application directly along the hardscape or cut to length as needed tree well applications. The ends are connected using the self-connecting molded rib. Use staples, friction fit, Century tape or equal, to secure connection.

I. SPECIFICATIONS

- A. The Dual Purpose barrier shall be **CR-PE Series** manufactured by Century Products, 1144 N. Grove Street, Anaheim, CA 92806. (714) 632-7083 or approved equivalent.
- B. The barriers are black molded root barrier rolls manufactured from recycled polyethylene plastic with ultraviolet inhibitors. Available in 0.040" (1.02 mm) & .0060" (1.52 mm) thickness.
- C. Barriers available in standard 20' lengths and up to 100' various depths (12" to 48") as specified. Each roll shall have vertical integrated 90° flared root deflecting ribs protruding 1/2"-3/4" from wall and placed 6-8" apart. A root impervious molded self-connecting end provides easy assembly using staples, friction fit, Century sealant tape, or equal.

II. INSTALLATION

- A. Cut desired length of molded roll material and install directly alongside hardscapes for linear planting or install continuous piece contouring the tree well/planter.
- B. Connecting: For use when utilizing as a **dual purpose water/root barrier** or tree well application. Connect the ends by overlapping two 6" (15 cm) sections with the leading rib cut directly down the middle and join with staples, friction fit, Century sealant tape or equal: See figure 2 & 3.
- C. When necessary use an umbrella Cement nail to tack up barrier **** must be used above grade or water line.
- D. Vertical integrated 90° flared root deflecting ribs are always facing the root ball.
- E. Install the root barriers 1-2" above the grade to prevent root penetration above the barrier. (When adjacent to concrete, top of root barrier must be at least 1/2" above Grade) Prepare your installation as shown in the illustrations. (Assemble barrier as shown in fig. 3)
- F. Recommended for linear or tree well applications. Back fill with existing native soil. If necessary for drainage, use gravel or crushed rock. Avoid backfill less than 3/4" or greater than 1 1/2". Finish to grade. Do not distort barrier during installation.
- G. Technical Questions? Contact Century Products at 714. 632.7083 for assistance.

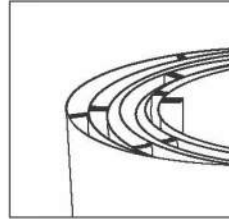


Fig. 2

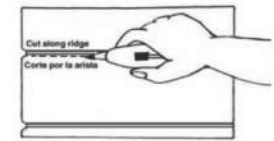
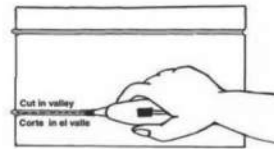
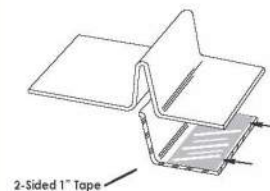
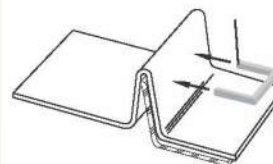


Fig. 3



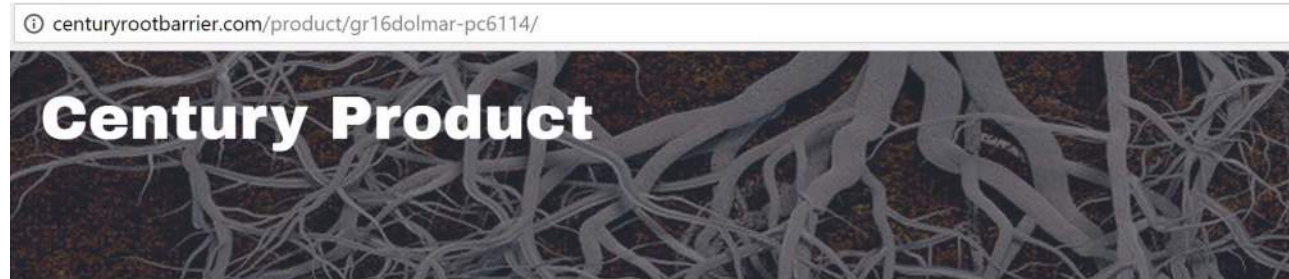
Staple or Tape
STAPLES 2" APART



CR-PE SERIES Dual Root Barrier Molded Rolls

- d. Root barrier installation option to utilize a “Geo Ripper”. Installation method shown in video at this link

<https://youtu.be/K4wsni1RQsl>



GR16/DOLMAR PC6114 2-STROKE \$2,519.37

GeoRipper GR16 includes a Dolmar® PC6114 or Makita EK6101 2-stroke engine (4.4HP), 16" digging bar, two self-sharpening digging chains, 18mm combo wrench, spare nose bearing, spare drive belt and owners manual.

The GeoRipper GR16 is a commercial, portable handheld trencher used for trenching electrical, irrigation, fiber optic, landscape edging, dog fencing, root barriers, etc.



Quantity
1

ADD TO CART

PART 3 – EXECUTION

3.01 PREPARATION:

- A. Layout individual tree and shrub locations and areas for multiple plantings. Stake locations and outline areas and secure Landscape Architect's and City of Glenwood Springs acceptance before start of planting work. Make minor adjustments as may be requested.

- B. Before mixing, clean topsoil of roots, plants, sod, stones, clay lumps and other extraneous materials harmful or toxic to plant growth.
- C. Mix soil amendments at rates specified.
- D. Mix soil amendments by suitable means to assure complete mixing and uniform texture using proportions for each use.
- E. Soil preparation for flower, sod and seed zones. Spread Nutri-Mulch over area. Till into existing soil with motorized tiller. Till to 12" depth in flower beds, 6" depth in sod and seed areas.
- F. For pit and trench type plant backfill, mix soil and soil amendments prior to backfilling, and stockpile at the site.
- G. Excavation for Trees, Shrubs, Grasses and Perennials:
- H. Excavate pits and trenches with vertical sides and with bottom of excavation slightly raised at center to provide property drainage. Loosen subsoil in bottom of excavation.
- I. For balled and burlap or container grown stock, excavate as specified on the drawings.
- J. Dispose of unacceptable subsoil removed from landscape excavations.
- K. Where rubble fill is encountered, prepare planting pits properly by removal of rubble or other acceptable methods.
- L. Use prepared plant backfill mix for setting and filling all plants. Allow a 3" settling layer of planting soil mixture.

3.02 PLANTING:

A. Planting Trees and Shrubs:

- a. Set balled and burlap (B&B) stock on compacted soil, plumb and in center of pit or trench with top of ball flush with adjacent finish landscape grades and no deeper than it was in the nursery. When set, place additional backfill mixture and eliminate voids and air pockets. When excavation is 2/3 full, water thoroughly before placing remainder of backfill. Repeat watering until no more is absorbed. Water again after placing final layer of backfill.
- b. Remove wire basket and burlap from sides of balls; retain on bottom.
- c. Planting Container Grown Stock:
- d. Set container grown stock as specified for balled and burlapped except remove from container. Do not damage root balls.
- e. Dish top of backfill to allow for mulching.

- f. Mulch pits, trenches and planted areas with specified mulch. Finish level with adjacent grades.

B. Pruning:

- a. Remove dead wood and branches from trees and shrubs in accordance with standard horticultural practice.

3.03 OTHER LANDSCAPE MATERIAL:

A. Mulching:

3.04 MAINTENANCE:

- A. Begin maintenance immediately after planting. Maintain trees, shrubs and other plants until final acceptance but in no case less than 30 days after substantial completion of planting. Restore planting saucers. Maintain moisture depth to ensure vigorous growth.

3.05 CLEANUP AND PROTECTION:

- A. During landscape work, store materials and equipment where directed. Protect landscape work and materials from damage due to landscape operations, operations by other contractors and trades and trespassers. Maintain protection during installation and maintenance periods. Treat, repair or replace damaged landscape work as directed.

3.06 INSPECTION AND ACCEPTANCE:

- A. When landscape work is completed, including maintenance, the Project Manager will make inspect project to determine acceptability.
- B. Where inspected landscape work does not comply with the requirements, replace rejected work and continue specified maintenance until re-inspected by the Project Manager and found to be acceptable. Remove rejected materials promptly from the project site.
- C. Replace warranty items at one time and within 10 working days of notification.

END OF SECTION

SECTION 02920
TURF AND GRASSES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section Includes:
 - 1. Hydroseeding.
 - 2. Sodding.
- B. Related Requirements:
 - 1. Section 02830" for trees, shrubs, ground covers, and other plants..
 - 2.

1.3 DEFINITIONS

- A. Finish Grade: Elevation of finished surface of planting soil.
- B. Pesticide: A substance or mixture intended for preventing, destroying, repelling, or mitigating a pest. Pesticides include insecticides, miticides, herbicides, fungicides, rodenticides, and molluscicides. They also includes substances or mixtures intended for use as a plant regulator, defoliant, or desiccant.
- C. Pests: Living organisms that occur where they are not desired or that cause damage to plants, animals, or people. Pests include insects, mites, grubs, mollusks (snails and slugs), rodents (gophers, moles, and mice), unwanted plants (weeds), fungi, bacteria, and viruses.
- D. Planting Soil: Existing, on-site soil; imported soil; or manufactured soil that has been modified with soil amendments and perhaps fertilizers to produce a soil mixture best for plant growth.
- E. Subgrade: The surface or elevation of subsoil remaining after excavation is complete, or the top surface of a fill or backfill before planting soil is placed.

1.4 PREINSTALLATION MEETINGS

- A. Preinstallation Conference: Project Manager to conduct pre-installation meeting if they desire.

1.5 SUBMITTALS

- A. Qualification Data: For landscape Installer.
- B. Certification of Grass Seed: From seed vendor for each grass-seed monostand or mixture, stating the botanical and common name, percentage by weight of each species and variety, and percentage of purity, germination, and weed seed. Include the year of production and date of packaging.

1. Certification of each seed mixture for turfgrass sod. Include identification of source and name and telephone number of supplier.

C. Product Certificates: For fertilizers, from manufacturer.

D. Pesticides and Herbicides: Product label and manufacturer's application instructions specific to Project.

1.6 CLOSEOUT SUBMITTALS

A. Maintenance Data: Recommended procedures to be established by Owner for maintenance of turf and seeded areas during a calendar year. Submit before expiration of required maintenance periods.

1.7 QUALITY ASSURANCE

A. Installer Qualifications: A qualified landscape installer whose work has resulted in successful turf and grass seed establishment.

1. Professional Membership: Installer shall be a member in good standing of either the Professional Landcare Network or the American Nursery and Landscape Association.
2. Experience: five years' experience in turf and seeded grass installation.
3. Installer's Field Supervision: Require Installer to maintain an experienced full-time supervisor on Project site when work is in progress.
4. Personnel Certifications: Installer's field supervisor shall have certification in one of the following categories from the Professional Landcare Network:
 - a. Landscape Industry Certified Technician - Exterior.
 - b. Landscape Industry Certified Lawncare Manager.
 - c. Landscape Industry Certified Lawncare Technician.
5. Pesticide Applicator: State licensed, commercial.

1.8 DELIVERY, STORAGE, AND HANDLING

A. Seed and Other Packaged Materials: Deliver packaged materials in original, unopened containers showing weight, certified analysis, name and address of manufacturer, and indication of compliance with state and Federal laws, as applicable.

B. Sod: Harvest, deliver, store, and handle sod according to requirements in "Specifications for Turfgrass Sod Materials" and "Specifications for Turfgrass Sod Transplanting and Installation" sections in TPI's "Guideline Specifications to Turfgrass Sodding." Deliver sod within 24 hours of harvesting and in time for planting promptly. Protect sod from breakage and drying.

C. Bulk Materials:

1. Do not dump or store bulk materials near structures, utilities, walkways and pavements, or on existing turf areas or plants.
2. Provide erosion-control measures to prevent erosion or displacement of bulk materials; discharge of soil-bearing water runoff; and airborne dust reaching adjacent properties, water conveyance systems, or walkways.
3. Accompany each delivery of bulk materials with appropriate certificates.

1.9 FIELD CONDITIONS

A. Planting Restrictions: Plant after irrigation system is operational.

1. Spring Planting: after ground has thawed.
2. Fall Planting: before ground is frozen.

- B. Weather Limitations: Proceed with planting only when existing and forecasted weather conditions permit planting to be performed when beneficial and optimum results may be obtained. Apply products during favorable weather conditions according to manufacturer's written instructions.

PART 2 - PRODUCTS

2.1 TURFGRASS SOD

- A. Turfgrass Sod: Certified Number 1 Quality/Premium, including limitations on thatch, weeds, diseases, nematodes, and insects, complying with "Specifications for Turfgrass Sod Materials" in TPI's "Guideline Specifications to Turfgrass Sodding." Furnish viable sod of uniform density, color, and texture that is strongly rooted and capable of vigorous growth and development when planted.
- B. Turfgrass Species: Sod of grass species as follows, with not less than 85 percent germination, not less than 95 percent pure seed, and not more than .5 percent weed seed:
 - 1. High altitude/drought tolerant bluegrass mix (*Poa* sp), a minimum of three cultivars.

2.2 FERTILIZERS

- A. Commercial Fertilizer: Shall be approved by Project Manager prior to purchase or installation
- B.
 - 1. Composition: 1 lb/1000 of actual nitrogen, 4 percent phosphorous, and 2 percent potassium, by weight.
 - 2. Composition: Nitrogen, phosphorous, and potassium in amounts recommended in soil reports from a qualified soil-testing laboratory.
- C. Slow-Release Fertilizer: Shall be applied at sod installation per manufacturer's specifications. Granular or pelleted fertilizer shall be approved by Project Manager prior to purchase or application and shall consist of 50 percent water-insoluble nitrogen, phosphorus, and potassium in the following composition:
 - 1. Composition: 20 percent nitrogen, 10 percent phosphorous, and 10 percent potassium, by weight.
 - 2. Composition: Nitrogen, phosphorous, and potassium in amounts recommended in soil reports from a qualified soil-testing laboratory.

2.3 PESTICIDES SHALL NOT BE USED

2.4 EROSION-CONTROL MATERIALS- NA

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine areas to be planted for compliance with requirements and other conditions affecting installation and performance of the Work.
 - 1. Verify that no foreign or deleterious material or liquid such as paint, paint washout, concrete slurry, concrete layers or chunks, cement, plaster, oils, gasoline, diesel fuel, paint thinner, turpentine, tar, roofing compound, or acid has been deposited in soil within a planting area.
 - 2. Suspend planting operations during periods of excessive soil moisture until the moisture content reaches acceptable levels to attain the required results.
 - 3. Uniformly moisten excessively dry soil that is not workable, or which is dusty.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.

- C. If contamination by foreign or deleterious material or liquid is present in soil within a planting area, remove the soil and contamination as directed by Project Manager and replace with new planting soil.

3.2 PREPARATION

- A. Protect structures; utilities; sidewalks; pavements; and other facilities, trees, shrubs, and plantings from damage caused by planting operations.
 - 1. Protect adjacent and adjoining areas from hydroseeding and hydromulching overspray.
 - 2. Protect grade stakes set by others until directed to remove them.

3.3 SOIL PREPARATION

- A. General: Prepare planting area for soil placement and mix planting soil according to soil preparation specifications in this document.
- B. Placing Planting Soil: Place and mix planting soil in place over exposed subgrade.
 - 1. Reduce elevation of planting soil to allow for soil thickness of sod.
- C. Moisten prepared area before planting if soil is dry. Water thoroughly and allow surface to dry before planting. Do not create muddy soil.
- D. Before planting, obtain Project Manager's acceptance of finish grading; restore planting areas if eroded or otherwise disturbed after finish grading.
- E. If hand broadcasted, rake seed lightly into top 1/8 inch (3 mm) of soil, roll lightly, and water with fine spray.
- F. Protect seeded areas from hot, dry weather or drying winds by applying mulch within 24 hours after completing seeding operations. Soak areas, scatter mulch uniformly to a thickness of 1 inch and roll surface smooth.

3.4 HYDROMULCH OVER SEED

- A. Hydromulching: Mix Project Manager approved fertilizer and fiber mulch (Conwed Fibers Enviromulch) in water, using equipment specifically designed for hydroseed application. Continue mixing until uniformly blended into homogeneous slurry suitable for hydraulic application.
 - 1. Mix slurry with manufacturer recommended tackifier if needed.
 - 2. Spray-apply slurry uniformly to all seeded areas in a one-step process. Apply slurry at a rate so that mulch component is deposited at not less than 1500 lb/acre dry weight and it forms a uniform blanket over seeded area.

3.5 SODDING

- A. Lay sod within 24 hours of harvesting. Do not lay sod if dormant or if ground is frozen or muddy.
- B. Lay sod to form a solid mass with tightly fitted joints. Butt ends and sides of sod; do not stretch or overlap. Stagger sod strips or pads to offset joints in adjacent courses. Avoid damage to soil or sod during installation. Tamp and roll lightly to ensure contact with soil, eliminate air pockets, and form a smooth surface. Work sifted soil or fine sand into minor cracks between pieces of sod; remove excess to avoid smothering sod and adjacent grass.
 - 1. Lay sod across slopes exceeding 1:3.

- C. Saturate sod with fine water spray within two hours of planting. During first week after planting, water daily or more frequently as necessary to maintain moist soil to a minimum depth of 2 inches below sod.

3.6 TURF MAINTENANCE

- A. General: Maintain and establish turf by watering, fertilizing (if approved by Landscape Architect), weeding, mowing, trimming, replanting, and performing other operations as required to establish healthy, viable turf. Roll, regrade, and replant bare or eroded areas and remulch to produce a uniformly smooth turf. Provide materials and installation the same as those used in the original installation.
 - 1. Fill in as necessary soil subsidence that may occur because of settling or other processes. Replace materials and turf damaged or lost in areas of subsidence.
 - 2. Apply treatments as required to keep turf and soil free of pests and pathogens or disease. Use integrated pest management practices whenever possible to minimize the use of pesticides and reduce hazards.
- B. Watering: Install and maintain piping, hoses, and turf-watering equipment to convey water from sources and to keep turf uniformly moist to a depth of 4 inches (100 mm).
 - 1. Schedule watering to prevent wilting, puddling, erosion, and displacement of seed or mulch. Lay out temporary watering system to avoid walking over muddy or newly planted areas.
- C. Mow turf as soon as top growth is tall enough to cut. Repeat mowing to maintain specified height without cutting more than one-third of grass height. Remove no more than one-third of grass-leaf growth in initial or subsequent mowings. Do not delay mowing until grass blades bend over and become matted. Do not mow when grass is wet. Schedule initial and subsequent mowings to maintain the following grass height:
 - 1. Mow to a height of 2 inches.

3.7 SATISFACTORY TURF

- A. Turf installations shall meet the following criteria as determined by Project Manager:
 - 1. Satisfactory Seeded Turf: At end of maintenance period, a healthy, uniform, close stand of grass has been established, free of weeds and surface irregularities, with coverage exceeding 90 percent over any 10 sq. ft. (0.92 sq. m) and bare spots not exceeding 5 by 5 inches (125 by 125 mm).
 - 2. Satisfactory Sodded Turf: At end of maintenance period, a healthy, well-rooted, even-colored, viable turf has been established, free of weeds, open joints, bare areas, and surface irregularities.
- B. Use specified materials to reestablish turf that does not comply with requirements, and continue maintenance until turf is satisfactory.

3.8 CLEANUP AND PROTECTION

- A. Promptly remove soil and debris created by turf work from paved areas. Clean wheels of vehicles before leaving site to avoid tracking soil onto roads, walks, or other paved areas.
- B. Remove surplus soil and waste material, including excess subsoil, unsuitable soil, trash, and debris, and legally dispose of them off Owner's property.
- C. Erect temporary fencing or barricades and warning signs as required to protect newly planted areas from traffic. Maintain fencing and barricades throughout initial maintenance period and remove after plantings are established.

D. Remove nondegradable erosion-control measures after grass establishment period.

END OF SECTION

SECTION 323300

SITE FURNISHINGS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section Includes:

- 1. Seating and Tables.
- 2. Benches
- 3. Bicycle racks.
- 4. Trash receptacles.
- 5. Newspaper stand.

PART 2 - PRODUCTS

2.1 SEATING AND TABLES

- A. Manufacturer: Landscape Forms

- 1. 4-Seat 35 Mingle
 - a. Backed seats
 - b. Table with umbrella hole
 - c. Seat finish: Black powder coat, see mfr color sheet.
 - d. Table Finish: Black powder coat, perforated top
 - e. Surface mounted secured with Helical ground screw anchors. 1/2"x5" with 4" helix
- 2. 2-Seat 35 Mingle
 - a. Backed seats
 - b. Table with umbrella hole
 - c. Seat finish: Black powder coat, see mfr color sheet.
 - d. Table Finish: Black powder coat, perforated top
 - e. Surface mounted secured with Helical ground screw anchors. 1/2"x5" with 4" helix.

- B. Manufacturer: SITESCAPES

- 1. Counter height Stadium bar seats

- a. Backed seats
 - b. Seat finish: Black powder coat
 - c. Surface mounted
- 2. Counter height tables
 - a. Table finish: Silver powder coat
 - b. Surface mounted

2.2 BENCHES

A. Manufacturer: Streetlife

- 1. Heavy-heavy Benches, backless
 - a. Product number: H-L3-225
 - b. Manufacturer to apply sealant
- 2. Heavy-heavy Bench, backed
 - a. Product number: H-L3-2br-325
 - b. Manufacturer to apply sealant

2.3 OUTDOOR BICYCLE RACKS

A. Manufacturer: Bike Fixation (formerly Saris)

- 1. 2137 6 Bike Stadium Rack
 - a. Black Powdercoat
 - b. Free-standing

2.4 TRASH RECEPTACLES

A. Manufacturer: Pilot Rock

- 1. T&R Combo
 - a. Product number: BPRT2-72
 - b. Color: Black

2.5 NEWSPAPER STAND

A. Manufacturer: RFC Wire Forms

- 1. Outdoor Tabloid Rack

- a. Product number: PRT-302-2D
- b. Color: Black

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine areas and conditions, with Installer present, for compliance with requirements for correct and level finished grade, mounting surfaces, installation tolerances, and other conditions affecting performance of the Work.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 INSTALLATION

- A. Comply with manufacturer's written installation instructions unless more stringent requirements are indicated. Complete field assembly of site furnishings where required.
- B. Unless otherwise indicated, install site furnishings after landscaping and paving have been completed.
- C. Install site furnishings level, plumb, true, and **[securely anchored] [positioned]** at locations indicated on Drawings.
- D. Post Setting: Set cast-in support posts in concrete footing with smooth top, shaped to shed water. Protect portion of posts above footing from concrete splatter. Verify that posts are set plumb or at correct angle and are aligned and at correct height and spacing. Hold posts in position during placement and finishing operations until concrete is sufficiently cured.
- E. Posts Set into Voids in Concrete: Form or core-drill holes for installing posts in concrete to depth recommended in writing by manufacturer of site furnishings and 3/4 inch (19 mm) larger than OD of post. Clean holes of loose material, insert posts, and fill annular space between post and concrete with **[nonshrink, nonmetallic grout] [or] [anchoring cement]**, mixed and placed to comply with anchoring material manufacturer's written instructions, with top smoothed and shaped to shed water.
- F. Pipe Sleeves: Use steel pipe sleeves preset and anchored into concrete for installing posts. After posts have been inserted into sleeves, fill annular space between post and sleeve with **[nonshrink, nonmetallic grout] [or] [anchoring cement]**, mixed and placed to comply with anchoring material manufacturer's written instructions, with top smoothed and shaped to shed water.

END OF SECTION 323300

1. PRODUCT NAME

**Coldspring
Granite Split Edge Pavers**

Weight: Granite weighs approximately 170 pounds per cubic foot. Per square foot, weight translates as:

2. MANUFACTURER

Coldspring
17482 Granite West Road
Cold Spring, MN 56320-4578
Toll Free.....800-328-7038
Phone320-685-3621
Fax.....320-685-8490

1 1/4" Thickness = 18 LBS/FT²
2" Thickness = 30 LBS/FT²
3 1/8" Thickness = 45 LBS/FT²
4 1/8" Thickness = 60 LBS/FT²

Top Surface Finish: *Thermal/Flamed-Highly slip-resistant, rough-textured surface.

3. PRODUCT DESCRIPTION

Basic Use: Coldspring Split Edge Pavers are designed for use in exterior residential and interior/exterior commercial paving applications. Granite pavers are ideally suited for extreme conditions, as they resist wear, deterioration and weathering, while maintaining their natural beauty and finish indefinitely.

*If selected material is Mountain Green® or Mesabi Black®, the top surface finish will be Diamond 10 in lieu of Thermal.

Bottom Surface Finish: Surface may be sawn, thermal or partial polish. (No more than 50% polish left)

Edge Finish: Edges are split in a straight line with a hydraulic guillotine. The resulting edge is straight, but broken along the natural grain structure of the stone, resulting in concave and convex areas along the edge.

Composition & Materials: Split Edge Pavers are a natural granite stone product. Granite is an igneous rock, formed from liquid magma, cooled slowly to form a substance approaching the hardness and durability of diamonds. Granite's three essential minerals are feldspar, quartz, and mica. These minerals occur in different proportions, giving each granite its own color, texture and structural characteristics.

One or two edges of any individual split edge paver may have a sawn edge. If the stock used to cut a split edge paver has a straight edge, that edge is used as the pavers are cut, unless the purchaser specifies otherwise at the time of order. Once the pavers are installed, sawn edges are imperceptible.

Standard Thickness: 1 1/4", 2", 3 1/8", 4 1/8"

Recommended Joint Width: 3/4". Split edge granite paving is sold by square foot of coverage based on the recommended standard joint width.

Thickness Tolerance: ± 1/4".

Standard Sizes: 12" x 12", 8" x 4", 8" x 8", 4" x 4". Sizes may be actual or nominal, as specified by Purchaser.

Color Ranges:

- Black & Dark Gray
- Dark & Red Brown
- Red & Pink
- Light Pink & Light Gray
- Blue & Green

Custom Sizes or Color: 3 1/4" x 3 1/4" to 24" x 24" custom pavers available with confirmation of size and color.

Availability of specific granite colors is subject to availability of post-production stock. Pavers are produced and sold as quarry run, meaning the

Top Face Dimension Tolerance: ± 1/4".

full color selection criteria for granite paving. Because pavers are a by-product of cut-to-size granite, larger orders require sufficient lead time. Please contact a Coldspring representative for details.

Technical Information: Standard specification selection criteria for granite paving.

ASTM C 97:	Density	165 LBS/FT ³ Min.
	Absorption.....	0.40 % Max.
ASTM C 170:	Compressive Strength	19,000 PSI Min.
ASTM C 99:	Modulus of Rupture	1,500 PSI Min.
ASTM C 241:	Abrasion Resistance	HA25 Min.
ASTM C 880:	Flexural Strength	1,200 PSI Min.

File ASTM test results available.

4. INSTALLATION

Granite pavers are installed in a 1" to 2" wet mortar bed over a concrete slab or compacted fill base. The wet mortar bed is required to level the pavers (thickness tolerance $\pm 1/4"$).

5. AVAILABILITY AND COST

Contact Coldspring for inventory availability, cost and area dealer.

6. WARRANTY

Granite supplied by Coldspring is natural material, subject to variations in color, shade, markings, and texture. Samples provided may vary from material delivered.

All goods are carefully packed and inspected before delivery to the freight carrier. Material should be inspected by the buyer upon receipt. Coldspring will assist with any supporting paperwork for Buyer's claim.

Claims Procedure: Claims that may arise due to damage or loss in transit, must be made directly with the freight carrier within five (5) days after receipt of material. Coldspring's responsibility ceases upon delivery to the Carrier.

Exclusions: No claims will be allowed for any labor, nor does Coldspring accept any claims after the material is worked, cut and/or installed.

Coldspring shall not be responsible for damages, directly or indirectly, for the loss of any profits or other legal relief, due to delay in delivery, or failure to deliver goods, if said delay is caused by flood, natural disaster, fire explosion, acts of God, strike, embargo, shortage of field, transportation, war, national emergency or anything beyond Coldspring's control.

7. CANCELLATION

If the Buyer chooses to cancel or reduce an order, Coldspring may accept or reject any such requests. Material accepted for return requires authorization from Coldspring and is subject to a 25% restock charge. Only material packed in original crating will be accepted for return.

8. MAINTENANCE

Granite is easy to care for. Clean with mild soap and water. For stain prevention and removal, contact a stone care company. Information about such companies is available through Coldspring.

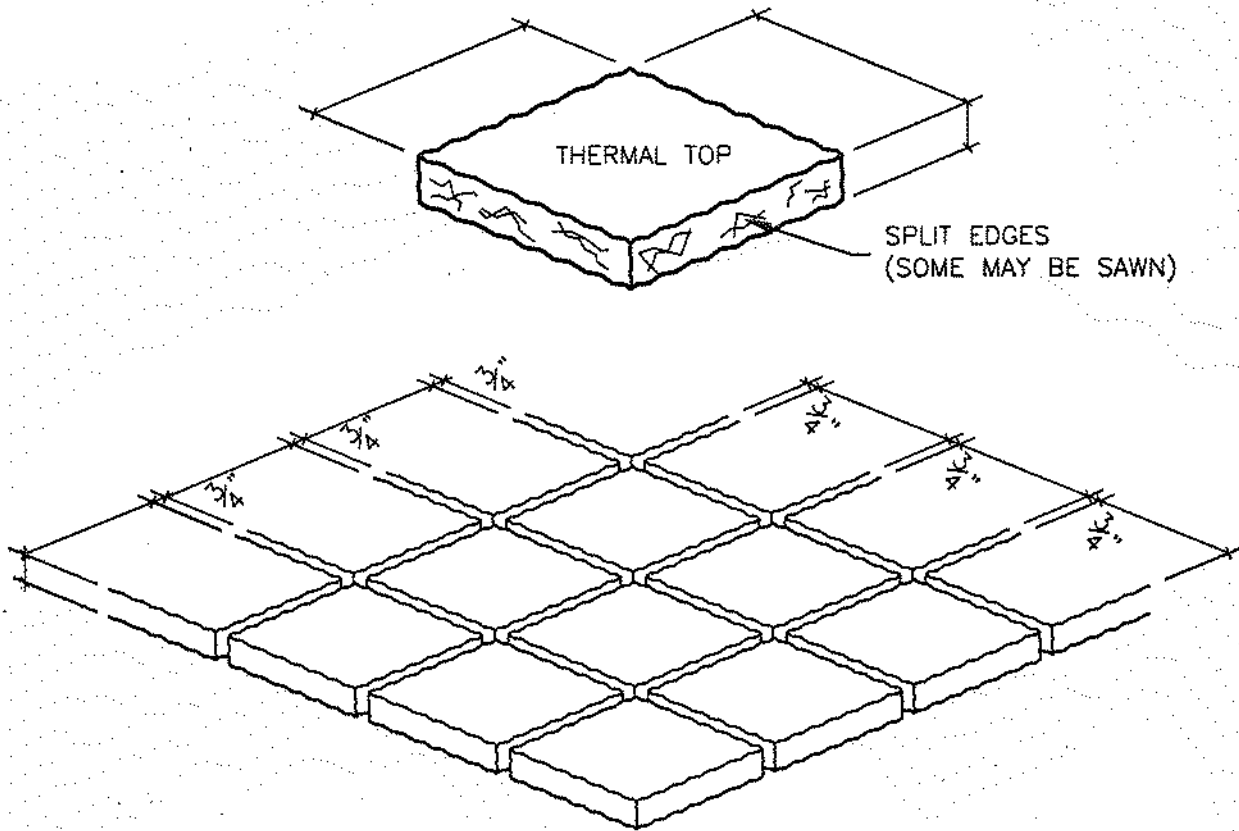
9. TECHNICAL SERVICES

Local Coldspring dealers can address most specification, installation, and application questions. For further technical information, or the name of your area dealer, call Coldspring at 800-328-7038.

10. COLOR RANGE

Full quarry color range is provided without exception. They are produced as a standard stock item. Pavers will display broader range of color tone and natural quarry markings than custom cut work. The only criteria for rejection is the product quality, as relates to soundness.

Any range sample submitted for the custom fabricated portion of the project cannot be used as criteria for acceptance of the Split Edge paver portion of the project.



PLAN OF SPLIT EDGE PAVERS

_____ PIECES USING $\frac{3}{4}"$ JOINTS

TO COVER _____ SQUARE FEET

We add *nature...*

PAVE TECH's
ENVIROPAVE®
Structural Paver Spacers

*...with environment-friendly
paver spacers for grass joints*



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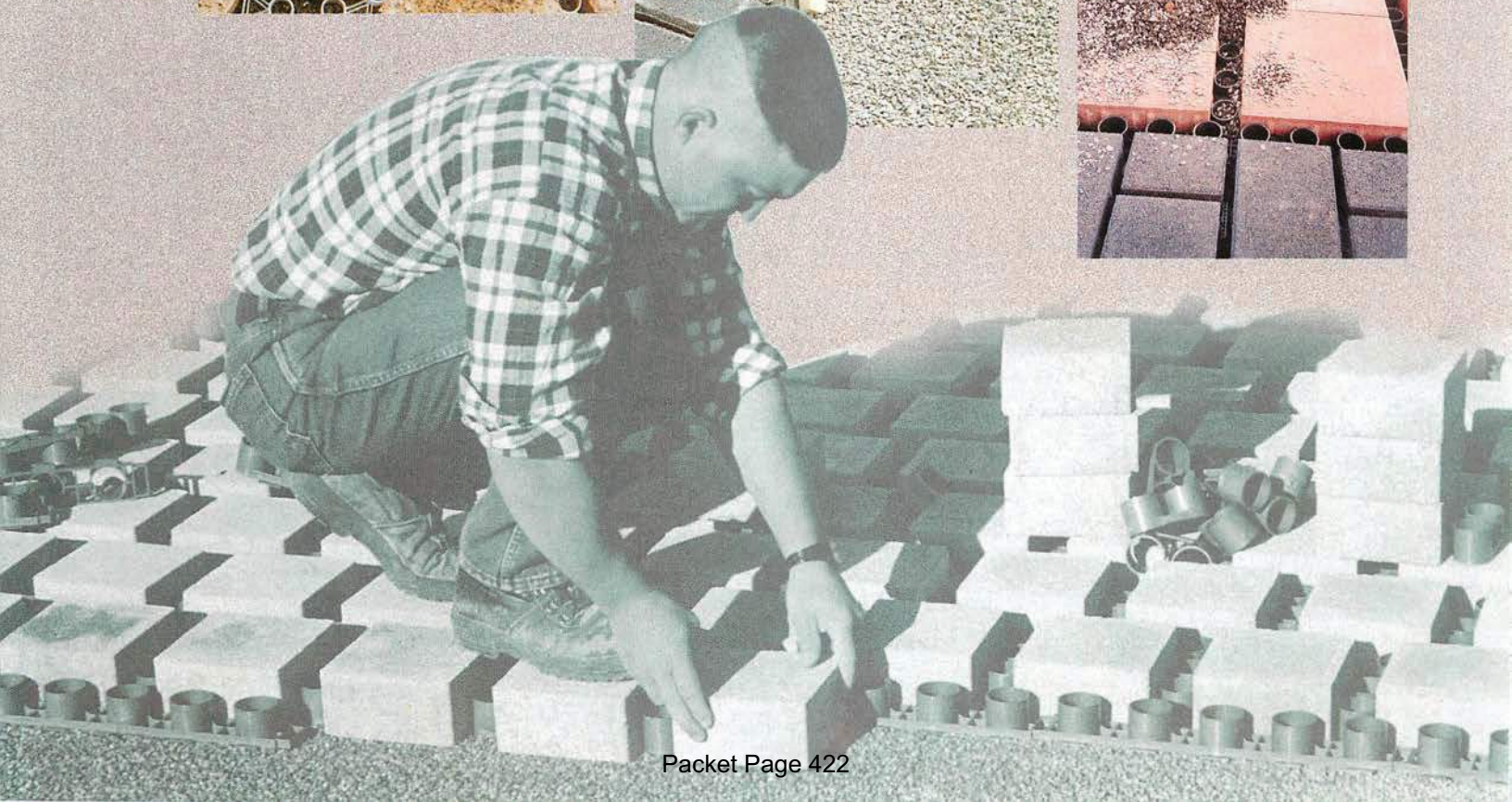
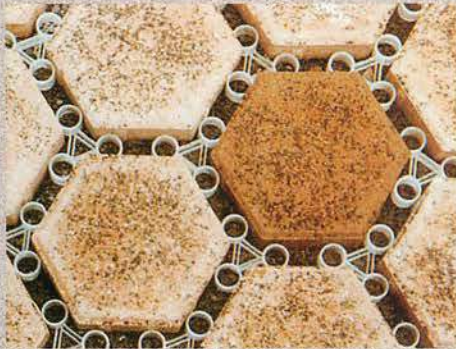
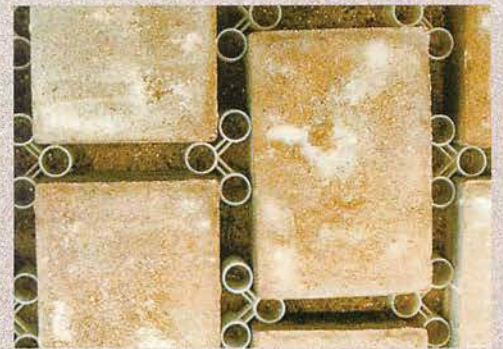
warehouse: Hauptmühle 9

D-57339 Erndtebrück
Germany, Birkenweg 4

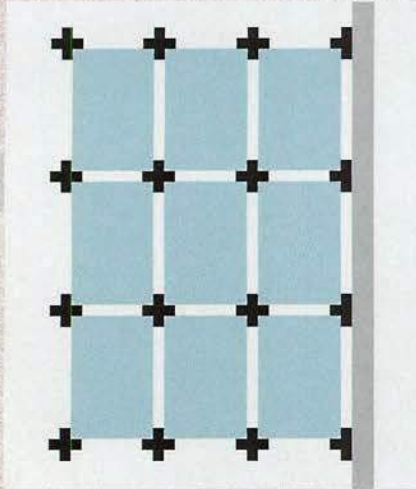
Quick and easy laying...

The environment-friendly paving spacer MÜRAROSY (DBGM) is intended to ensure absolutely even pre-determined spacing between the paving stones. This creates perfect overall spacing, guarantees good drainage and permits permanent horticulture.

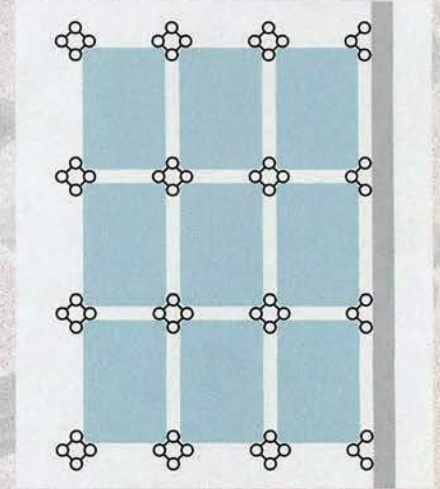
The spacers are inserted perpendicular to the laying surface where the joints cross. One cylindrical element is laid between each pair of opposing paving stones, its diameter determining the space width. A spacer with four cylindrical elements can also be used where spaces cross.



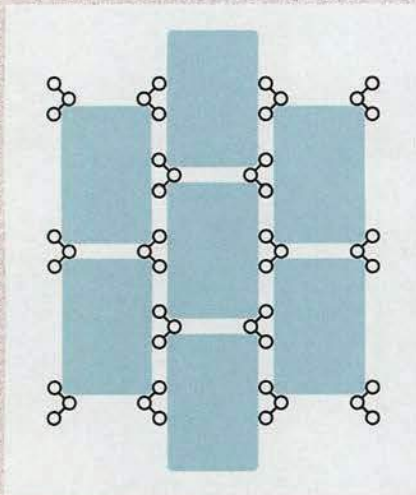
With MÜRAROSY you have free choice...



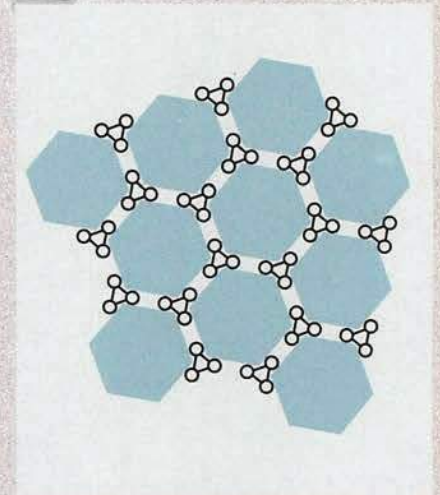
◀ **cross connection**
edging with serial connection
joint, width: 3, 5, 8, 10 mm



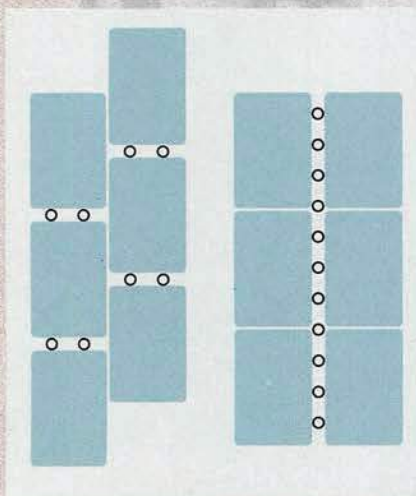
cross connection ▶
edging with serial connection
joint, width: 25, 28, 30, 40 mm



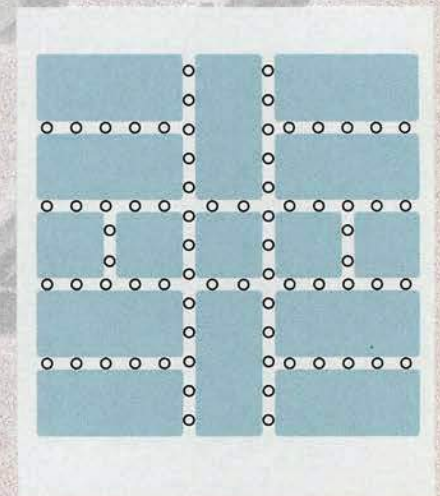
◀ **serial connection**
joint, width:
17, 25, 28, 30, 33, 40 mm



hexagonal paving ▶
joint, width: 30 mm



◀ **strip-system** ▶
joint, width: 20, 30, 36, 50 mm
length: 40, 10 cm

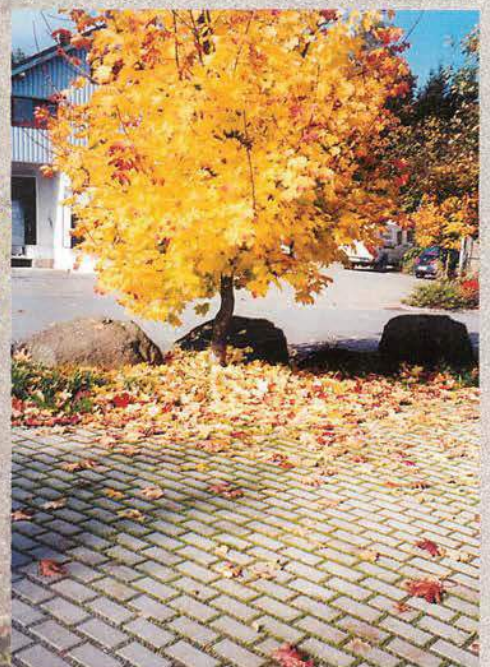


NEW!

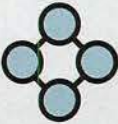
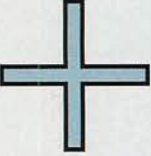
...formed in harmony with nature.

The MÜRAROSY paving stone spacer is made of environment-friendly weather-proof plastic (PE + PP) and permanently performs its function provided the pavement has the required resistance to normal traffic loads.

As the cylindrical elements are hollow, rainwater can drain off through them into the soil. The space within the tubular elements is filled with soil to permit planting of the spaces/joints.



Environment-friendly paving spacers

MÜRAROSY paver spacer	article- designation	piece per packing unit	piece per palett	height mm	joint, width mm
serial connection					
	17	1.000	26.000	38	17
	25	500	13.000	25	25
	28	400	10.400	45	28
	30	500	13.000	30	30
	33	250	6.500	45	33
	40	200	5.200	45	40
hexagonal paver	30-6	500	13.000	30	30
					
cross connection					
	25/4	400	10.400	25	25
	28/4	250	6.500	45	28
	30/4	300	7.800	30	30
	40/4	150	3.900	45	40
strip-system	40/20	300	6.000	45	20
strip 40 	7/20	500	10.000	45	20
	40/30	200	3.000	45	30
	7/30	500	11.000	45	30
	40/36	160	3.200	45	36
	7/36	300	7.800	45	36
	40/50	120	2.400	45	50
strip 7 	7/50	200	5.200	45	50
serial connection					
	T 3/30	1.000	26.000	30	3
	T 5/30	1.000	26.000	30	5
	T 5/50	500	13.000	50	5
	T 8/30	500	13.000	30	8
	T 10/30	500	13.000	30	10
cross connection					
	cross 3/30	1.000	26.000	30	3
	cross 5/30	500	26.000	30	5
	cross 5/50	500	13.000	50	5
	cross 8/30	250	6.500	30	8
	cross 10/30	500	13.000	30	10
turf-edging-element					
	grass art	300	7.800	45	30

Consumption of paving spacers = piece/square meter (= 10.764 sq. ft.)

paver	serial connection and cross connection (/ 4)										strip		strip		strip		strip		T	cross	T	cross	T	cross
dimension	17	25	25/4	28	28/4	30	30/4	33	40	40/4	7/20	40/20	7/30	40/30	7/36	40/36	7/50	40/50	10/30	10/30	8/30	8/30	T 5	5
10 x 10	146	128	64	-	61	-	59	-	-	51	69	20,9	59	19,2	54	18,4	-	-	165	83	171	86	181	90
9 x 12	136	120	60	-	57	-	55	-	-	48	-	-	-	-	-	-	-	-	154	77	159	80	168	84
8 x 16	116	103	52	98	50	96	48	-	-	42	-	-	-	-	-	-	-	-	131	67	135	68	143	71
12 x 12	106	97	48	-	46	-	44	-	-	39	51	17,9	45	16,7	41	16,0	35	14,7	118	59	122	61	128	64
12 x 16	82	75	37	72	36	70	35	-	-	31	40	17,9	35	16,7	33	16,0	28	14,7	90	45	93	47	97	49
14 x 14	81	74	37	-	36	-	35	-	-	31	39	15,6	35	14,7	32	14,2	28	13,2	89	45	91	48	95	48
10 x 20	79	71	36	68	34	67	33	64	60	30	38	20,9	34	19,2	31	18,4	-	-	87	44	89	45	93	46
12 x 18	74	67	34	65	33	63	31	-	-	28	36	17,9	32	16,7	30	16,0	26	14,7	81	41	83	42	86	43
16 x 16	64	58	29	56	28	55	28	-	-	25	31	13,9	28	13,2	24	12,8	23	12	69	35	71	35	73	37
14 x 21	56	52	26	50	25	49	25	47	44	22	27	15,6	25	14,7	23	14,2	20	13,2	61	31	62	31	64	32
16 x 24	44	41	20	40	20	39	20	38	36	18	21	13,9	20	13,2	18	12,8	16	12	47	24	48	24	50	25
20 x 20	42	40	20	38	19	38	19	37	34	17	21	11,4	19	10,8	18	10,6	16	10	45	23	46	23	48	24
18 x 24	39	37	19	36	18	35	18	34	32	16	19	12,5	18	11,9	17	11,6	15	11	42	21	44	22	44	22
15 x 30	38	35	18	34	17	34	17	33	30	15	18	14,7	17	13,9	16	13,4	14	12,5	40	20	41	21	42	21
24 x 32	23	22	11	21	11	21	11	21	20	10	11	9,6	11	9,3	10	9,1	10	8,7	24	12	25	12	25	13
30 x 30	20	19	10	18	10	18	9	18	18	9	10	7,8	9	7,8	9	7,4	9	7,1	21	11	21	11	22	11

PAVE TECH
ADVANCED PAVING TECHNOLOGY

Laying tips:

When laying the MÜRAROSY spacers make sure the paving stones are completely enclosed by the spacing elements and securely seated. Laying in connected cross-shaped series requires the use of straight series spacers at the edges as otherwise the paving stability is unreliable. The MÜRAROSY strip 40 is laid lengthways along the paving stones to be laid. Strip 7 is laid crosswise between the stones. The enclosed railing part should be laid on the soil or under-surface.

After a paving surface with stones and spacers has been finished, it must be hand tamped. The turf edging can then be filled in.

Warning:

Filling it in before tamping causes the spacers to be pushed upward and made visible.

Distributed by:



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Ph. 952-226-6400
Fax 952-226-6406

www.pavetech.com

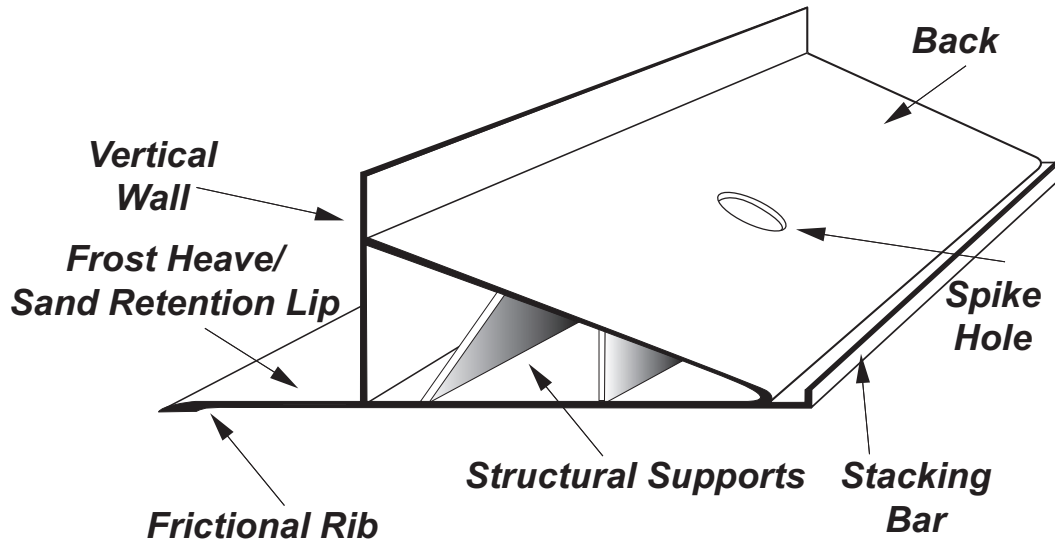
TOLL FREE 800-728-3832

Can your Edge Restraint hold up to this?



PAVE TECH's
PAVE EDGE®
ORIGINAL Paver Edge Restraint

MATERIALS & DESIGN



Polyvinyl Chloride (PVC)

- 100% premium grade PVC
- Superior strength
- Has "memory", as it moves under load it returns to its original shape

Triangular, Reinforced, Hollow Core Design

- Engineered to ensure vertical wall stays perpendicular to the pavement
- Provides the best structural support
- Ties into the pavement system
- Allows for truly straight edges and smooth curves

Frost Heave / Sand Retention Lip

- Utilizes the downward pressure of load and the weight of the pavers to tie the edging to the pavement
- Guarantees edging will move as part of the pavement system under normal conditions and also during frost heave cycles
- Bedding sand will not migrate from under the edging

Frictional Rib

- Provides lateral load resistance by 'biting' into the aggregate base

Stacking Bar

(Available on **PAVE EDGE Standard**)

- Makes **PAVE EDGE** easier to stack and store

Pre-Drilled Spike Holes

- Accommodates $\frac{3}{8}$ " diameter steel landscape spikes
- Spaced evenly every 12" on **RIGID**, if further strength is needed, spikes can be driven through the PVC anywhere
- **FLEXIBLE** has one hole per back support to provide the most efficient support

Connector

- Connector tubes are inserted into the ends of **PAVE EDGE** for seamless connections
- This type of connection provides unrivaled strength
- Without manufactured connection points, **PAVE EDGE RIGID** & **FLEXIBLE** connect together at any point and in any length

PAVE EDGE should be stored flat and out of direct sunlight. Cartons should be covered against rain.

PRO vs STANDARD

Just like our industry, which continues to evolve, **PAVE EDGE** now offers two versions of what has become the hardscape industries leading paver edge restraint. With two versions of this great patented design, the choice is yours...

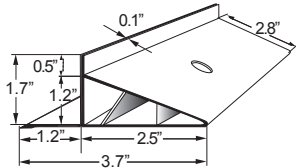


PAVE EDGE Pro

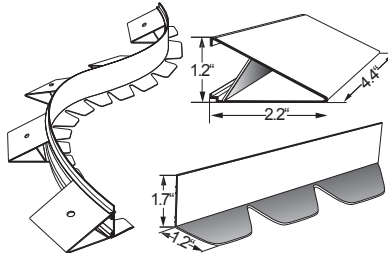
- Original Design
- Contains up to 60% more material by weight than other paver edge restraints
- Produced with up to 35% recycled PVC material
- Engineering tests prove **PAVE EDGE Pro** outperforms all other leading paver edge restraints
- Made in the USA

This classic design is the same great product that contractor professionals have been using for over 20 years.

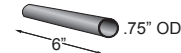
RIGID



FLEXIBLE



CONNECTOR

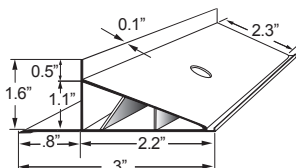


PAVE EDGE Standard

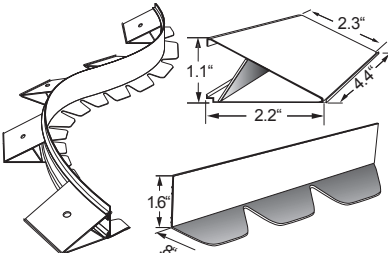
- Modified **PAVE EDGE** to allow for better pricing
- Stacking bar for easier stacking, storage and distribution

PAVE EDGE STANDARD offers features that are increasingly more important in today's market. Taking the original patented design and modifying certain features allows for better pricing without compromise. Although the dimensional profile has been reduced slightly for cost effectiveness, a stacking bar was integrated into the new design for easier distribution.

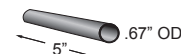
RIGID



FLEXIBLE



CONNECTOR



PAVE EDGE PROFILES



Multiple profiles provide best performance for varying application needs

Because no one product can meet the needs of all pavement applications, **PAVE EDGE** is available in three profiles: **RIGID**, **FLEXIBLE** and **INDUSTRIAL**.



RIGID

- Straight one piece sections
- Designed for straight runs & gradual curves
- Engineered to withstand vehicular traffic
- Requires fewer spikes
- No restrictions on spike placement; can be driven through the back at any location
- Can be made flexible by cutting v-shape notches in the back
- Use with pavers 6-8 cm thick



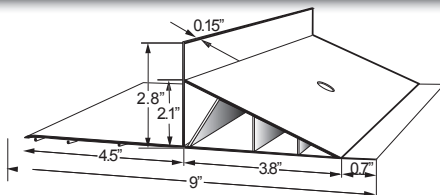
FLEXIBLE

- Pre-assembled two piece flexible sections
- Utilizes same engineered profile as **RIGID**
- Flexible enough to create a radius as small as 24 inches
- Use with pavers 6-8 cm thick



INDUSTRIAL

- Straight one piece sections
- Developed to meet the demanding needs of commercial and industrial applications
- Larger profile with thicker walls and extended lip with additional frictional ribs
- Most economical and best alternative to concrete and granite curbing
- Use with pavers 8 cm or thicker
- Great for permeable paver applications



COMPONENTS

Currently there are no industry specifications for an important component of a flexible paver system... the edge restraint.

The edge restraint's responsibility is to ensure the pavement stays as tight, strong and good looking as the day it was created by withstanding loads created by pavement energy. Pavement energy is the constant pressure of pavers against each other. Traffic loads are the momentary dynamic forces imparted by traffic.

Components of a Segmental Pave-ment System

- Sub-base
- Base
- Bedding & Joint Sand
- Pavers
- Bond Pattern
- Edge Restraints

Common Reasons Flexible Paver Systems Fail

- Base not thick enough for type of traffic load
- Poor base compaction
- Insufficient base extension
- Bedding sand layer too thick or uneven
- Improper paver aspect ratio for the type of traffic load
- Edge restraint failure



Edge Restraint Failure

- Horizontal shifting occurs
- There is permanent deformation of the edge restraint under load
- Effects interlock, which is critical to life performance
- It is during initial compaction when most residential and pedestrian pavements receive their greatest load



COMPARISONS

Engineered pavement systems have been perfected over many decades. Manufactured plastic edge restraints are a recent evolution to an already proven system. Unfortunately, many edge restraints do a poor job of creating pavement energy and maintaining system interlock.

How much does it cost to go back and repair a job that is already completed? Besides the loss of revenue from not working on a paying job, valuable man hours are wasted, along with excessive wear and tear on trucks and equipment. Not only is customers confidence lost, but damage is done to your company's reputation.

PAVE EDGE Features

- Least amount of deformation after compaction
- It is the only patented paver edge restraint system in the world designed by a contractor for exclusive use with pavers
- Designed for pedestrian, vehicular and commercial applications
- Contains up to 60% more material by weight than other paver edgings
- Environmentally Safe; Non-reactive to all plantings and grass
- Allows at least 2" of top soil or sod from **PAVE EDGE** to top of paver. Industry experts recommend a minimum 1" of top soil for healthy grass growth
- Hollow core design does not act as a heat sink in summer and will not dry out the soil and plantings above
- Only edging with patented frost heave sand retention lip
- **PAVE TECH** offers the strongest technical support in the industry including installation brochures and DVDs, marketing materials, training products, and a trained and knowledgeable staff



Alternative Edge Restraints

- **"L" Shaped Plastic edge restraints** – are made of lower quality plastic, "L" shape doesn't tie pavement together, strength is compromised without the back support, requires greater spiking frequency, connections are often inflexible and makes flat spots in curves
- **Steel & Aluminum** – bends easily, once bent it cannot be used, naturally corrosive in nature which shortens life expectancy, and the same problems experienced with plastic "L" shaped edging occur with steel and aluminum. Average height inadequate for retaining sand and pavers
- **Concrete Toe** – much higher overall per foot cost to install, inconsistent quality doesn't tie the pavement together and has a much shorter life expectancy. Creates a non-flexible edging around a flexible pavement.



When the pavement shifts outwards, the joints open and interlock along the perimeter deteriorates. As the edge continues to shift out, this deterioration will continue to work into the pavement at an accelerating rate.

SPECIALIZED APPLICATIONS

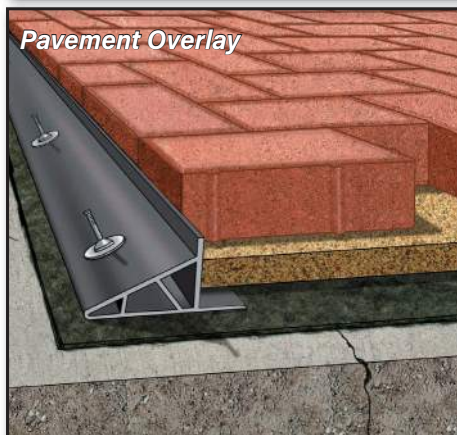
Visit paveedge.com for complete installation instructions for all Specialty Applications.



Retaining Walls

Retaining Walls

- Cost Savings – does not require a full layer of buried wall block
- Time Savings – labor efficient, does not require working in a ditch
- Visual Footprint, allows changes to be made to the design before laying a single wall block
- Recommended for residential walls that do not require engineering



Pavement Overlay

Pavement Overlays

- Segmental pavement installation over concrete or asphalt surface
- Overlays rehabilitate old pavements
- Pavement area can remain the same size or can be enlarged



Natural Stone

Natural Stone

- Pathways and patios made with natural stone, such as flagstone, marble, and granite have become popular
- Installation is similar to segmental pavements



Berm Method

Permeable Pavements

Specially designed concrete pavers are installed in a way that allows rain and other water to percolate into the ground rather than dispersing water away from the pavement. This reduces or eliminates the need for retention ponds.

- **Berm Method** – Utilizes a berm of dense graded aggregate base compacted around the outside of the permeable pavement. The berm allows spikes to be used to anchor the edge restraint.

SPECIFICATIONS

for SEGMENTAL PAVER EDGE RESTRAINTS

This architectural specification for edge restraints is based on proven performance of properly constructed segmental pavements using current industry installation standards.

Part 1 - GENERAL

1.1 Scope of Work

- A. Installation of plastic paver edge restraints on dense graded aggregate base.

Note: Separate plastic paver edge restraint installation specifications are available for specialty applications

1. Geo/Bedding Wrap Method for open-graded base (permeable)
2. Geo/Bedding Wrap Method for other flexible base

1.2 System Description

- A. Segmental paver systems installed over compacted dense-graded aggregate base material with a nominal 1" (25 mm) layer of bedding sand using a plastic edge restraint.

1.3 Submittals

- A. 3' (90 cm) samples of edgings to be used, properly marked and identified by manufacturer and distributor with accompanying manufacturer MSDS.
- B. Products submitted should incorporate the following features and components identified in a drawing with submittal. (See Section 2.1)

1.4 Tests

- A. Submit a STORK METHOD engineering test report showing Deformation and Load performance data meeting minimum requirements, as defined in Section 2.2

1.5 Storage Conditions

- A. Always store edgings flat and out of direct sunlight. Leave boxed or bundled until used.

Part 2 - PRODUCT

2.1 Edging Properties

- A. **PROFILE** - Should incorporate the following components

1. Edge restraint footprint surface must be solid and uniform containing voids no larger than 50%.
2. Frost heave/sand retention lip, extending a minimum ½" (13 mm) under the bedding layer with a minimum of 75% coverage along the length of the edging.
3. Frictional resistance rib(s) having a minimum of one rib under the lip.

- B. **COMPOSITION** - Polyvinyl Chloride (PVC)

C. MATERIALS

1. Rigid style edging for straight runs and gradual curves.
2. Flexible style edging for sweeping and tight radius curves with the flexibility to create a radius as small as 24" (600 mm).
3. Height minimum of 1½" (41.3 mm)
4. Connection piece shall provide complete end to end contact on all pavement facing edges without piece to piece lippage. Connection device shall extend beyond splice at least 2" (51 mm) in each direction from splice.
5. Anchoring to be completed with 10" (25 cm) long x ¾" (1 cm) diameter steel landscape spikes
 - Maximum spike spacing for rigid style edging = 24" (600 mm)
 - Maximum spike spacing for flexible style edging = 12" (300 mm)

2.2 Edging Performance

- A. Edging performance must meet minimum requirements based on the STORK METHOD (see Appendix A for STORK METHOD definition).

B. SPECIFICATIONS

1. Deformation

Rigid style:

Maximum Deformation = 0.0044" (0.112 mm)

Flexible style:

Maximum Deformation = 0.0154" (0.4 mm)

2. Load

Rigid style: Minimum Load = 252 lbf* (1.1214 kN)

Flexible style: Minimum Load = 230 lbf* (1.0235 kN)

*lbf = pounds force, kN = kilonewton

Part 3 - EXECUTION

3.1 Base Preparation

- A. Follow project engineer's specifications for dense-graded base and base extension. Refer to ICPI and BIA base guidelines in absence of sufficient project specifications regarding base and base extension preparation.

3.2 Edging Installation

A. Installing edging BEFORE bedding sand and pavers

1. Per industry recommendations, place edging on compacted base. Never allow edging to be installed on top of the bedding layer.
2. Spike rigid style edging using pre drilled holes, with a maximum spacing of 24" (600 mm) between spikes. If holes do not meet spike placement requirements drive spike through the back at required location. When installing flexible style edging with a maximum spacing between spikes of 12" (300 mm).
3. Connect additional sections of edging as needed (See Section 2.1, C-4 for connection)

B. Installing edging AFTER sand & pavers

1. Using a trowel or flat head shovel, cut down along the back of the paver, pulling away the excess bedding sand without disturbing the base material.
2. Connect sections together (See Section 2.1, C-4 for connection).
3. Place edging directly on the base material. Slide the retention lip under the bedding layer. Never allow edging to be installed on top of the bedding layer.
4. Spike into place following the same spike placement specifications as in section 3.2, A-2. When installing after bedding layer and pavers, nail the spike at an angle with the point driven inward toward the pavement (toe-nailing). This is a preferred practice to keep edging tight to the pavement.

3.3 Installation of sand and pavers

- A. Install bedding sand and pavers following project specifications.

3.4 Landscaping

- A. Soil backfill and remedial landscaping to be completed per contract by others.

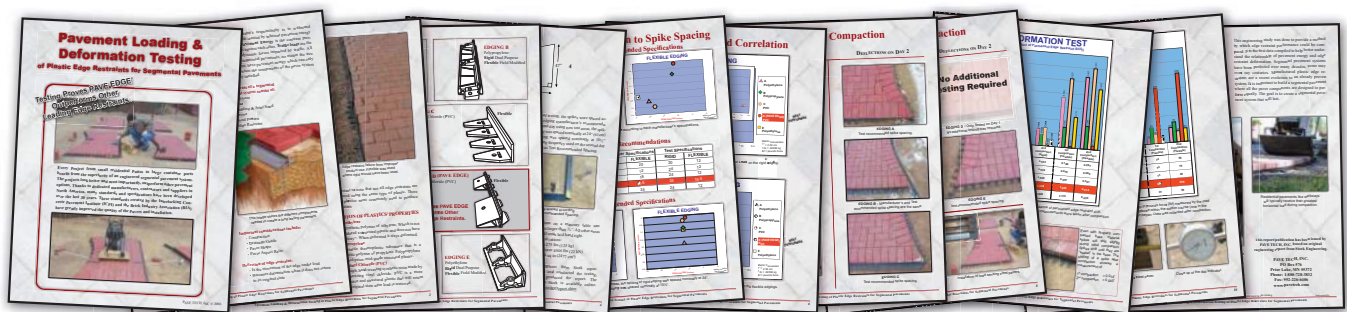
ENGINEERING TESTS

*Independent Engineering Tests Prove PAVE EDGE
Outperforms Other Leading Edge Restraints.*



THIS REPORT SHOWS:

- ✓ Which Edging Designs were Tested
- ✓ What are the Properties of Plastics
- ✓ When Edge Restraints Fail
- ✓ Why Flexible Pavement Systems Fail
- ✓ How Test Areas were Prepared to ICPI / BIA Installation Specifications
- ✓ Why this Testing is Important to the Paver Industry
- ✓ Photos and Graphs to Support Findings



Excerpts from the 'Pavement Loading & Deformation Testing' Report



Segmental pavement system interlock is critical to the performance and life of the pavement. Edge restraint failure affects interlock. **PAVE TECH, INC.** engaged Stork Twin City Testing Corporation (Stork), an engineering and testing company located in St. Paul, Minnesota, to design a test that could measure comparable performance of the most common manufactured plastic paver edge restraints on the market.

TO RECEIVE YOUR COPY OF THIS REPORT

Call: 952-226-6400 Email: info@paveedge.com

Online: pavetech.com/stork-report/



PAVE EDGE INDUSTRIAL was installed by **PAVE TECH** in 1989 at an aggregate pit in Minnesota. The estimated weight of the loaded trucks going out since installed is in excess of 10,000,000 tons! The original outward shift of the spikes was $\frac{3}{8}$ " in the first month after installation and has never shifted again.

HONEY LOCUST

Gleditsia triacanthose L.

Plant Symbol = GLTR

Contributed By: USDA NRCS National Plant Data Center & the Biota of North America Program



R. Mohlenbrock
 USDA, NRCS, Wetland Science Institute
 @ PLANTS

Alternate common names

Common honey-locust, honey-shucks locust .
honeylocust, honey locust

Uses

Honey-locust is widely planted as a hardy and fast-growing ornamental. It is often used in extreme urban stress areas such as parking lot islands and sidewalk tree squares and has been planted for erosion control, for windbreaks and shelterbelts, and as a vegetation pioneer for rehabilitation of strip-mine spoil banks. Because of the small leaflets and open crown, the trees cast a light shade that permits shade-tolerant turfgrass and partial-shade perennials

to grow underneath. Cultivars have been selected for crown shape and branch angles and leaf color, and most are both thornless and fruitless. Over-use of honey-locust in cities has led to recommendations that its use be discouraged until adequate biodiversity is restored.

Honey-locust wood is dense, hard, coarse-grained, strong, stiff, shock-resistant, takes a high polish, and is durable in contact with soil. It has been used locally for pallets, crates, general construction, furniture, interior finish, turnery, firewood, railroad ties, and posts (fence posts may sprout to form living fences), but it is too scarce to be of economic importance. The wood also was formerly valued for bows.

The geographic range of honey-locust probably was extended by Indians who dried the legumes, ground the dried pulp, and used it as a sweetener and thickener, although the pulp also is reported to be irritating to the throat and somewhat toxic. Fermenting the pulp can make a potable or energy alcohol. Native Americans sometimes ate cooked seeds, they have also been roasted and used as a coffee substitute.

Honey-locust pods are eaten by cattle, goats, deer, opossum, squirrel, rabbits, quail, crows, and starling. White-tailed deer and rabbits eat the soft bark of young trees in winter, and livestock and deer eat young vegetative growth. Honey-locust is planted around wildlife plots and into pastures and hayfields to provide high-protein mast. Cattle do not digest the seeds, but sheep do.

Status

Please consult the PLANTS Web site and your State Department of Natural Resources for this plant's current status, such as, state noxious status and wetland indicator values.

Description

General: Pea Family (Fabaceae). Native trees growing to 20 meters tall, with an open crown, armed with thick-branched thorns to 20 cm long on the main trunk and lower branches. Bark blackish to grayish-brown, with smooth, elongate, plate-like patches separated by furrows. Leaves are deciduous, alternate, pinnately or bipinnately compound, 10-20 cm long, often with 3-6 pairs of side branches; leaflets paired, oblong, 1-3 cm long, shiny and dark

Plant Materials <<http://plant-materials.nrcs.usda.gov/>>

Plant Fact Sheet/Guide Coordination Page <<http://plant-materials.nrcs.usda.gov/intranet/pfs.html>>

National Plant Data Center <<http://npdc.usda.gov>>

green above, turning a showy yellow in the fall, typically dropping early. Flowers are greenish-yellow, fragrant, small and numerous in hanging clusters 5-13 cm long, mostly either staminate (male) or pistillate (female), these usually borne on separate trees, but some perfect flowers (male plus female) on each tree (the species polygamo-dioecious). Fruits are flattened and strap-like pods 15-40 cm long and 2.5-3.5 cm wide, dark brown at maturity, pendulous and usually twisted or spiraled, with a sticky, sweet, and flavorful pulp separating the seeds; seeds beanlike, about 1 cm long. The common name "honey" is in reference to the sweet pulp of the fruits.

Variation within the species: Gleditsia triacanthos var. *inermis* (L.) Schneid. ("inermis" means unarmed) is occasionally found wild, apparently more as a populational variant than what is generally given formal taxonomic status as a variety. Such trees have provided stock for selection of some the thornless horticultural forms, but most of the latter are actually derived from buds or stem cuttings taken from the upper, thornless portions of physiologically mature trees thorny in the lower portions. Scions taken from this area generally remain thornless. Breeders also can control the sex of scions by selecting unisexual budwood for cuttings. Certain branches bear only one type of flower, and trees from cuttings of those branches will bear only that type.

Southern races of the species produce fruit more nutritious for stock feeding than northern races.

Natural hybridization between honey-locust and water-locust (*Gleditsia aquatica*) produces *Gleditsia X texana* Sarg., the Texas honey-locust.

Distribution

Honey-locust is essentially Midwestern in distribution, from the west slope of Appalachians to the eastern edge of Great Plains -- scattered in the east-central US from central Pennsylvania westward to southeastern South Dakota, south to central and southeastern Texas, east to southern Alabama, then northeasterly through Alabama to western Maryland. Outlying populations occur in northwestern Florida, west Texas, and west central Oklahoma. It is naturalized east to the Appalachians from South Carolina north to Pennsylvania, New York, and New England and Nova Scotia; sometimes a weed tree in India, New Zealand, and South Africa. For current distribution, please consult the Plant Profile page for this species on the PLANTS Web site.

Establishment

Adaptation: Honey-locust occurs on well-drained sites, upland woodlands and borders, rocky hillsides, old fields, fence rows, river floodplains, hammocks, and rich, moist bottomlands. It is most commonly found on moist, fertile soils near streams and lakes. It is tolerant of flooding and also is drought-resistant and somewhat tolerant of salinity. On bottomlands, it is a pioneer tree. On limestone uplands, it is an invader of rocky glades and abandoned farm fields and pastures. It is generally found below 760 meters, but up to 1500 meters in a few places. Flowering: May-June; fruiting: September-October, sometimes remaining on the tree through February.

General: Seed production begins on honey-locust trees at about 10 years and continues until about age 100, with optimum production at about 25-75 years of age. Some seed usually is produced every year but large crops usually occur every other year. The seeds are viable for long periods because of a thick, impermeable seed coat. Under natural conditions, individual seeds become permeable at different periods following maturation so that germination is spread over several years. The seeds are dispersed by birds and mammals, including cattle, which eat the fruits, and buffalo may have been historically important dispersal agents of the seeds. Germinability apparently is enhanced by passage through the digestive tract of animals. Honey-locust also reproduces from stump and root sprouts.

Honey-locust is generally shade-intolerant and reproduction is primarily in open areas, gaps, and at the edges of woods. The ability of honey-locust to invade prairie and rangeland is thought to be related to its tolerance of xeric conditions. Growth is rapid and trees live to a maximum of about 125 years.

Management

The only serious disease of honey-locust is a canker, which is occasionally fatal, but trees in landscape plantings may be damaged by a number of pests and pathogens. Damage to young honey-locust also may be caused by rabbits gnawing the bark and by browsing of livestock and deer.

Honey-locust is easily injured by fire because of its thin bark, but it sprouts after top-kill by fire. It appears to be excluded from prairies by frequent fire. Infrequent fires may create openings for reproduction in bottomland forests. Honey-locust is not a nitrogen fixer.

Cultivars, Improved and Selected Materials (and area of origin)

Contact your local Natural Resources Conservation Service (formerly Soil Conservation Service) office for more information. Look in the phone book under "United States Government." The Natural Resources Conservation Service will be listed under the subheading "Department of Agriculture." These plant materials are readily available from commercial sources.

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Prepared By

Guy Nesom

BONAP, North Carolina Botanical Garden,
University of North Carolina, Chapel Hill, North Carolina

Species Coordinator

Gerald Guala

USDA, NRCS, National Plant Data Center, Baton Rouge, Louisiana

Edited: 05dec00 jsp; 03feb03ahv

For more information about this and other plants, please contact your local NRCS field office or Conservation District, and visit the PLANTS Web site <<http://plants.usda.gov>> or the Plant Materials Program Web site <<http://Plant-Materials.nrcs.usda.gov>>

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CR-PE Multi-Purpose Root & Water Barrier Molded rolls :

Manufactured from durable polyethylene material, the CR-PE Roll first features a natural water barrier with integrated 90° flared root deflecting ribs preventing costly damage to both hardscapes and pavements from root and/or water damage. Reduces construction cost on materials for projects up to 50% over standard root barrier panels with maximum protection.



Linear Application: For root pruning of existing trees or in planting situations where one or more trees are in close proximity to hardscapes.

-OR-

Tree Well Application: For new tree planting or when the hardscape encircles the planter

FEATURES:

- Most versatile & advanced root barrier on the market today.
- Reduces cost by combining two products into one effective Water and Root barrier
- Prevents water from seeping under pavements & roadways
- Integrated 90° Flared root deflecting ribs; self interlocking connection.
- Ease of installation: ribs provide stabilization during installation

MD = Machine Direction
TD = Transverse Direction

SPECIFICATIONS (Polyethylene)

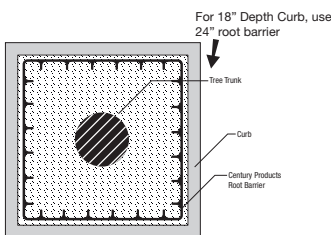
CR-PE Series: CR-PE12-20, CR-PE18-20, CR-PE24-20, CR-PE36-20.
Integrated & Flared root deflecting ribs with self interlocking connection.
Material: Polyethylene with ultraviolet inhibitors.
Thickness: 0.040" & 0.060"

MATERIAL	Polyethylene			
THICKNESS	0.040"		0.060"	
PROPERTIES	ASTM TEST METHOD	VALUE POLYETHYLENE COPOLYMER (.040")	ASTM TEST METHOD	VALUE POLYETHYLENE COPOLYMER (.060")
MD Break Strength (psi)	D638	4238 psi	D638	2950 psi
TD Break Strength	D638	3278 psi	D638	3463 psi
MD Break Elongation	D638	725%	D638	603%
TD Break Elongation	D638	607%	D638	676%
Puncture Strength	D4833	111 lbs.	D4833	158 lbs.
MD Tear Strength	D1004	46 lbs.	D1004	64 lbs.
TD Tear Strength	D1004	42 lbs.	D1004	60 lbs.
Hydrostatic Resistance (psi)	D75, Procedure A	403 psi	D75, Procedure A	615 psi
MULTI-AXIAL TENSILE PROPERTIES	D75, Procedure A			
Maximum Stress (psi)		1954 psi	D5617 Procedure A Centerpoint Deflection Verses Pressure	1954 psi
% Elongation @ Rupture		31.1%	D5617 Procedure A Centerpoint Deflection Verses Pressure	31.1%

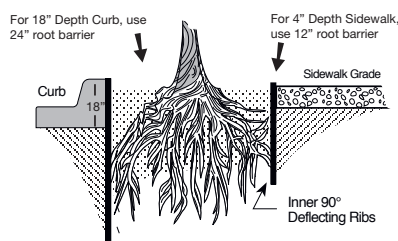
U.S. Standard
For Technical or Field Support, please call: (714) 632-7083

Tolerances may vary in order to maintain the integrity of post-consumer materials, and assure the material structure. We make no other warranties, express or implied, and specifically disclaim the warranty of merchantability or fitness for a particular purpose.

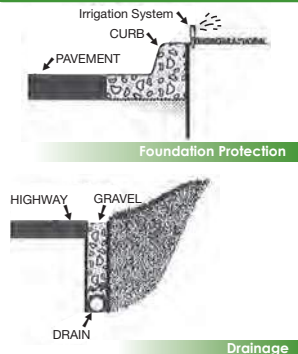
TREE WELL APPLICATION



LINEAR APPLICATION



DUAL PURPOSE WATER/BARRIER



* If planting adjacent curb, gutter & sidewalk, 24" material is recommended to contain roots.

CR-PE SERIES Dual Purpose Water/Root Barrier Molded Rolls

The **Century CR-PE Series Dual Purpose Water/Root Barrier Molded Rolls** are manufactured in 20' segments with integrated 90° flared root deflecting ribs; also available in custom lengths up to 100' with a flexible top safety edge for pedestrian safety. The barrier is cut to specified height (12" to 48") and installed in a linear application directly along the hardscape or cut to length as needed tree well applications. The ends are connected using the self-connecting molded rib. Use staples, friction fit, Century tape or equal, to secure connection.

I. SPECIFICATIONS

- A. The Dual Purpose barrier shall be **CR-PE Series** manufactured by Century Products, 1144 N. Grove Street, Anaheim, CA 92806, (714) 632-7083 or approved equivalent.
- B. The barriers are black molded root barrier rolls manufactured from recycled polyethylene plastic with ultraviolet inhibitors. Available in 0.040" (1.02 mm) & .0060" (1.52 mm) thickness.
- C. Barriers available in standard 20' lengths and up to 100' various depths (12" to 48") as specified. Each roll shall have vertical integrated 90° flared root deflecting ribs protruding 1/2"-3/4" from wall and placed 6-8" apart. A root impervious molded self-connecting end provides easy assembly using staples, friction fit, Century sealant tape, or equal.

II. INSTALLATION

- A. Cut desired length of molded roll material and install directly alongside hardscapes for linear planting or install continuous piece contouring the tree well/planter.
- B. Connecting: For use when utilizing as a **dual purpose water/root barrier** or tree well application. Connect the ends by overlapping two 6" (15 cm) sections with the leading rib cut directly down the middle and join with staples, friction fit, Century sealant tape or equal: See figure 2 & 3.
- C. When necessary use an umbrella Cement nail to tack up barrier **** must be used above grade or water line.
- D. Vertical integrated 90° flared root deflecting ribs are always facing the root ball.
- E. Install the root barriers 1-2" above the grade to prevent root penetration above the barrier. (When adjacent to concrete, top of root barrier Must be at least 1/2" above Grade) Prepare your installation as shown in the illustrations. (Assemble barrier as shown in fig. 3)
- F. Recommended for linear or tree well applications. Back fill with existing native soil. If necessary for drainage, use gravel or crushed rock. Avoid backfill less than 3/4" or greater than 1 1/2". Finish to grade. Do not distort barrier during installation.
- G. Technical Questions? Contact Century Products at 714.632.7083 for assistance.

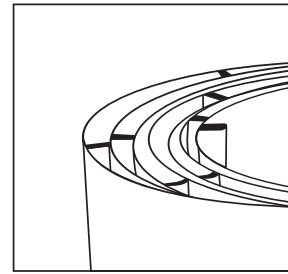


Fig. 2

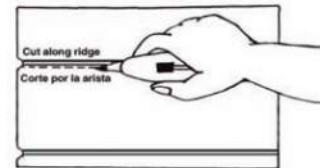
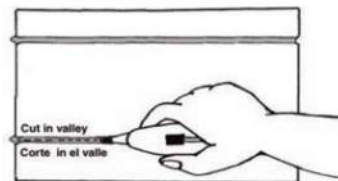
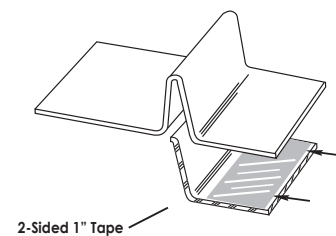
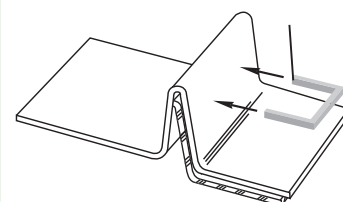
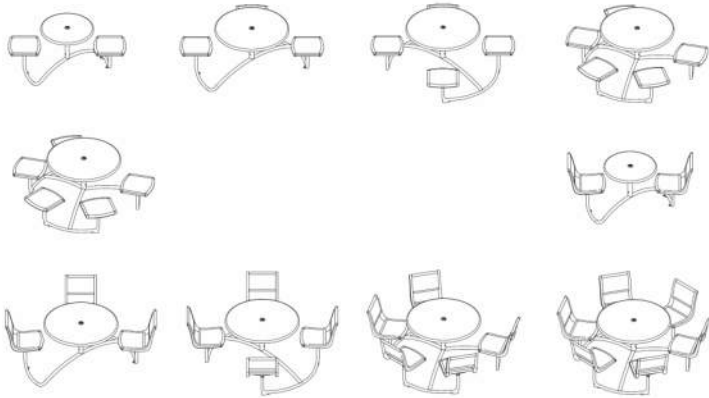


Fig. 3



Staple or Tape
STAPLES 2" APART





Included components:

- Tabletop
- Table support
- Seats
- All 4, 5 and 6 seat surface mount units also have freestanding glides installed.
- Surface mount tabs are welded on all 2 and 3 seat units. These must be anchored.
- (4) 1/4-20 x 3/4" Phillips tapping screws for Catena or Steelhead tabletop
- (4) 1/4-20 x 5/8" Phillips machine screws with washers for Marneaux tabletop
- 3/8-16 x 3/4" set screw per seat (factory installed in seat stem)

Tools required:

- #3 Phillips screwdriver for attaching tabletop to support
- 3/16" hex key for installing seats

For Surface Mount units:

- Anchoring hardware not included for surface mount units. 2, 3 and 4 seat units require 4 anchor bolts. 5 seat unit requires 5 bolts. 6 seat unit requires 6 bolts. Powers Fasteners Power-Bolt® stainless steel 3/8" x 2-1/4" hex head sleeve anchors are recommended.
- Hammer drill with 3/8" diameter carbide tipped drill bit

- Hammer
- Wrench

Surface mount to be installed with helical screws. Product number to be provided by Landscape Architect.

ASSEMBLE WITH CARE! Pangard II® Polyester Powdercoat is a strong, long-lasting finish. To protect this finish during assembly, place unwrapped powdercoated parts on packaging foam or other non-marring surface. Do not place or slide powdercoated parts on concrete or other hard or textured surface – this will damage the finish causing rust to occur. Use touch-up paint on any gouges in the finish caused by assembly tools.

WARNING! TABLES WITH AN UMBRELLA MUST BE FASTENED SECURELY TO HARD SURFACING TO PREVENT TIPPING DUE TO WIND.

PROCEDURE FOR TABLETOP and SEAT INSTALLATION:

1. Lay tabletop upside down on a non-marring surface.
2. Place table support upside down on tabletop. Center support on top and align holes in support plate to threaded holes in the tabletop.
3. Install hardware. Tighten all table top fasteners until snug, then tighten additional 1/4 turn. **[The use of power drivers is not recommended with Marneaux tabletops. Threaded inserts may be damaged or broken due to over-torquing.]**
4. Turn table unit right side up, using at least 2 people.
5. Place stem on seat bottom into tube on table support. The pin in the stem fits into the groove inside the support tube. For backless seats, install with the head of the set screw closest to the table.
6. Turn set screw in until snug, then tighten an additional 1/4 turn.

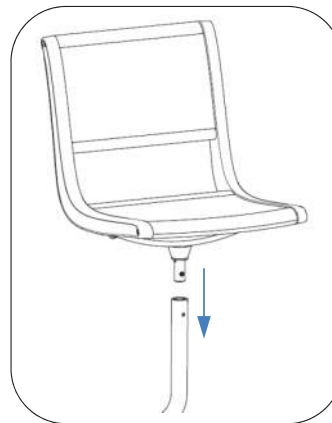


Fig. 1 – Install seat

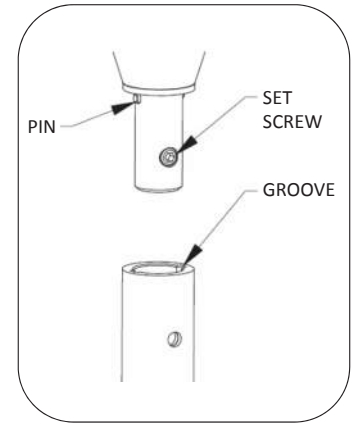


Fig. 2 – Seat stem detail

Mingle 2 and 3 seat units MUST BE ANCHORED. 4, 5 and 6 seat units specified with a non-collapsible umbrella MUST BE ANCHORED.

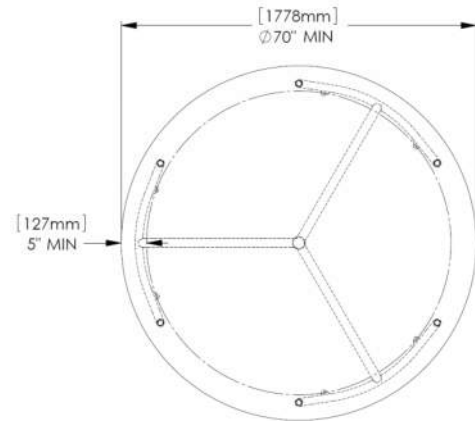
PROCEDURE FOR SURFACE MOUNT INSTALLATION:

Note: DO NOT DRAG unit across concrete or other rough surfaces. This could damage the powdercoat on the bottom of the surface mount plates. Minimum recommended concrete slab thickness is 3-1/2".

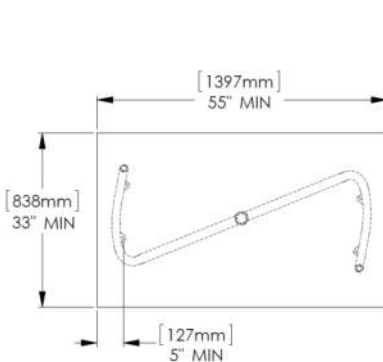
1. Place unit in desired position and mark anchor locations through holes provided in surface mount plates.
2. Move unit and drill holes.
3. Clear the holes of dust and debris using compressed air.
4. Place unit in desired position and install all of the anchors. After all anchors are installed, tighten as recommended by anchor manufacturer.
5. Periodically check fasteners and tighten if required.

PROCEDURE FOR UMBRELLA INSTALLATION:

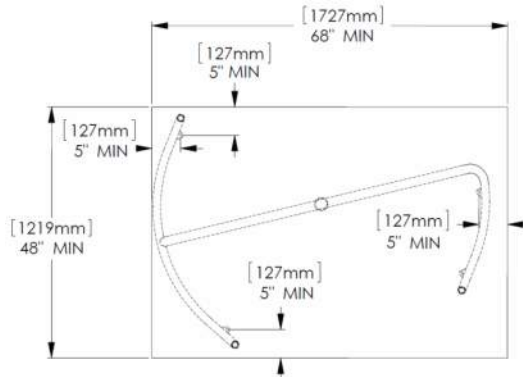
1. Insert umbrella grommet into hole in tabletop.
2. Install umbrella through hole in the grommet and into the table support tube.
3. Insert the 1/4-20 machine screw through hole in table support tube and secure with locknut.



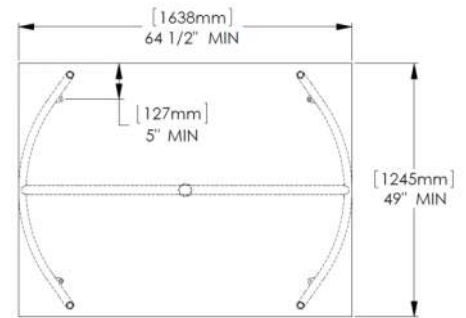
Recommended size for 3,4,5 or 6 seat unit



Recommended size for 2 seat unit



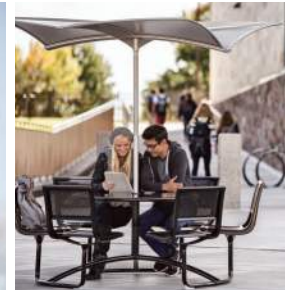
Minimum size for 3 seat unit



Minimum size for 4 seat unit

35 COLLECTION

Product Data Sheet



To Specify

1. Select Mingle table with backed or backless seats.
2. Select 2,3, 4, 5 or 6 seats.
3. Select table top: solid Steelhead, Catena in powdercoat or stainless steel, or Marneaux.
4. Specify with or without umbrella hole (may not be retrofitted).
5. Choose powdercoat color for metal parts or Marneaux color if applicable.
6. Specify freestanding with glides, or surface mount. Two-seat and three-seat styles must be surface mounted. See Shade mounting option for surface mount rules.

	STYLE	DIAMETER	HEIGHT	PRODUCT WEIGHT
	2-seat backless	67"	29"	204 lb*
	3-seat backless	82"	29"	283 lb*
	4-seat backless	82"	29"	315 lb*
	5-seat backless	82"	29"	348 lb*
	6-seat backless	82"	29"	381 lb*
	2-seat backed	73"	33"	211 lb*
	3-seat backed	87"	33"	294 lb*
	4-seat backed	87"	33"	329 lb*
	5-seat backed	87"	33"	366 lb*
	6-seat backed	87"	33"	403 lb*
MOUNTING OPTIONS				
	freestanding w/glides			
		surface mount		

*Product weights vary based upon selected table material. For specific weights, please visit the online price list.



SITESCAPES

STADIUM SURFACE MOUNT

The Stadium backed surface mount chair features a pedestal base that allows for permanent installation. These chairs are perfect for sports venues, cafe patios, and outdoor beer gardens.

MATERIALS

- Seat Tubing - 7/8" Aluminum Tubing
- Seat Panel - 1/8" Aluminum perforated sheet
- Base Plate - 8" Sq. x 3/8" stainless steel plate
- Center post - 2 3/8" x .154 wall steel tubing
- Foot Ring - 5/8" Steel Rod
- Ring Support - 1/4" Steel Plate
- Mounting plate - 8" Sq. x 3/8" stainless steel plate

OPTIONS

Choose bar or dining height; powdercoat or Duracoat finish; and color.

-Chairs to be bar height, powdercoated black (see last image on second page)



SITESCAPES
www.sitescapesonline.com

Colorado product rep: Bud Marolt of G.R. Marolt & Associates, LLC
Office: 303-762-1090
Email: bmarolt@comcast.net



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TITLE *STADIUM
BAR HEIGHT CHAIR*

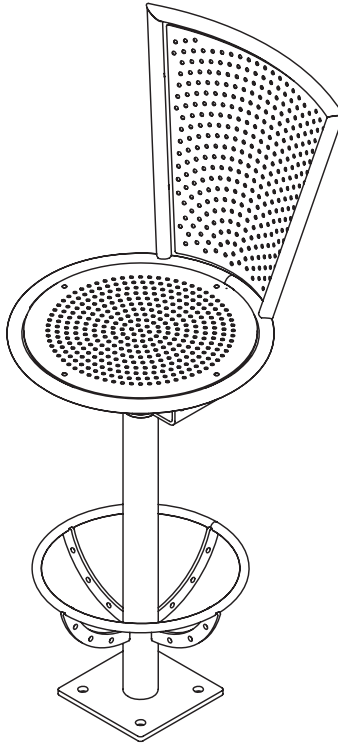
PRODUCT NO.
ST5-1000

INCH TOLERANCES U.O.S.

FRACTION-- $\pm 1/16"$
ANG----- $\pm 1^\circ$

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*Available in powder coat and DuraCoat finishes





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Lincoln, NE 68542
www.sitescapesonline.com

Colorado product rep: Bud Marolt of G.R. Marolt & Associates, LLC
Office: 303-762-1090
Email: bmarolt@comcast.net

TITLE **STADIUM
BAR HEIGHT CHAIR**

PRODUCT NO.
ST5-1000

INCH TOLERANCES U.O.S.

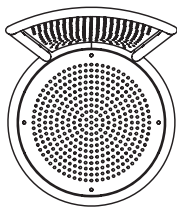
FRACTION-- $\pm 1/16"$
ANG----- $\pm 1^\circ$

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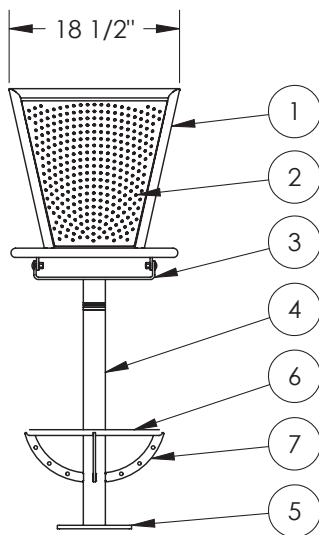
*Available in powder coat and DuraCoat finishes

MATERIALS LIST:

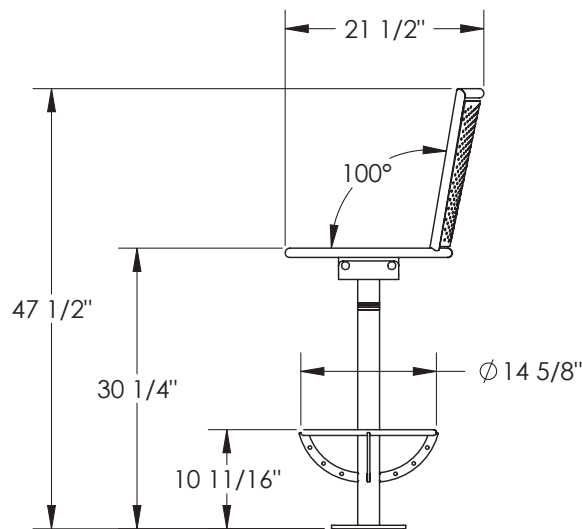
- (1) Seat Tubing - $\phi 7/8"$ Aluminum Tubing
- (2) Seat Panel - $1/8"$ Aluminum Perforated Sheet
- (3) Support Plate - $1/4"$ Steel Plate
- (4) Pivoting Support Tubing - $\phi 2 3/8"$ Steel Tubing
- (5) Base Plate - $8"$ Sq. x $3/8"$ Stainless Steel Plate
- (6) Foot Ring - $\phi 5/8"$ Steel Rod
- (7) Ring Support - $1/4"$ Steel Plate
- (8) Mounted w/ Four $\phi 1/2" \times 4-5"$ Stainless Steel Anchor Bolts (Customer Supplied)



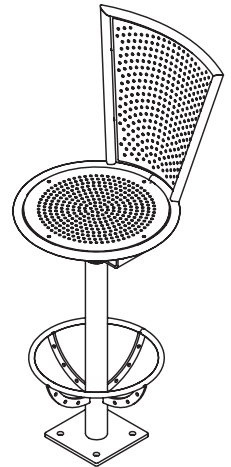
TOP VIEW



FRONT VIEW



RIGHT SIDE VIEW





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TITLE *DRINK RAIL
TABLE*

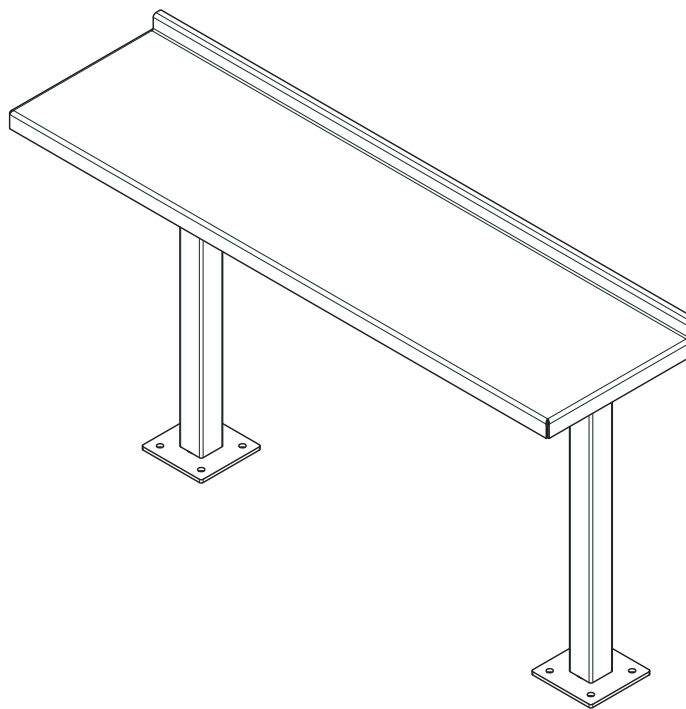
PRODUCT NO.
UL6-1000-BH

INCH TOLERANCES U.O.S.

FRACTION-- $\pm 1/16"$
ANG----- $\pm 1^\circ$

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TITLE *DRINK RAIL
TABLE*

PRODUCT NO.
UL6-1000-BH

INCH TOLERANCES U.O.S.

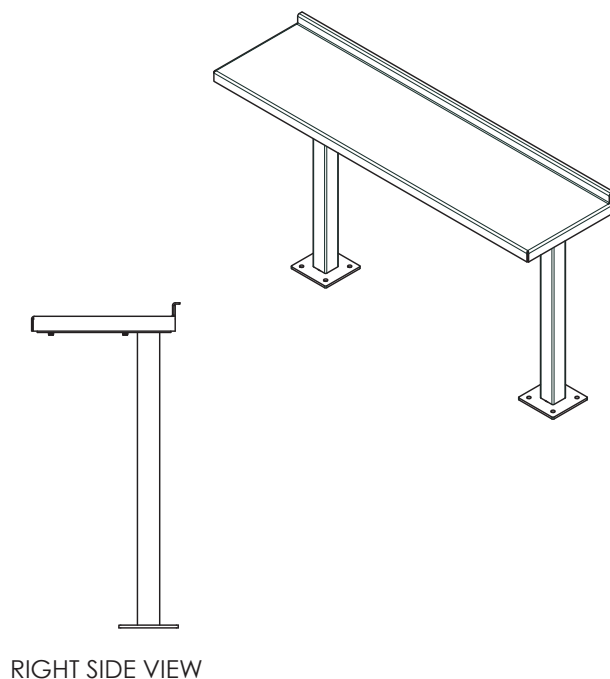
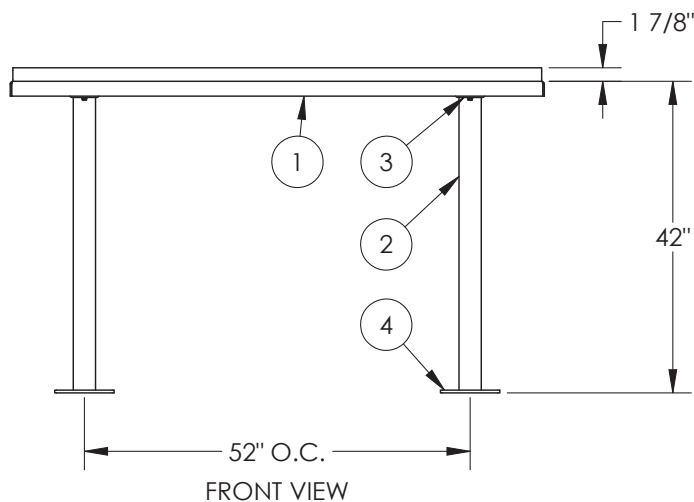
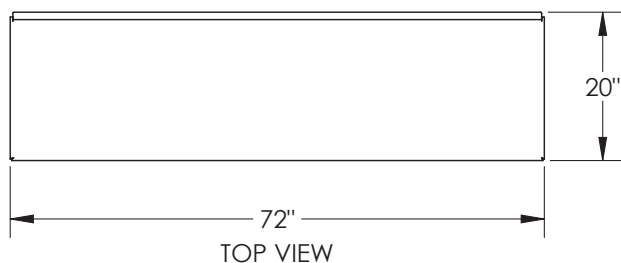
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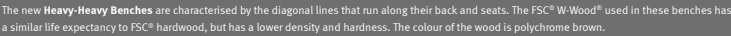
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MATERIALS LIST:

- (1) Table Top - 7 Gauge Stainless Steel
- (2) Upright Tubes - 3" x 1/8" Wall Steel Tubing
- (3) Table Top Supports - 7 Gauge Steel Plate
- (4) Base Plate - 3/8" Stainless Steel Plate with
9/16" Mounting Holes
- (5) Mounted with Four $\phi 1/2"$ x 4-5" Stainless Steel
Anchor Bolts (Customer Supplied)





NEW



Heavy-Heavy Benches are massive, heavy-duty benches created to reflect Streetlife's characteristic natural look. The heavy wooden beams are 15x21cm - 5.9"x8.2" in dimension and are available in two lengths: 250 - 98" and 325cm - 128". The beams are secured on galvanized or CorTen steel cross-beam supports using the Streetlock® system.

The W-Wood® used in the Heavy-Heavy Benches is European FSC® pine made extremely durable through a process of deep treatment with a natural wax compound. The water-resistant properties of W-Wood® mean these benches are extremely long-lasting and are guaranteed to remain in top condition for the next 15 years. W-Wood® has a similar life expectancy to FSC® hardwood, but has a lower density and hardness. Just like hardwood, the polychrome honey brown will fade very gradually to a greyer tone (over a period of about 3 years).

The backrests are multifunctional and can be used as lean-supports, seating, table tops, etc. The backrests can be linked together just like the benches in order to create a longer piece.



Design: Streetlife

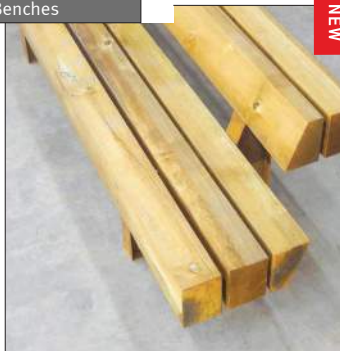
Photocredit: For not Apple Design and Partners

Streetlife Benchware 2016 - 2017
75A

Heavy-Heavy Benches

Heavy-Heavy Benches are massive, heavy-duty benches created to reflect Streetlife's characteristic natural look. The heavy wooden beams are 15x21cm - 5.9"x8.2" in dimension and are available in two lengths: 250cm - 98" and 325cm - 128". The beams are secured on galvanized steel or CorTen cross-beam supports using the Streetlock® system.

The backrest models are multifunctional and can be used as lean-supports, seating, table tops, etc. The backrests can be linked together just like the benches in order to create a longer piece.



NEW



HH-H-D-325-2BR
325x140x47cm

The W-Wood® used in the Heavy-Heavy Benches is European FSC® pine made extremely durable through a process of deep treatment with a natural wax compound. The water-resistant properties of W-Wood® mean these benches are extremely long-lasting and are guaranteed to remain in top condition for the next 15 years. W-Wood® has a similar life expectancy to FSC® hardwood, but has a lower density and hardness. Just like hardwood, the polychrome honey brown will fade very gradually to a greyer tone (over a period of about 3 years).



STADIUM RACK

The stadium rack combines the intuitive ease of bike docks, with the benefit of reduced installation from a multi-space rack. Modular in nature, the stadium racks can be connected and expanded to fit the given installation area. The stadium racks meets APBP guidelines for u-lock compatibility, bike spacing and providing two points of support for the bike.

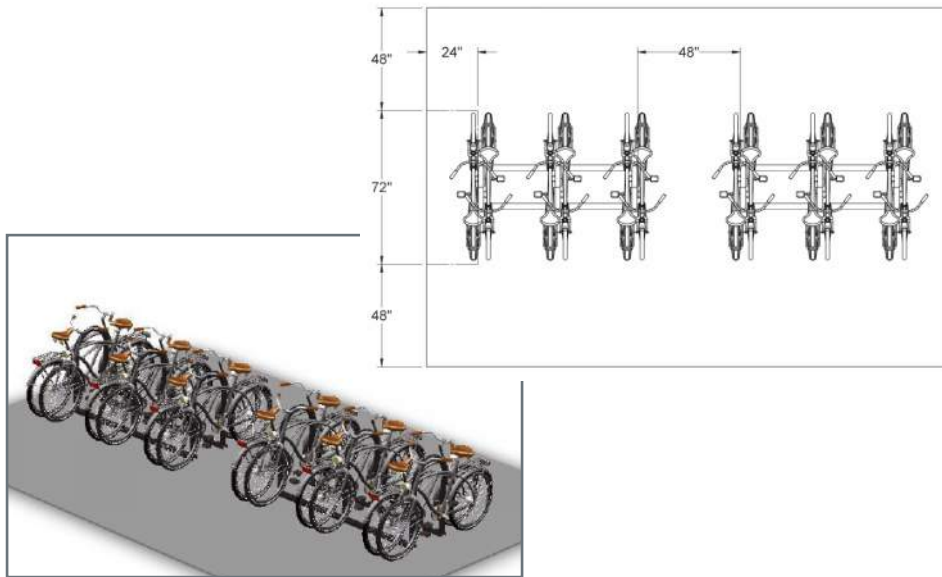


Specifications -2 3/8" schedule 40 steel pipe, 9 gauge							
Model #	# Bikes	Type of mount	weight	length	width	height	Space Requirement
2136	6	Freestand	154 lbs.	75"	21"	37.2"	146.75" x 72"
2138	8	Freestand	190 lbs.	110"	21"	37.2"	158.00" x 72"

Note: Saris Parking Systems representatives can assist with custom layout and spacing to meet your room dimensions and desired bike capacity.

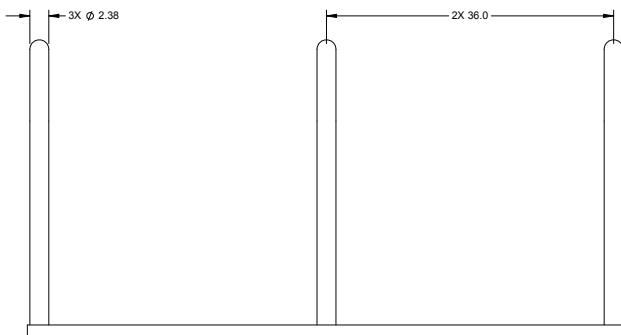
Stadium Rack

Recommended Spacing

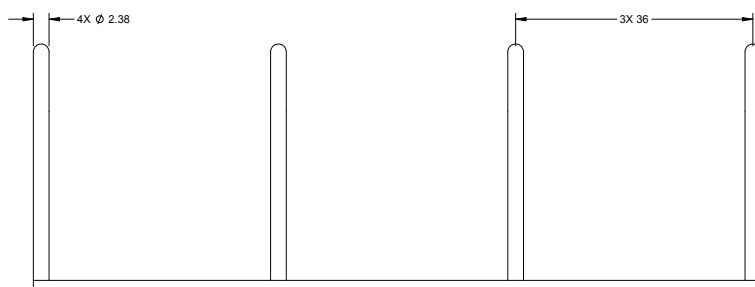
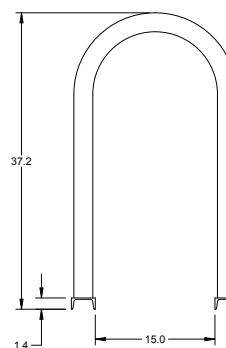


Product Details

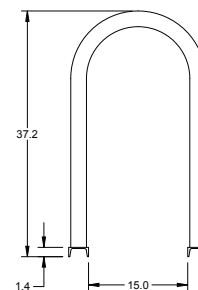
- Heavy duty, 2 3/8" outer diameter 9 gauge schedule 40 pipe
- No anchoring or assembly required, though anchoring holes are provided



2136 shown



2138 shown



Product Information



of Bikes



Materials



Finish



Hardware



Spacing

Saris Stadium Rack as manufactured by Saris

Varies from 6 bikes and up

2 3/8" round tube
3" x 1 1/2" c-channel

Powder Coat
Galvanized
Thermoplastic

Can be freestanding or use recommended anchor: #6259 for concrete installation
#6267 for asphalt installation

24" from wall or curb
48" recommended between racks

Anchors must be purchased separately



Standard Colors

Downloadable product resources available online:



CAD Files



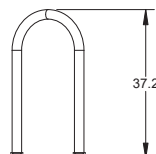
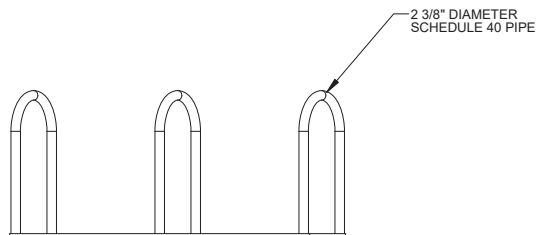
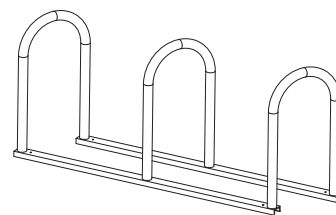
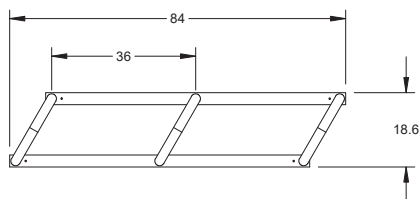
SketchUp Files



Written Specs



Photos



NOTE:

1. DO NOT SCALE DRAWING
2. INSTALLATION TO BE COMPLETED IN ACCORDANCE WITH MANUFACTURER'S SPECIFICATIONS
3. TOTAL WEIGHT: 138 LBS
4. SPECIFICATIONS ARE SUBJECT TO CHANGE

 SARIS CYCLING GROUP WE BRING CYCLING TO LIFE	SARIS CYCLING GROUP
	5253 VERONA RD., MADISON WI. 53711 1-800-783-7257 / 1-608-274-6550 WWW.SARIS.COM WWW.CYCLEOPS.COM
	© SARIS CYCLING GROUP 2015 THE INFORMATION CONTAINED IN THIS DRAWING IS THE SOLE CONFIDENTIAL PROPERTY OF SARIS CYCLING GROUP. ANY REPRODUCTION IN PART OR WHOLE WITHOUT THE WRITTEN PERMISSION OF SARIS CYCLING GROUP IS PROHIBITED. TITLE: 2137 - 6 BIKE ANGLED STADIUM RACK



Model BPRT3/CU-108
Three Module Bear Proof
Trash Receptacle with blue
textured powder coat finish.



Model BPRT2/CN-72
Two Module Bear Proof
Trash Receptacle with
green power coat finish.

- **12 ga., 14 ga., and 7 ga. steel construction**
- **Tight fitting doors and lids, covered lid and door latches designed to prevent bears from getting inside**
- **Reinforced doors on full-length hinge**
- **Lids and door are self-latching**
- **Includes rigid plastic liners and anchor kit**
- **Optional recycling insert plates**

AVAILABLE OPTIONS

Choice of colors of textured powder coat finish
Recycling insert plate with choice of three sizes of hole

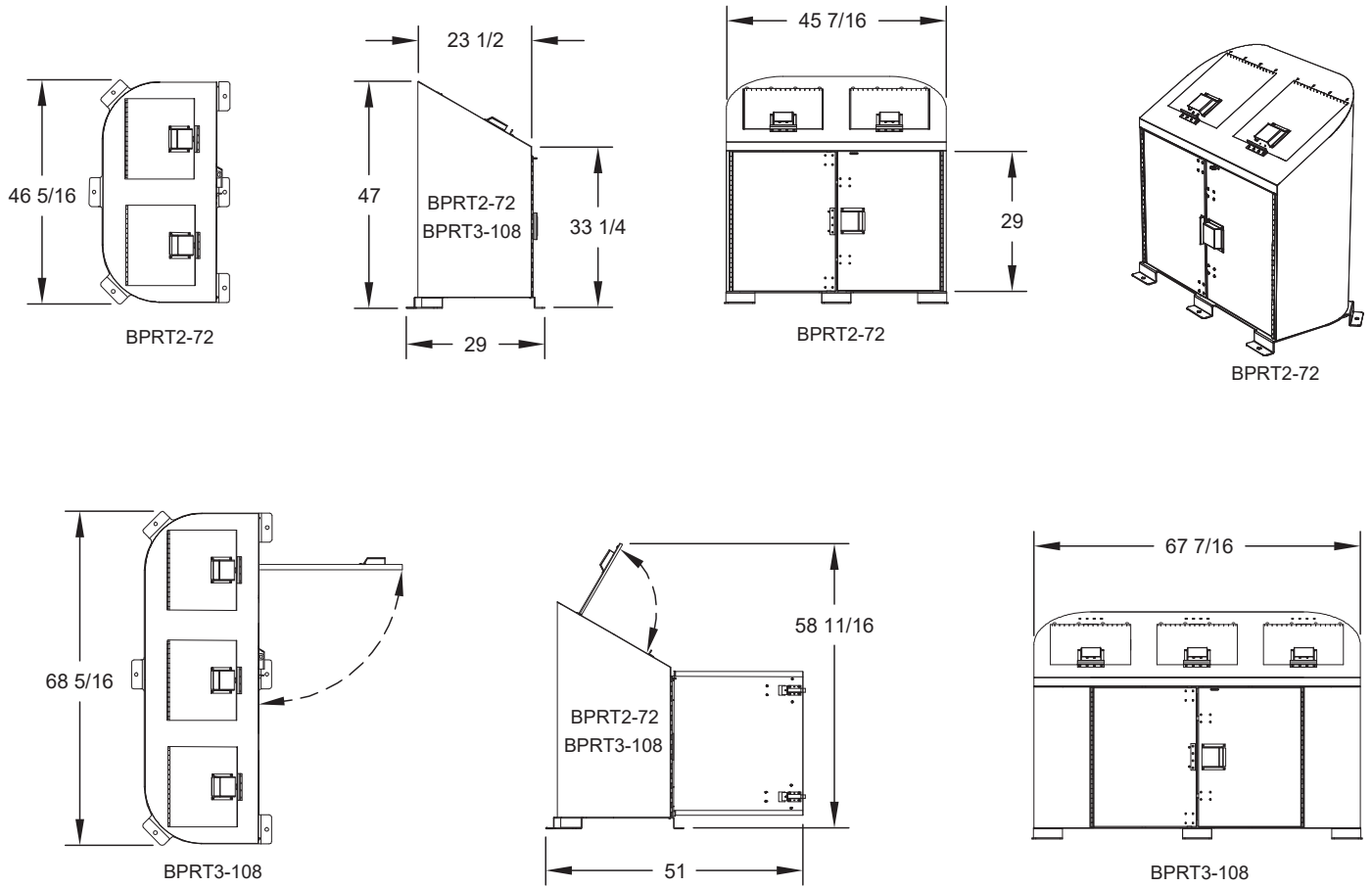
SPECIFICATIONS:

- **BPRT Series** bear resistant trash receptacle is designed and tested to keep bears out of your trash and recyclables.
- **Model BPRT2-72** has two hatches and two front doors and holds two included 36 gallon rigid liners. Dimensions: 46-5/16" wide, 47" tall, 29" deep.
- **Model BPRT3-108** has three hatches and two front doors and holds three included 36 gallon rigid liners. Dimensions: 68-5/16" wide, 47" tall, 29" deep.
- Receptacle meets ADA guidelines for forward and side reach.
- The receptacle features tightly fitted, self-closing hatches for depositing trash, and front access doors for removing the liners.
- Welded construction of 12 and 14 ga. formed steel shell reinforced with 1" x 1" x 18 ga. wall square tubing supports, welded to a 7 ga. base with six 25/32" dia holes for anchors. Anchor kit #ANC5-6 (six 1/2" x 5" concrete screw anchors) is included. Receptacle must be anchored to be considered "Bear Proof."
- Top is sloped for easy access to the 16" square hatch openings. The hatch is secured by a hinge and a self-closing commercial duty latch, mounted under a formed steel guard designed to fit human hands, not bear paws. Access for bears is also blocked by a raised obstacle built into the top of the receptacle.
- The front doors are 29" tall x 44" combined width for easy access to liners. Doors are 12 ga. steel mounted on a full length continuous hinge. Two self-closing latches secure each door at the top and bottom. A total of four latch points keep doors secure.
- Entire unit is finished in textured Brown powder coat paint.
- 36 gallon rigid plastic liners for each module are included.
- Trash or recycling decals are included, green on white vinyl self-adhesive, choice of design. Please specify when ordering.
- **Optional:** Choices of colors of textured powder coat finish. Available in green, black, or blue.
- **Optional:** Recycling insert plates finished in black powder coat. Available sizes are:
 - Model BPRP PC1**, 3" Dia. hole.
 - Model BPRP PC5**, 4-3/8" Dia. hole.
 - Model BPRP PC6**, 5-7/8" Dia. hole.
- Our Bear Proof Trash and Recycling Receptacles have been successfully tested by the Living With Wildlife Foundation (LWWF) and the Grizzly and Wolf Discovery Center (GWDC) using the Interagency Grizzly Bear Committee (IGBC) protocol.

RJ Thomas Mfg. Co., Inc.

PO Box 946 • Cherokee, IA 51012-0946 • PH: 712-225-5115 • 800-762-5002 • FAX: 712-225-5796
E-mail: pilotrock@rjthomas.com • Web Site: <http://www.pilotrock.com>

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ALL DIMENSIONS IN INCHES

RJThomas Mfg. Co., Inc.
P.O. Box 946 • Cherokee, IA 51012-0946

DRAWN BY
MFI

TITLE **MODELS BPRT2-72 AND BPRT3-108 BEAR PROOF TRASH RECEPTACLES
SHOWN WITH INCLUDED RIGID PLASTIC LINERS**

DATE **3-29-16**

DWG. NO. **AI-2014**

Specification Bulletin SPC-TR-029



Colorado Outdoor Environments, Inc.

PO Box 513
Carbondale, CO 81623
(970) 925-2969

**IRRIGATION SYSTEM SPECIFICATIONS
GLENWOOD SPRINGS – 7th Street Project**

PART 1 - GENERAL

1.1 SUMMARY

- A. Provide irrigation installation where shown on the Drawings, and as specified herein, complete in place, tested and approved. It is the responsibility of the installation contractor to verify plans and quantities for correctness. Notify COE of any differences between the plans and site conditions immediately for review.

1.3 WARRANTY

- A. System to be under warranty for one year, after final acceptance of project. Items included in the warranty include but are not limited to double coverage, dry spots, proper functioning of control boxes, control clock, all irrigation heads, emitters, all valves and quick couplers and remaining components for proper operation.

1.4 QUALITY ASSURANCE

- A. Subcontract irrigation work to a single firm specializing in irrigation installations for quality and warranties.
- B. Use adequate numbers of skilled workmen thoroughly trained and experienced in the necessary crafts and completely familiar with the specified requirements and methods needed for proper performance of the work of this Section.

1.5 DELIVERY, STORAGE, AND HANDLING

- A. Ensure no parts or components are damaged during delivery. Store materials in a location out of the way of current construction and vehicular traffic. Materials shall be stored in a way to guarantee that the products do not deteriorate or become damaged.

PART 2 – PRODUCTS

2.0 SUBSTITUTIONS

- A. Substitutions for equivalent materials will be reviewed when submitted in writing to the following entities.

IRRIGATION SYSTEM SPECIFICATIONS

- a. Colorado Outdoor Environments – Peer Erickson – peer@coeaspen.com
 - b. Landscape Architect – Shannon Murphy - shannon@shannonmurphy.net
 - c. City of Glenwood Springs Parks Department – Nate Mohrmann - nate.mohrmann@cogs.us
- B. After review by the above parties Colorado Outdoor Environments will reply in writing weather the substitution is approved or not approved.

2.1 PIPE

- A. Mainline pipe: Use schedule 40 polyvinyl chloride, marked 1120-1220, and bearing the seal of the National Sanitation Foundation.
- B. Laterals: Use 80# Poly pipe.
- C. Fittings: Use schedule 40 polyvinyl chloride, type I-II, bearing the seal of the National Sanitation Foundation, and complying with ASTM D2466.
- D. For joining: 1. Use a solvent complying with ASTM D2466 and recommended by the manufacturer of the approved pipe. Glue and Primer must be approved by the City of Glenwood Springs Parks Department and installed in a controlled environment. 2. For poly. pipe use Otiker pinch clamps. Gear clams are not acceptable.
- E. Plastic Pipe Identification: Continuously and permanently mark with manufacturer's name, pipe size, schedule number, type of material, and code number.

2.4 REMOTE CONTROL VALVES

- A. Automatic valves for sprinkler heads shall be Rain Bird PEB-100 as drawn.
- B. Automatic valves for drip zones shall be Rain Bird XCZ-100-PRB-COM.
- C. All valves shall be installed in standard valve boxes with 2-3" gravel in the bottom.

2.5 SPRINKLER HEADS

- A. Heads shall be 12" pop-up sprays.

2.6 DRIP SYSTEM

- A. Drip system for trees/shrubs shall be ¾" dripline. Drip existing trees and planted trees in the scope of work. Dwarf Spruce will not require drip irrigation if inside a planting bed.
- B. Dripline shall circle trees the same diameter as the root ball and then continue to the next tree or shrub. Space emitters equally around the tree.
- C. Installer shall use 2 GPH Xeri-Bug Emitters for trees and shrubs.
 - a. ~~5-gallon shrubs~~ 1
 - b. ~~10-gallon shrubs~~ 3
 - c. ~~15-gallon shrubs~~ 4
 - d. 1"-2" caliper trees 3
 - e. 2"-3" caliper trees 4
 - f. 3" caliper or more. 5+
 - g. ~~6' or less evergreen~~ 3
 - h. ~~6'-10' evergreen~~ 4
 - i. ~~10'-15' evergreen~~ 5

IRRIGATION SYSTEM SPECIFICATIONS

- j. ~~15' or above evergreen 6+~~
- D. 1 drip valve has been centrally placed to cover all trees. Installer shall design layout of dripline from valve to all trees. Dripline inside planting beds shall follow the same path and depth of the lateral irrigation lines. Bury dripline between trees a minimum of 12" between top of pipe and finished grade. Bring dripline to surface at each tree/shrub. Stake dripline to ground and cover with mulch as directed by Landscape Architect so pipe is not visible.
- E. Layout shall be approved by Landscape Architect and COE before final installation.

2.7 IRRIGATION TAPS

- A. A 1.5" tap has been provided as shown on plans. Verify location with City staff.

2.8 AUTOMATIC IRRIGATION CLOCK

- A. Use existing RME Eagle Controller – across the street from the Grind near the exterior transformer. Verify with City Staff.
- B. Irrigation wiring conduit shall run from clock to box on North side of 7th Street in front of Utility Building. From there the conduit runs to the POC location. See drawing Utilities#2. Verify with City Staff.
- C. A Rain/Freeze sensor shall be installed near the clock and away from any obstructions that would limit the devices effectiveness. Install if not present.
- D. Lightening/Surge Protector is required per the clock manufacturers specifications. Verify this was completed with City Staff.

2.9 ISOLATION VALVES

- A. Provide Lasco TUBV-SV True Union Ball Valve with 12" Standard Valve Box as drawn equal to size of pipe.

2.10 SLEEVES

- A. Sleeves under roadway and sidewalks should be installed by Contractor building the street, verify this is the case. Inform COE immediately if this is not the case. It is the responsibility of the landscape/irrigation contractor to install sleeves in the sand set granite areas. Verify all locations match plans and depths are 18" below final grade. Notify COE of any differences between the plans and site conditions immediately for review.
- B. All sleeves to be 2 times the diameter of the pipe to be sleeved. If multiple pipes are going through the sleeve the sleeve diameter shall be 2X the total diameters of the pipes using the sleeve.
- C. All main line sleeves shall have an additional 4" sleeve for control wires.
- D. Minimum pipe sleeve size is 4".

2.12 VALVE BOXES

- A. Valves, water meters, filters, etc. shall be installed in either Standard or Jumbo valve boxes.
- B. 6" Round valve boxes shall not be used.

IRRIGATION SYSTEM SPECIFICATIONS

- C. 10" Round valve boxes shall only be used for quick couplers.

2.13 BACKFLOW PREVENTER

- A. A backflow preventer will not be required as the mainline you will tap into already has a backflow preventer. Verify with City Staff.

2.14 QUICK COUPLER VALVE

- A. Provide a Quick Coupler Valve (RainBird 33 DLRC) in each planting/irrigation area for a total of 8 (eight). City staff to select locations with COE and Landscape Architect.

2.15 OTHER MATERIALS

- A. Provide other materials, not specifically described but required for a complete and proper installation, as selected by the Contractor subject to the approval of the Irrigation Designer (Colorado Outdoor Environments, Inc.).

PART 3 - EXECUTION

3.1 DESIGN EXECUTION:

- A. The irrigation system shall employ the following specifications:
 1. Source of Water: Tap, per the City of Glenwood Springs, is estimated to provide 50+ GPM and 125+ PSI. COE designed using 45 PSI at 4-26+/- GPM. PSI and GPM to be verified in the field once construction allows. Notify COE if PSI and GPM are not as stated above.
 2. Meet local code requirements.
 3. Mainline to be installed 18" below finished grade, and laterals 12" below grade. Schedule 40 PVC for mainlines.
 4. Laterals 80# Poly. pipe.
 5. The irrigation clock shall be located near the Grand Ave. bridge (near Smoke Restaurant). Verify availability with City Staff.
 6. Valve box/s locations to be approved by the Landscape & Irrigation Designer.
 7. All trees and shrubs should be drip irrigated.
 8. The lawn areas shall be irrigated with Rain Bird 1800 Pop-Up heads as shown on the plans.
 9. Areas within close proximity to the building shall be irrigated with small radius pop-up heads ensuring double coverage and NOT rotors.
 10. Double coverage should be provided.
 11. Overspray should be minimized so not to occur on paved areas or building structures. Adjustment of heads will be required to achieve this.
 12. Available water pressure is to be confirmed in the field.
 13. Electrical connection shall be verified in the field.
 14. Locate all sleeving required under hardscape areas as described in section 2.10.

3.2 INSPECTION:

IRRIGATION SYSTEM SPECIFICATIONS

- A. Submit and review design plans with Irrigation Designer, Colorado Outdoor Environments, Inc. and the City of Glenwood Spring Parks Department before beginning work.

3.3 SURFACE CONDITIONS

- A. Examine the areas and conditions under which work of this Section will be performed. Correct conditions detrimental to timely and proper completion of the work. Do not proceed until unsatisfactory conditions are corrected.

3.4 FIELD MEASUREMENTS

- A. Make necessary measurements in the field to ensure correct design parameters and to ensure precise fit of items in accordance with the approved design. It is the responsibility of the installation contractor to verify plans and quantities for correctness.

3.5 TRENCHING AND BACKFILLING

- A. Trench, backfill, and compact to 95% compaction.
- B. Pipes shall be bedded with clean topsoil with rocks of equal to or less than $\frac{3}{4}$ " for a minimum of 4" of cover over the pipe. Once proper bedding cover and compaction is established backfill of native soil is acceptable as long as no rocks over 4" are put into the trench.

3.6 INSTALLATION OF PIPING

- A. General:
 - 1. Lay out the piping system in accordance with arrangement shown on the approved Design Drawings.
 - 2. If piping is shown on the Design Drawings to be under paved areas but running parallel and adjacent to planted areas, the intention is to install the piping in the planted areas.
 - 3. If piping is shown on the Design Drawings to be under paved areas but running perpendicular to the paved area, provide sleeving as outlined in this section.
 - 4. If piping is shown on the design drawings running parallel with other irrigation pipe, they can be placed in a single trench provided the pipe is separated by no less than 6".
- B. Piping depth: Install piping with at least the following depth:
 - 1. Mainlines: 18" below finished grade or 5X the pipe diameter, whichever is greater.
 - 2. Laterals: 12" below finished grade or 5X the pipe diameter, whichever is greater.
 - 3. PVC Sleeves beneath paved areas: 18" below finished grade and extend 12" past paved area edges. Provide a 90-degree elbow on each sleeve end and add additional length of same pipe size to extend above finished grade by 12" until sleeve is used. Cap pipes using PVC caps.
- C. Inspection of materials:
 - 1. Carefully inspect pipe and fittings before installation, removing all dirt, scale, and burrs; and reaming as required.
 - 2. Install pipe with markings side facing up for visual inspection.

IRRIGATION SYSTEM SPECIFICATIONS

D. Plastic pipe:

1. Exercise care in handling, loading, unloading, and storing plastic pipe and fittings:
 - a. Store under cover until ready to install.
 - b. Transport only on a vehicle with a bed long enough to allow the pipe to lay flat to avoid undue bending and concentrated external load.
2. Repair dented and damaged pipe by cutting out and discarding the dented or damaged section and rejoining with a coupling.
3. In jointing, use only the specified glue and primer and make joints in accordance with the manufacturer's recommendations as approved by the Irrigation Designer.
 - a. Give solvent welds at least 15 minutes set-up time before moving or handling, and 24 hours curing time before filling with water.
 - b. For sealing threads, Teflon tape is NOT acceptable. Rectorseal or Weldon pipe thread paste that does not harden is acceptable.
4. Centerload plastic pipe with a small amount of backfill to prevent arching and whipping under pressure.
5. For plastic-to-steel connections:
 - a. Work the steel connections first;
 - b. Use a non-hardening pipe dope on threaded plastic-to-steel connections.
 - c. Use only light wrench pressure.

E. Control Wires:

1. Control wires shall be routed with the main line and attached every 24" increments with plastic wire ties or duct tape. Wires shall be located away from the mainline by at least 6".
2. If splicing of wiring is necessary permanent wire splices shall be located in a valve box at least 10 inches round or larger with enough extra wire so it reaches a minimum of 3' outside the valve box.
3. Wiring shall be 14 gauge or larger.
4. Standard wiring shall be used: A white common wire shall be installed from each valve box (home run – no splicing of wire) to the clock. A red wire shall be installed from each valve (home run – no splicing of wire) to the clock. An extra yellow "Spare" wire shall be installed from each valve box (home run – no splicing of wire) to the clock.

3.7 INSTALLATION OF EQUIPMENT

A. Control Valves:

1. Install automatic valves where indicated on the approved Design Drawings and in accordance with the manufacturer's recommendations as approved by the Irrigation Designer.

B. Turf sprinkler heads:

1. Install where indicated on the approved Design Drawings and in accordance with the manufacturer's recommendations as approved by the Irrigation Designer.
2. Set heads 1/2" above grade except along walks and driveways where finished grade is established. Set heads flush with surface of pavement at time of installation, and next to pavement.
3. Installation of irrigation head locations are critical to minimize overspray onto hard surfaces. Head layout shall be reviewed and approved by the City of Glenwood Springs Parks Department and Colorado Outdoor Environments before installation begins.

C. Plant Material spray heads:

IRRIGATION SYSTEM SPECIFICATIONS

1. Install where indicated on the approved Design Drawings and in accordance with the manufacturer's recommendations as approved by the Irrigation Designer.
2. Set tops of heads ½" above finished grade.
3. Set heads along curbs flush with top surface of curb.
4. Installation of irrigation head locations are critical to minimize overspray onto hard surfaces. Head layout shall be reviewed and approved before installation begins by the City of Glenwood Springs Parks Department and Colorado Outdoor Environments.

3.8 TESTING AND INSPECTING

- A. Do not allow or cause any of the work of this Section to be covered up or enclosed until it has been inspected, tested, and approved by the Irrigation Designer.
- B. Before backfilling the main line, and with control valves in place but before lateral pipes are connected, completely flush and test the main line.
 1. Repair leaks.
 2. Flush out each section of lateral pipe before sprinkler heads are attached.
- C. Testing:
 1. Make necessary provision for thoroughly bleeding the line of air and debris.
 2. Before testing, fill the line with water for a period of at least 24 hours.
 3. After valves have been installed, test live water lines for leaks at the required pressure for a period of two hours, with couplings exposed and with pipe sections centerloaded.
 4. Provide required testing equipment and personnel.
 5. Repair leaks, and retest until acceptance by the Irrigation Designer.
- D. Final inspection:
 1. Clean, adjust, and balance all systems. Verify that:
 - a. Remote control valves are properly balanced;
 - b. Heads are properly adjusted for radius and arc of coverage;
 - c. The installed system is workable, clean, and efficient.

3.9 INSTRUCTIONS

- A. Attach a typewritten legend inside each controller door, stating the areas covered by each remote-control valve. Also include a map of the zone areas and major components.
- B. After the system has been completed, inspected, and approved, instruct the City of Glenwood Springs Parks Department in the operation and maintenance of the system.
- C. Provide an As-Built of the irrigation system. The plan needs to be reproducible in black and white. Provide a copy to the client, Maintenance Company, general contractor and irrigation designer. The irrigation as-built should include the following information, which may be written on a separate form:
 1. Source of water.
 2. Dynamic Pressure: ____ PSI at 25 GPM.
 3. Zones and their locations.
 4. Types of heads on each zone.
 5. Water usage for each zone.
 6. Clock type, location and schedule.
 7. Pump type, location and size if applicable.
 8. Booster pump type, location and size if applicable.

IRRIGATION SYSTEM SPECIFICATIONS

9. Storage tank type, location and size if applicable.
10. Backflow preventer type, location and size if applicable.
11. Where the main line exits the building, if applicable.
12. Irrigation contractor name, address, phone number, and person knowledgeable about installation and use.
13. Irrigation designer information: Colorado Outdoor Environments, Inc., Contact: Peer Erickson, PO Box 513, Carbondale, CO 81623, (970) 618-7005.
14. General Contractor contact information including superintendent familiar with system.

4.0 TRAFFIC & SITE CONTROL

- A. Traffic control is the responsibility of the Contractor. The plan is to be reviewed and approved by the City of Glenwood Springs before work begins to minimize traffic delays and ensure pedestrian access to the site and surrounding area.
- B. Installation contractor shall keep the site neat, orderly, clean and free of debris during the entire installation process.

END OF SECTION

IRRIGATION SYSTEM SPECIFICATIONS

Glenwood Springs 7th Street Landscape Bid Worksheet

Prepared By: _____

Date: _____

Item	Notes	Notes	Quantity	Unit	Unit Cost	Total Cost
SITE PREPARATION, GENERAL CONDITIONS, SPECIAL EQUIPMENT						
Supervision/ General Conditions	landscape contractor to provide bid		1	lump sum		
Mobilization of equipment to site by landscape contractor			1	each time		
Clean up of construction debris and labor hours to be directed by Landscape Architect			40	labor hours		
Hauling and disposal of rock and small construction debris	dump fee based on non-organic material		1	dump truck load		
	Landscape contractor to determine what is needed and provide bid, City to approve		1			
Traffic control and right of way permit, if applicable			1			
Port-A-Jon			1			
HARDSCAPE						
Sand set granite pavers - Pavers provided by city. Contractor to supply bid to install.	24" x 8" x 3"	Installation cost	1,023.5	sf		
Transport pallets from holding area to project site.	Transport from "boneyard" near airport to site					
Splitting granite pavers and snapping edges where pattern dictates a partial paver	approximate number; 18	Pavers need to be cut to 1'-3" with hand chiseled edge				
Scribing pavers around boulders	approximate number; 36					
Pro Rigid Pave Edge	Pro Rigid	Pave Edge	425.0	LF		
Colorado Buff Boulders. Supplied by City of Glenwood Springs	Boulders range from 1-10 tons a piece.	35 to 45 boulders	85.0	total tonage		
Items related to setting boulders:						
Labor crew	2 person crew		40.0	hours		
Equipment operators, machinery	1 operator	switch between skid steer and excavator	40.0	hours		
Telehandler or crane	10 ton capacity		2	days		
SPLASH PAD AREA						
Sod	Temporary installation		433.0	sf		
SITE FURNISHINGS: Unit cost indicates cost of item plus estimate for shipping/ handling/ install. (Mark-up of 200% to estimate)						
2-Seat Tables	Landscape forms	2-seat 35 Mingle, backed, black powdercoat with perforated top. Table top with umbrella hole. Surface mounted secured with Helical ground screw anchors. 1/2"x5" with 4" helix	3			
4-Seat Tables	Landscape forms	4-seat 35 Mingle, backed, black powdercoat with perforated top. Table top with umbrella hole. Surface mounted secured with Helical ground screw anchors. 1/2"x5" with 4" helix	3			
Winchester Chair	Wabash Valley	Product number: WI9112C. Weathered Faux wood, port/sm - Textured Black	32			
Winchester Table	Wabash Valley	Product number: WI2132C. Weathered Faux wood, port/sm - Textured Black	8			
Bar height table	Sitescapes/ Marolt & Associates LLC	(2) 6'L Surface Mount Bar height tables & (1) 5'L.	1			
Bar height seats	Sitescapes/ Marolt & Associates LLC	Style: Stadium bar, black powder coat	6			
Benches, backless	Streetlife	Heavy-heavy Backless H-L3-225	11			
Bike Racks	Bike Fixation	Stadium Bike Rack 6 (Formerly Saris)	1			
Trash & Recycling	Pilot Rock	T&R Combo, BPRT2-72. Black	3			
SOIL PREPARATION*						
Planted areas: 6" of top soil and compost mix	60/40 soil mix	Larson	50	cubic yard		
Compost	Till into soil	Nutri-mulch	50	cubic yard		
Planted areas: fine grading	Hand rake to smooth finish		2,513	square feet		
Top dress planting areas	Soil Pep 2" Depth		20	cubic yard		
*Note: Remove abandoned irrigation piping if exposed during soil prep						
TREES AND SHRUBS						
Trees: Deciduous						
Gleditsia triacanthos intermis Skyline	Honeylocust Skyline		5	4" caliper		
Shrubs: Evergreen						
Montgomery Blue Spruce	Picea pungens 'Montgomery'		3	10 gallon		
Montgomery Blue Spruce	Picea pungens 'Montgomery'		12	5 gallon		
Root Barrier	Century products, CR-PE, Thickness 0.060", 24" depth	*See youtube video for install. Link in notes, below.	180	LF		
PERENNIALS						
Blue Avena Grass	Helictotrichon sempervirens	Spacing: 2' O.C.	134	1 gallon		
May Night Salvia	Salvia sylvestris 'May Night'	Spacing: 1' O.C.	30	F15 flats		
Silver Mound Sage	Artemisia schmidtiana 'Silver Mound'	Spacing: 6" O.C.	20	F15 flats		
Dwarf Iris	Iris setosa artica	Spacing: 6" O.C.	15	F15 flats		
Native Geranium- red	Geranium sanguineum	Spacing: 6" O.C.	44	F15 flats		
Elfin Thyme	Thymus serpyllum 'Elfin'	Spacing: 3" O.C.	452	F32 flats		
Turkish Veronica	Veronica liwanensis	Spacing: 3" O.C.	64	F32 flats		
POTS - Under Bridge Plaza						
Jumbo Jesslyn Planter - M (also listed as Jumbo Round - M)	Pottery Pots. Upper Diameter is 44"; Lower Diameter is 26"; Height is 38"	E1060-S1 Black Fiberstone	12			
Jumbo Jesslyn Planter - L (also listed as Jumbo Round - L)	Pottery Pots. Upper Diameter is 35"; Lower Diameter is 23"; Height is 33"	E1040-S1 Black Fiberstone	8			
Plants:						
Aspen Seedling	Populus tremuloides		20	10 gallon		
Autumn Fern	Dryopteris erythrosora		680	1 gallon		
Potting materials:						
Planter Insert	To reduce amount of soil installed in pots. If product not found, fill bottom with gravel and leave 12" for soil	Set 12" below top of pot	20			
Mirifi fabric	To line pots					
Soil	Happy Frog Potting Soil		15	cubic feet		
LIGHTING						
Total cost of plaza lighting based on Lacroux Streeb plans and specs.				sum		
SLEEVEING						
PVC sleeves	3 PVC sleeves at 3" each		231	linear feet		
PVC sleeve	1 PVC sleeve at 4"		82	linear feet		
IRRIGATION						
Total cost of irrigation in plaza based on COE irrigation plans and specs				sum		
Total						

Notes:
Landscape Contractor is not responsible for installation of mortar set stone elements or concrete elements.
*Instruction video for Root Barrier by Centry Products: <https://www.youtube.com/watch?v=K4wsn11RQsI>

BID ALTERNATES

Item	Notes	Notes	Quantity	Unit	Unit Cost	Total Cost
BID ALTERNATE A: Reduce flats of Elfin Thyme from 452 to 150 and seed High Altitude Bluegrass in place of Thyme in granite joints						
Elfin Thyme	Thymus serpyllum 'Elfin'	Spacing: 3" O.C.	-302	F32 flats		
Grass Seed	Poa supina	or approved alternate				
					Subtract	
BID ALTERNATE B: Reduce chairs from 32 to 24; tables 8 to 6						
Winchester Chair	Wabash Valley	Product number: WI9112C. Weathered Faux wood, port/sm - Textured Black	-8			
Winchester Table	Wabash Valley	Product number: WI2132C. Weathered Faux wood, port/sm - Textured Black	-2			
BID ALTERNATE C: Eliminate Downlights in existing trees						
Tree Downlights	See Lacroux Streeb Spec		-12			
					Subtract	

Total Deductions

Original Estimate Less the Deductions

Memo

To: Glenwood Springs Downtown Development Authority,
City Council and City Administration

From: Deric Walter

Date: April 14, 2019

Re: Bid Results for 7th Street Landscape Project, Water Fountain Design Build Project
and the Splash Pads Design Build Project

The purpose of this memo is to provide information regarding the bids results for the 7th Street Landscape Project, the Water Fountain Design Build Project and the Splash Pads Design Build Project. Two (2) bids were received for the 7th Street Landscape Project and no bids were received for the Water Fountain Design Build Project or the Splash Pads Design Build Project.

The two (2) bids received for the 7th Street Landscape Project were from Rocky Mountain Custom Landscape, Inc. (RMCL) in the stated amount of \$478,828.00 and Gould Construction Inc. (GCI) in the stated amount of \$573,390.50 for the full project (excluding bid alternates). A copy of the Bid Worksheet has been attached with Upon review of the bid details, the following substantial observations have been made:

- The RMCL bid description for *Lighting-Total cost of plaza lighting based on Lacroux Streeb plans and specs* includes revisions to the descriptive language of: "Lighting-Lacroux Streeb plans and specs.-Labor Only"; and "COGS to Provide Fixtures/Wiring and all necessary appurtenances." The GCI bid includes all labor and materials for a completed project. The implication is that the City is responsible for an indeterminate expense for all materials and delivery to RMCL if the RMCL bid is selected.
- The RMCL bid included a write in amount for "Bid, Performance and Warranty Bond" in the amount of \$8381.40. This is considered an acceptable inclusion if RMCL is selected.
- The RMCL bid for *Bike Racks* contains a mathematical error in either the Unit Cost of \$5221.82 or the Total Cost of \$522 for 1 unit. The \$522 amount is what was apparently used to present the Bid Total at the end of the Bid Worksheet and should be considered the contracted amount for this line item if RMCL is selected.
- The RMCL bid for *Jumbo Jesslyn Planter – (also listed as Jumbo Round –M)* contains a mathematical error in either the Unit Cost of \$949.18 or the Total Cost of \$18,984.00 for 12 units. The \$18,984.00 amount is what was apparently used to present the Bid Worksheet and should be considered the contracted amount for this line item if RMCL is selected.
- The RMCL Total stated for the entire project is \$478,828.00, but based on the summation of the individual Total Cost for each line item, the amount appears to be \$476,101.00. It is not understood where the mathematical discrepancy has occurred. The stated Total of \$478,828.00 should be considered the contract amount if RMCL is selected.
- No discrepancies or additions/subtractions were observed on the GCI bid.

The Bid Alternates included three (3) options to be considered if the received bids were over the Project Budget of \$550,000.00 as presented before City Council in July 2018. These alternates are:

Alternate A: (Reduce flats of Elfin Thyme from 452 to 150 and seed High Altitude Bluegrass in place of Thyme in granite)

RMCL: -\$36,901.38 GCI: -\$38,990.00

Alternate B: (Reduce chairs from 32 to 24; tables from 8 to 6)

RMCL: -\$8,806.56 GCI: -\$8,000.00

Alternate C: (Eliminate downlights in existing trees)

RMCL: -\$3,000.00 GCI: -\$6,000.00

In summary, the RMCL bid is under budget by \$71,172.00, but excludes an expense for the purchase and delivery of all materials needed for the Lighting and Electrical. The cost for this is not known at this time and an estimate has been requested of LS Group. The GCI bid is \$94,562.50 higher than RMCL and over the target budget by \$23,390.50 and does include all needed materials.

The Bid Documents included the following explanation for Award of Contract:

AWARD OF CONTRACT:

City reserves the right to reject any and all Bids and waive any and all informalities, and the right to disregard all nonconforming or conditional Bids or counter proposals.

In evaluating Bids, City shall consider the qualifications of the Bidders, whether or not the Bids comply with the prescribed requirements, and alternates and unit prices if requested in the Bid forms. City may consider the qualifications and experience of sub-contractors and other persons and organizations (including those who are to furnish the principal items of material or equipment) proposed for those portions of the work as to which the identity of sub-contractors and other persons and organizations must be submitted as specified in the Supplementary Conditions. He may conduct such investigations as he deems necessary to establish the responsibility, qualifications and financial ability of the Bidders, proposed sub-contractors and other persons and organizations to do the Work in accordance with the Contract Documents to City's satisfaction within the prescribed time. City reserves the right to reject the Bid of any Bidder who does not pass any such evaluation to City's satisfaction.

If a contract is to be awarded, it will be awarded to the lowest responsive, responsible bidder whose evaluation by City indicates to City that the award will be in the best interest of the City.

If the contract is to be awarded, City will give the apparent responsive, responsible Bidder a Notice of Award within sixty days after the day the Bid opening. Simultaneously with delivery of the executed counterparts of the Agreement to City, Contractor shall deliver to City the required Contract Security.

Should the Council desire to move forward with an award of contract of one of the bids submitted, then BUI/SMLA suggests the following actions:

- 1) Award the contract to RMCL in the amount of the bid received at \$478,828.00 AND further contract with LS Group (aka Lacroux-Streeb), or another electric/lighting professional, to itemize, purchase and deliver all the necessary materials needed for a completed project to

RMCL. Boundaries Unlimited Inc. (BUI) and Shannon Murphy Landscape Architects (SMLA) are not qualified to complete these tasks. Based on the difference between the RMCL and GCI bid amounts for the Lighting, it is anticipated that the cost of additional contracting/materials/delivery will be in the range of \$40,000-\$70,000. The Project should be able to be completed within budget even at the higher end of this range.

- 2) Award the bid submitted by GCI in the amount of the bid received at \$573,390.50 for a completed project as designed (\$23,390.50 over budget).
- 3) Award the bid submitted by GCI in the amount of \$534,400.50 with the acceptance of Alternate A (\$15,599.50 under budget).

There are other options available for the use of Alternates B and C, but BUI/SMLA considers these alternates to be unnecessary for a successful project.

Should you have any questions, please feel free to call me at 970.945.5252, ext. 1. Both Shannon Murphy (SMLA) and I (BUI) are committed to present this information to Council at a public meeting, if desired.



City Council
STAFF REPORT
City of Glenwood Springs
May 16, 2019

Agenda Item: Change Order Under Bridge Lighting

Action Requested: Approval of additional funding for lighting under the Grand Avenue bridge

Department: Engineering

Presented By: Terri Partch, City Engineer

Background Info: In December of 2018, Deric Walter received a quote on behalf of the DDA for additional accent lighting under the Grand Avenue bridge. Total price for all of the work was \$37,415.00. The bid included uplighting within the granite pavers and strand lighting. The uplighting has been placed at the bridge abutment and columns. The strand lighting fixture heads were underestimated. Fifty seven heads are needed. Twenty three were originally estimated. The change order request is for an additional \$16,025.00

Issues: None at this time. In the original budget estimates, \$146,680 was set aside for architectural, irrigation and lighting for the under bridge. The total cost for the lighting elements of \$53,440.00 is well within the original lighting budget.

Staff Recommendation: Approve the change order request for additional strand lighting heads.



April 17, 2019

City of Glenwood Springs
Attention: Matt Langhorst
101 West 8th St.
Glenwood Springs, CO 81601

Glenwood Springs underbridge lighting – electrical CO .

- Cost increase for Tegan lighting strand lighting to be installed under the Grand Ave Bridge.
- Design revision per LS Lighting designs Elise Streeb.

Totals cost increase for approval **\$16,025.00**

* I have one full day in my proposal to install the strand lighting fixtures. I think it could be done if we have clear direction from our lighting designer. If we have to add another day to the budget it would be billed on an hourly basis to the city.

Hourly rate for Journeyman is \$75.00/hr.
Hourly rate for Apprentice is \$55.00/hr.

We appreciate the opportunity to bid this project for you, please call if you have **any** questions.

Thank you,

Kelly Crownhart
R&A Enterprises

Memo

To: City Council
From: Glenwood Springs Downtown Development Authority (DDA)
Date: May 7, 2019
Re: Downtown Public Restroom – Update and Needs

The purpose of this memo is to update City Council on the progress and needs for the Downtown Public Restrooms which is scheduled for delivery and installation on July 1, 2019. The DDA's 2019 budget includes \$250,000 for this project of which \$177,076.00 has been contracted with Public Restroom Company for fabrication, delivery and installation of the building. The remaining balance of \$72,924.00 (approximately 30%) was anticipated for utilities and site work. In preparation of the pre-manufactured building placement, the project is required to have the site demoed/prepped and foundation installed at least one week prior to delivery. After installation of the building, the project is then required to connect all utilities and complete the surface improvements.

Given the tight schedule and need to avoid conflicts with the overlapping 7th Street Project, the DDA obtained the attached bid from the 7th Street contractor, Gould Construction, in the amount of \$148,177.85 to complete all improvements and services not being supplied by the Public Restroom Company. This amount is \$75,253.85 greater than the remaining available fund balance. Reasons for the overage include:

- The tight schedule of completion;
- The proximity of this project to the very congested 7th Street Project and popular Public Parking Lot;
- Difficulties in managing high levels of pedestrian and vehicular traffic in conjunction with the 7th Street Project; and
- Unanticipated storm sewer/water quality structure improvements along with associated curb and asphalt replacement.

During the site design process, which occurred after the budget had been approved, it was determined by the City Engineer and Public Work Director that the upcoming Municipal Separate Storm Sewer System (MS4) requirements should be considered and that a water quality structure should be installed with this project since it is located at the discharge point of the City/County shared Public Parking Lot. This resulted in the addition of two (2) curb inlets, a deep hydrodynamic separator, piping and curb/asphalt replacement inside the parking lot.

In reviewing Gould's bid, the costs for the storm sewer system and related curb/asphalt are directly itemized under #20-#26 and #68-#85 in the amount of \$49,781.90 and partially included in secondary line items #1, #3, #4, #6 and #100. The percentage basis of the

secondary line items is approximately 24.8% of the full bid amount. Applying this percentage to the primary line items, suggests that the cost of the stormwater system is roughly \$62,120.

The project is on a critical schedule with the building arriving in less than 8 weeks from the date of this memo and the lead time on the storm sewer inlets and water quality structure is 4-6 weeks. Understanding the intense need to keep the project on schedule, the DDA passed a motion today to authorize Gould Construction to move forward with ordering the time sensitive stormwater materials. They did not authorize the full contract though because of the budget overrun and the desire to present the following suggestion for a funding partnership with the City.

While the DDA does have \$100,000 in available contingency funds, we are still early in the year and there are other projects in motion. Additionally, the DDA is charged with stimulating and revitalizing the downtown core. On previous projects, there has been a clear distinction between those types of improvements and the allocation of funds for regional infrastructure improvements, such as this storm sewer. The construction of subsurface infrastructure is not consistent with the DDA mission. As a means of compromise, and with the goal of maintaining the success of many projects and not just this restroom, the DDA suggests that the City fund the cost for the unanticipated storm sewer/related items in the amount of \$60,000 and that the DDA make up the difference from its contingency fund in the amount of \$15,253.85.

The DDA hopes that Council can agree that this is a fair way to move the Project forward to ensure that the restrooms can get completed this summer for the benefit of our City's businesses, citizens and valued visitors.





#10583-2 Downtown Public Restroom

#10583-2 Downtown Public Restroom





WARNING
NOTICE!
Before connecting water
service to building,
purge incoming water lines
for 30 minutes.
FAILURE VOIDS
WARRANTY



BYPASS SWITCH DIRECTIONS

NOTE: This bypass switch is installed in this building to test night lighting operation during daytime hours. It may take a few seconds to activate, after verifying lights are working, switch back to off position.



• RESTROOM BYPASS SWITCH (WHITE):
Turn switch ON to test if the lights work, or if you don't want to use the SECURITY system.
Turn OFF if you want the lights to be controlled by the SECURITY.

• EXTERIOR BYPASS SWITCH (RED):
Turn switch ON to test if the light works, or if you want the light on during the daytime.
Turn switch OFF if you want the light to be controlled by the photo cell.

INTERIOR EXTERIOR

LIGHTS

TEST

AUTO

BYPASS SWITCHES

WARNING

NOTICE!
Do not turn on
water heater breaker
until you verify
water heater is full of water

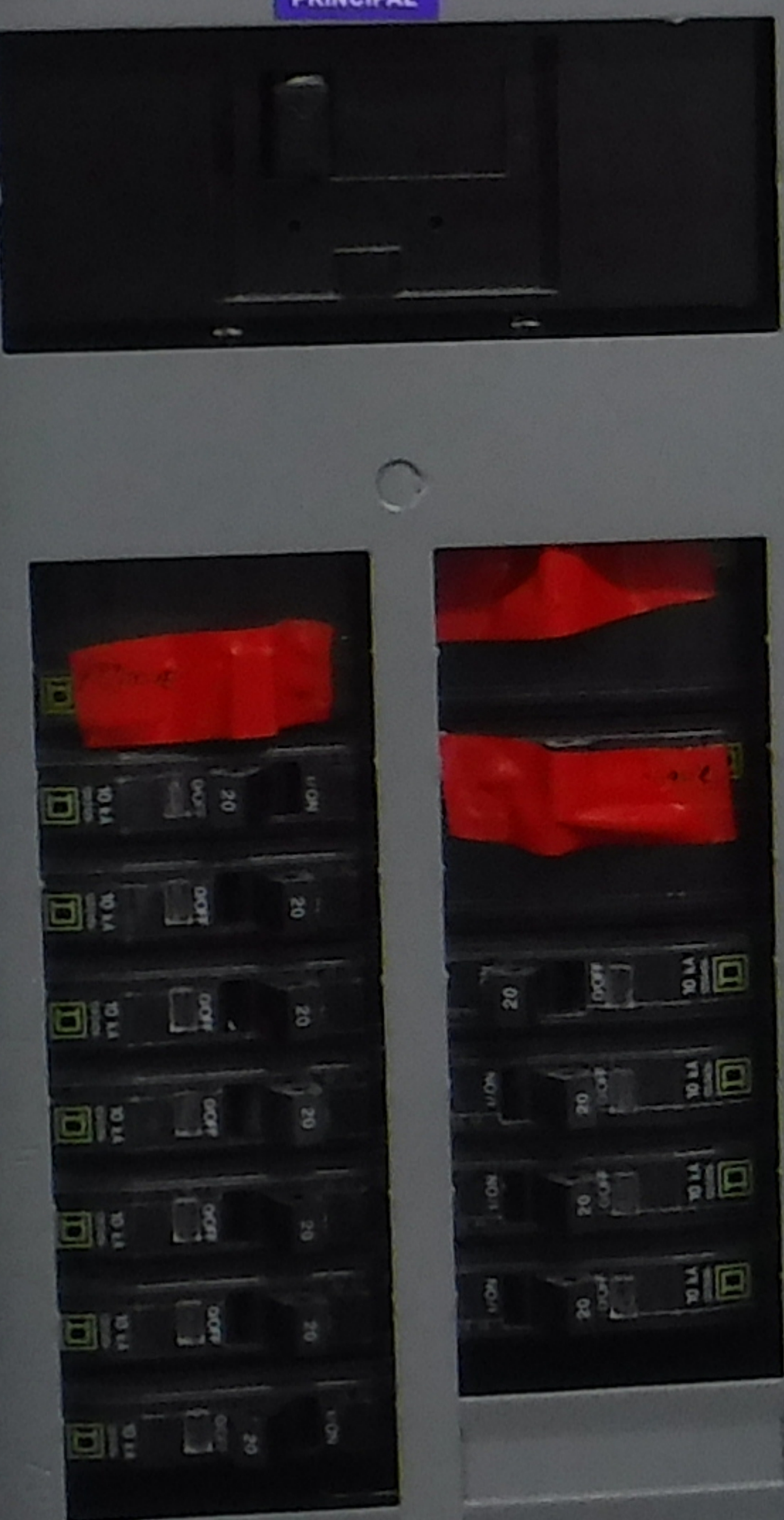
FAILURE VOIDS WARRANTY



PUBLIC RESTROOM COMPANY
Building Better Places To Go.SM

888-888-2060
PublicRestroomCompany.com

MAIN PRINCIPAL



WARNING
DANGER
PELIGRO
AVERTISSEMENT

Restroom Building Main Electric Panel
200A Main Circuit Breaker

Hydronics Floor Heat		Water Heater - Right	
1		2	
3		4	
5		6	
7		8	
9		10	
11		12	
13		14	
15		16	
17		18	
19		20	
21		22	
23		24	
25		26	
27		28	
29		30	

1 Hydronics Floor Heat
2 Water Heater - Right
3 Deel GFCI Recept. - Hydronics
4 Water Heater - Left
5 Hand Dryer - Left
6 Utility Chase Recept. - GFCI
7 Hand Dryer - Right
8 Deel GFCI Recept. - Back wall Right
9 Restroom Lights / Sensor
10 Deel GFCI Recept. - Back wall Left
11 Exterior Lights / Photocell / Timeclock
12 Deel GFCI Recept. - Back wall Left
13 Utility Chase Lights
14 Spare Breaker
15 Securtron Door Lock Sys.
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30

SECURITRON
ASSA ABLOY

PLEASE CONNECT BATTERY

SECURITRON DOOR LOCK SYSTEM TIMER

Lock System is not working.
• Make sure power to the building master system.
• The master breaker for Securtron is reset (off).
• The backup battery is plugged in.
• There should be a small red light (LED) at the bottom of the door lock unit. If the light is not on, the door lock is not working.
• There is a small red light (LED) at the bottom of the door lock unit. If the light is not on, the door lock is not working.
• There is a small red light (LED) at the bottom of the door lock unit. If the light is not on, the door lock is not working.

Board, Committee & Commission Liaison Appointments

The following are liaisons to the respective board, committee, or commissions they are appointed to:

- **Steve Davis**
 - Building Board of Appeals
 - Downtown Development Authority
 - Parks and Recreation Commission
 - River Commission (Alternate)

- **Jonathan Godes**
 - Airport Commission
 - Volunteer Firefighter Pension Board
 - Roaring Fork Transportation Authority (RFTA) Board of Directors

- **Tony Hershey**
 - Airport Commission (Alternate)
 - Downtown Development Authority (Alternate)
 - Historic Preservation Commission
 - Victims Assistance and Law Enforcement Board (VALE)
 - Glenwood Springs Rural Fire District Board

- **Shelley Kaup**
 - Arts and Culture Board
 - River Commission
 - Transportation Commission (Alternate)
 - Housing Commission
 - Garfield Clean Energy (Alternate)
 - Roaring Fork Transportation (RFTA) Board of Directors (Alternate)

- **Paula Stepp**
 - Financial Advisory Board
 - Tourism Promotion Board
 - Housing Commission (Alternate)
 - Associated Governments of Northwest Colorado
 - Club 20

- **Rick Voorhees**

- Tourism Promotion Board (Alternate)
- Garfield Clean Energy
- Glenwood Springs Chamber Resort Association Board of Directors
- Northwest Colorado Council of Governments Rural Resort Region
- Ruedi Water and Power Authority

- **Charlie Willman**

- Financial Advisory Board (Alternate)
- Transportation Commission
- CDOT Intermountain Transportation
- Colorado Municipal League

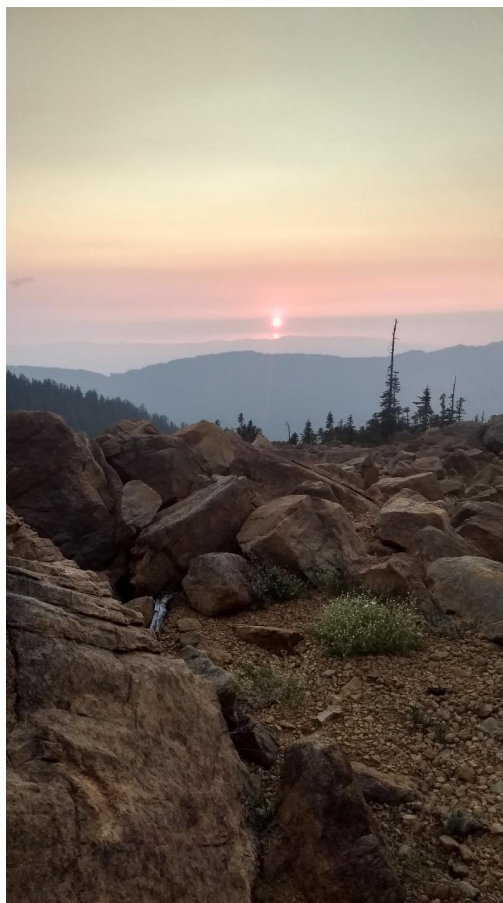


Senate to Consider Bipartisan Bill for Full Land and Water Conservation Fund (LWCF) Funding

In April, a bipartisan bill to allocate full funding for the Land and Water Conservation Fund (LWCF) was introduced in Congress called the Land and Water Conservation Fund Permanent Funding Act, [S. 1081](#). The bill was introduced by Senators Joe Manchin (D-WV) and Cory Gardner (R-CO), and has seventeen co-sponsors from both sides of the aisle including: Maria Cantwell (D-Wash.), Richard Burr (R-NC), Michael Bennet (D-CO), Susan Collins (R-Maine), Angus King (I-Maine), Jon Tester (D-Mont.), Steve Daines (R-MT), Jeanne Shaheen (D-NH), Tom Udall (D-NM), Martin Heinrich (D-NM), Lindsay Graham (R-SC) and Lamar Alexander (R-TN).

This bill is the commonsense follow up to the [Dingell Act](#) which passed in March and permanently reauthorized the LWCF after expiring in September of 2018. The Dingell Act passed the Senate with a 92-8 vote and the House with a 363-62 vote, highlighting the massive bipartisan support there is for the LWCF. The bill did not, however, provide funding for LWCF and we must urge Congress to pass full funding for LWCF otherwise the promise of the program will continue to be unfulfilled. S. 1081 requires that all funds deposited into the LWCF are used for conservation-related purposes. This means that for Fiscal Year 2020 and all others following, the LWCF would be funded to its full extent, with no opportunity for the funds to be funneled towards non-conservation purposes as it has been in the past.

In 1964 when the LWCF was originally enacted, Congress allotted \$900 million for the Fund each year. However, since 1964, LWCF has only been funded at its full extent twice, with approximately [\\$22 billion](#) used for non-conservation purposes throughout the life of LWCF. The passage of S. 1081 would ensure that no more funds intended for the conservation, preservation, and enhancement of America's public lands and waters are spent on unrelated projects.



The LWCF has provided funds for federal, state, and local public lands and waters projects in every state and nearly every county in the United States. From conservation and restoration projects at some of America's National Parks to local trail expansion and ballpark construction, the LWCF has provided financial support for public spaces for all Americans for over 50 years.

We would like to thank Congress for permanently authorizing the LWCF. This conservation program directly impacts all mountain communities and must be fully funded.

Please stand with us now by asking Congress to support full funding for LWCF! If you would like to speak up and urge your Senators and Representatives to support full LWCF funding, please [sign this letter](#) by May 31. We already have nearly 60 mountain town local elected officials signed onto the letter. If you have any questions, please don't hesitate to reach out to info@themountainpact.org.

www.themountainpact.org | info@themountainpact.org



The Mountain Pact

[Date]

Dear [US Senate and House OR Specific members of Congress],

First of all, we would like to enthusiastically thank you for your support of permanent reauthorization of the Land and Water Conservation Fund (LWCF). As local elected officials from mountain communities in the West we represent [#] year-round residents and [#] annual visitors, all of whom recognize the importance of adequate funding for public lands conservation, preservation, enhancement, and expansion. Although we are pleased with the passage of permanent reauthorization, this is just a first step. We now urge you to support and advance *full and dedicated funding* for the LWCF.

The LWCF has provided funding over the last 52 years for countless federal, state, and local public lands projects in every county in the United States.¹ These resources have helped to create an extensive network of public lands and waters for conservation, ecosystem preservation, and for all Americans to enjoy. Outdoor recreation and proximity to open spaces - many of which have been enhanced through the use of the LWCF - draw residents and tourists to mountain communities which provides significant economic support as well as a distinct and desirable way of life. A recent study found that counties in close proximity to public lands perform substantially better in key economic factors such as employment and personal income than counties without nearby public lands.²

Since the LWCF expired in late September 2018, the fund has lost more than \$350 million that should have been used for the conservation, enhancement, and protection of public lands and waterways. Many projects funded by the LWCF have an uncertain future due to the current lack of funding and historically unpredictable nature of funding for the program. Thus, we urge you to pass *full and dedicated* funding to ensure our public lands receive the protection they deserve now, and into the future.

The LWCF is a vital component of job creation and economic development through support for public land infrastructure. Reports show that the LWCF provides a strong return on investment. One study found that for every \$1 of LWCF funds invested there is a remarkable return of \$4 in economic value.³

Our communities are inextricably linked to the public lands that surround them. Our residents and business owners rely on public lands visitation and exploration for economic success and cultural vitality. The LWCF supports and enhances public lands, and as such, our communities. You have the opportunity to provide full funding to support this incredible program. So please, vote to fully fund the LWCF in support of our mountain communities, and public lands for *all* Americans.

Sincerely,

Mayor Brooke Laine, City of South Lake Tahoe, California
Mayor Pro Tem Jason Collin, City of South Lake Tahoe, California
Council Member Devin Millbrook, City of South Lake Tahoe, California
Council Member Tamara Wallace, City of South Lake Tahoe, California
Council Member Cody Bass, City of South Lake Tahoe, California

¹ <http://thehill.com/opinion/energy-environment/384469-local-economies-need-the-land-and-water-conservation-fund>

² <https://headwaterseconomics.org/public-lands/federal-lands-performance/>

³ <https://www.tpl.org/sites/default/files/cloud.tpl.org/pubs/benefits-LWCF-ROI%20Report-11-2010.pdf>



Mayor David Tirman, Town of Truckee, California
Vice Mayor Morgan Goodwin, Town of Truckee, California
Council Member Anna Klovstad, Town of Truckee, California
Council Member David Polivy, Town of Truckee, California
Council Member Jessica Abrams, Town of Truckee, California
Mayor Steve Skadron, The City of Aspen, Colorado
Council Member Adam Frisch, The City of Aspen, Colorado
Mayor Sarah Smith-Hymes, the Town of Avon, Colorado
Mayor Eric Mamula, the Town of Breckenridge, Colorado
Council Member Wendy Wolfe, the Town of Breckenridge, Colorado
Council Member Erin Gigliello, the Town of Breckenridge, Colorado
Council Member Jeffrey Bergeron, the Town of Breckenridge, Colorado
Council Member Gary Gallagher, the Town of Breckenridge, Colorado
Council Member Dick Carleton, the Town of Breckenridge, Colorado
Council Member Kelly Owens, the Town of Breckenridge, Colorado
Mayor Todd Jirsa, the Town of Estes Park, Colorado
Mayor Pro Tem Cody Walker, the Town of Estes Park, Colorado
Town Trustee, Carlie Banges, the Town of Estes Park, Colorado
Town Trustee, Marie Cenac, the Town of Estes Park, Colorado
Town Trustee, Patrick Martchink, the Town of Estes Park, Colorado
Town Trustee, Ron Norris, the Town of Estes Park, Colorado
Town Trustee, Ken Zornes, the Town of Estes Park, Colorado
Mayor Dan Richardson, the Town of Carbondale, Colorado
Council Member Ben Bohmfalk, the Town of Carbondale, Colorado
Council Member Erica Sparhawk, the Town of Carbondale, Colorado
Council Member Heather Henry, the Town of Carbondale, Colorado
Council Member Lani Kitching, the Town of Carbondale, Colorado
Council Member Luis Yllanes, the Town of Carbondale, Colorado
Council Member Marty Silverstein, the Town of Carbondale, Colorado
Mayor Jim Schmidt, the Town of Crested Butte, Colorado
Mayor Pro Tem Paul Merck, the Town of Crested Butte, Colorado
Council Member Laura Mitchell, the Town of Crested Butte, Colorado
Council Member Jackson Petito, the Town of Crested Butte, Colorado
Council Member Chris Haver, the Town of Crested Butte, Colorado
Council Member Candice Bradley, the Town of Crested Butte, Colorado
Council Member Will Dujardin, the Town of Crested Butte, Colorado
Mayor Corinne Platt, the Town of Ophir, Colorado
County Commissioner M. Elizabeth Melton, Routt County, Colorado
County Commissioner Timothy V. Corrigan, Routt County, Colorado
County Commissioner Douglas B. Monger, Routt County, Colorado
Mayor Sean Murphy, the Town of Telluride, Colorado
Mayor Pro Tem Todd Brown, the Town of Telluride, Colorado
Council Member Gena Goodman-Campbell, the City of Bend, Oregon
Mayor Emily Niehaus, the City of Moab, Utah
Council Member Rani Derasary, the City of Moab, Utah
Council Member Mike Duncan, the City of Moab, Utah
Council Member Karen Guzman-Newton, the City of Moab, Utah
Council Member Kalen Jones, the City of Moab, Utah
Council Member Tawny Knuteson-Boyd, the City of Moab, Utah
Council Member Michael Lilliquist, the City of Bellingham, Washington
Council Member Gene Knutson, the City of Bellingham, Washington

ENGAGED MOUNTAIN COMMUNITIES:

